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Quality Enhancement Cell

Gomal University, Dera Ismail Khan



Teacher Evaluation Form

(To be filled by the student)

Course Title and Number: _____
 Name of Teacher: _____ Semester _____
 Department: _____ Degree _____

Use the scale to answer the following questions below and make comments

5: Strongly Agree 4: Agree 3: Uncertain 2: Disagree 1: Strongly Disagree

I. Command Over Subject					
1. The Teacher is prepared for each class	5	4	3	2	1
2. The Teacher demonstrates knowledge of the subject	5	4	3	2	1
3. The Teacher provides additional material apart from the textbook	5	4	3	2	1
4. The Teacher gives citations regarding current situations with reference to Pakistani context.	5	4	3	2	1
5. The Teacher maintains an environment that is conducive to learning	5	4	3	2	1
6. Teacher always think about the demands made by other modules you're doing	5	4	3	2	1
II. Behavior With Students					
1. The Teacher is fair in examination	5	4	3	2	1
2. Teacher is approachable	5	4	3	2	1
3. You usually get advice if you're having difficulties	5	4	3	2	1
4. The Teacher shows respect towards students and encourages class participation	5	4	3	2	1
5. Students are encouraged to participate in discussions	5	4	3	2	1
6. The Teacher give constructive feedback on the work you do	5	4	3	2	1
7. The Teacher really motivates students to do their work	5	4	3	2	1
8. On the whole the Teachers are really enthusiastic about Teaching Student.	5	4	3	2	1
III. Regularity					
1. The Teacher arrives on time	5	4	3	2	1
2. The Teacher leaves on time	5	4	3	2	1
3. The Teacher returns the graded scripts etc. in a reasonable amount of time	5	4	3	2	1
4. The Teacher was available during the specified office hours and for after class consultations	5	4	3	2	1

PART III - BEHAVIORAL TRAITS

1. Dependability – Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

Unacceptable Superior
 1 2 3 4 5

Comments: _____

2. Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

Unacceptable Superior
 1 2 3 4 5

Comments: _____

3. Initiative – Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.

Unacceptable Superior
 1 2 3 4 5

Comments: _____

4. Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

Unacceptable Superior
 1 2 3 4 5

Comments: _____

5. Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

Unacceptable Superior
 1 2 3 4 5

Comments: _____

6. Attendance – Consider number of absences, use of annual and sick leave in accordance with policy.

Unacceptable Acceptable

Comments: _____

7. Punctuality – Consider work arrival and departure in accordance with departmental and policy.

Unacceptable Acceptable

Comments: _____

Training Evaluation Form

Date of Presentation: _____

Presenter's Name: _____

Topic or Session: _____

Please complete the evaluation for today's training session – your feedback is valuable
 AUCOE is committed to continual improvement and suggestions will be considered

Criteria	Strongly agree 4	Agree 3	Disagree 2
Training was relevant to my needs			
Materials provided were helpful			
Length of training was sufficient			
Content was well organized			
Questions were encouraged			
Instructions were clear and understandable			
Training met my expectations			
The presenter and / or presentation was effective			

Workshop Evaluation Form

Workshop Date _____ Workshop Title _____

Instructions: Please indicate your level of agreement with the statements listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The content covered useful material.	___	___	___	___	___
2. The content was practical to my needs and interests.	___	___	___	___	___
3. The content well organized.	___	___	___	___	___
4. The content presented at the right level.	___	___	___	___	___
5. The activities were effective.	___	___	___	___	___
6. Useful visual aids and handouts were provided.	___	___	___	___	___
7. The instructor's knowledge was up to par.	___	___	___	___	___
8. The instructor's presentation style was up to par.	___	___	___	___	___
9. The instructor covered the material clearly.	___	___	___	___	___
10. The instructor responded well to questions.	___	___	___	___	___

How could this workshop be improved?

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Oral Presentation Evaluation Form

Item	improvement needed	good	excellent
Presentation Content			
Simplicity appropriate for audience			
Research problem clearly stated			
Context and importance of research demonstrated			
Results easily and clearly interpreted			
Conclusions to point, corresponding to problem			
Visual aids			
Clear, catchy slides, not overcrowded			
Contribution of colors to understanding, not distracting			
Font (size, style, quality)			
Legible figures conveying results effectively			
Performance			
Smooth transition from issue to issue			
Audience contact, eye contact			
Voice and pacing, Articulation			
Engagement, enthusiasm			
Body language, gestures			
General			
Organization of information			
Clear "take home message"			
Ability to answer questions			
Adherence to time limit			
Additional comments:			

How to write appraisal feedback examples. Appraisal feedback form. What to say in appraisal feedback. What to write in an appraisal feedback.

When done correctly the performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance and get down to planning for the next performance cycle. Reviews have come a long way over the years, and you can learn more about their history and how today's leading companies approach the appraisal in our Essential Guide to Performance Reviews. There are many types of reviews to suit every stage of your performance management process, but every review needs to have one thing in common: an open and honest discussion between an employee and their reviewer. Here are five templates for performance reviews covering different areas of assessment. Objectives & Outcomes Template for Performance Review This performance review form includes an employee self-assessment and a reviewer's assessment side by side. The annual review template focuses on the achievement of goals and objectives over the last year, as well as an employee's demonstration of your company values. While most of the questions need a written response, an overall performance rating gives an indication of the employee's performance as a whole. Download the Objectives & Outcomes template for performance reviews in Google Sheets and Excel here. Looking for inspiration on what goals will be important in the next year? Check out our research on the top 10 employee goal examples for 2020. Competency Template for Performance Review This one-way employee evaluation form assesses employees on their demonstration of core competencies according to their seniority in the organization. This is a great annual performance review template for hierarchical organizations (like consulting firms) where the job roles and criteria for advancement are very clearly defined. You can customize the weightings per competency to adjust for what really matters in each area, for every job role. Download the Competency template for performance reviews in Google Sheets and Excel here. Professional Development Template for Performance Review A great employee performance review homes in on an employee's professional development within your organization. Encouraging employees to be autonomous and to practice self-development is a huge factor in boosting employee engagement and ensuring long-term retention. This appraisal template evaluates the core skills that are needed at your organization, and identifies the training and support needed to help employees develop in these key areas. Download the Professional Development template for performance reviews in Google Sheets and Excel here. When completing your performance review it helps to have the right vocabulary to properly assess your progress. We've got 70 performance review phrases for you to copy and customize for every function. Mid-Year Template for Performance Review Reviews shouldn't just be a once a year process! In addition to regular 1-1 meetings and check-ins, a mid-year review is a chance to reflect on progress and course correct on any objectives heading off track. A really quick and easy section called Start, Stop, Continue asks employees and managers to list what the employee should start doing, stop doing and continue doing. You can easily tie this to your 360-degree feedback process to gather input from colleagues and clients and get a holistic view of an employee's ongoing performance. Download the Mid-Year template for performance reviews in Google Sheets and Excel here. End of Probation Template for Performance Review One important time to have a review is often missed off when planning the performance cycle - an end of probation appraisal. It's a core part of the onboarding cycle and a chance for a new employee (generally those who joined you around three months ago) to document their time spent settling in and plan for their next phase as a permanent team member. It'll also provide you in HR with some valuable feedback on the gaps in your onboarding process and where you can make this clearer for new starters in future. Download the End of Probation template for performance reviews in Google Sheets and Excel here. Of course, a great template is only effective if you've spent time setting up an outstanding performance appraisal process. Once your reviews are underway, we've got helpful tried and tested tips for leaders and managers to get the most out of your performance reviews, however often they're taking place. Want to use these templates and more in your own PeopleGoal account? Check out our App Store! Employee performance reviews are important for every business, but their effectiveness depends on how they are conducted. They can empower your employees to reach new heights - or they could drive them away from your company. A great review helps your employees identify growth opportunities and potential areas of improvement without damaging employee-manager relations, but writing a strong review isn't easy. Managers often don't receive enough guidance on what an effective and comprehensive review looks like. Compounding the problem, small businesses frequently struggle with limited resources. For a company with 1,000 employees to conduct accurate and helpful performance reviews, a full-time HR staff of 14 is ideal. Even a company with 100 employees needs a full-time individual who compiles performance data from managers, who should spend an average of three hours on each employee review. What is an employee performance review? An employee performance review, also known as a performance evaluation or performance appraisal, is a formal assessment of an employee's work in a given time period. In an employee performance review, managers evaluate that individual's overall performance, identify their strengths and weaknesses, offer feedback, and help them set goals. Employees typically have the opportunity to ask questions and share feedback with their manager as well. They may also fill out a self-evaluation as part of the performance review process. While performance evaluations have traditionally been annual reviews, more companies are moving toward quarterly, monthly or even weekly feedback. Some organizations have fully eliminated the formal performance review process, replacing it with regular, casual one-on-one check-ins with management. Regardless of how frequently or in what manner your company conducts performance reviews, these meetings should benefit employees and managers alike. Workers gain a better understanding of what they are doing well and where they can improve, and they can ask questions or provide feedback to their managers. In turn, managers have the opportunity to communicate expectations with their team, identify their highest performers, correct issues before they escalate, and increase engagement and motivation. What to include in an employee performance review Regardless of industry, most employee reviews include assessment of these skills: Communication Collaboration and teamwork Problem-solving Quality and accuracy of work Attendance, punctuality and reliability The ability to accomplish goals and meet deadlines A review should also include any company-specific or position-specific competencies, as well as the employee's accomplishments and contributions to their role or organization. After addressing the key areas of assessment, you'll need to evaluate and weigh each to get a picture of the employee's overall performance. The way you format and organize this information is up to you as well as your company's needs. Some organizations use a grading system of A through F, numerical scoring or percentages, or written descriptions (e.g., "most of the time," "some of the time"). Whichever system you use, make sure that it is objective and easy to understand. Once you finish the grading process, set up a time to discuss your findings with each employee. It can be helpful to have a written copy of the evaluation to reference and keep your meeting on track. Be sure to deliver transparent feedback, with examples where appropriate, and allot enough time for the employee to ask questions or deliver feedback. How performance management software can help To reduce the financial burden on your small business, you might consider integrating performance management software into your annual review process. Companies such as Insperity, Namely and ADP Workforce Now are HR platforms that help small and midsize businesses provide effective employee feedback. A quality performance management system delivers real-time reports and enhances collaboration between employees and managers. The platform helps you complete the process and stores the results for later review. But even with such a program, you still need to know what to say and how to say it if you want your review process to result in greater employee engagement and retention. 1. Provide regular, informal feedback While performance reviews typically happen once or twice a year, feedback should not be limited to those short review periods. You should offer consistent assessments throughout the year so there aren't any surprises come review time. "Don't catch your people off guard in a performance review," said Erika Rasure, assistant professor of business and financial services at Maryville University. "This should not be the first time that they are hearing from you that they are not performing as expected. Be clear in writing [and] sending calendar invites, and setting expectations and the tone for the meetings." You should also take constant notes on employee performance - especially when there are no performance reviews on the horizon. "Employees deserve a robust assessment of their work for the entire period being covered," said Gary Schneebarger, founder and president of ROAR. "Far too many performance reviews are based only on what the manager can remember from the last few weeks before the evaluations are due to HR. Managers have to be intentional about taking and filing notes." Don't neglect your top performers. If you're only addressing issues or focusing on the employees who aren't performing as well as others, you're missing an opportunity to express gratitude to those who shape the innovation, creativity and culture within your company. Though they may not need as much guidance as other employees, these individuals could lose their passion or motivation if they are not occasionally recognized. "Highly valuable employees who do their job and do it well are often not the priority of concern in performance review cycles, resulting in missed opportunities to communicate how much the organization values the drive and the results of the top performers," said Rasure. "An unexpected 'keep up the great work' email [or] a quick phone call or text sends a consistent signal to your employee that you are paying attention and value what they do." 2. Be honest. No worker is perfect, and there will always be room for improvement. Decide what is worth addressing, and don't hesitate to bring it up. If you know an issue is affecting your team, tiptoeing around the subject won't get you anywhere. James R. Bailey, professor of leadership at the George Washington University School of Business, encourages being honest with workers, but not brutally. Deliver feedback in a way that you would want to receive it. The discussion is unavoidable, so choose an appropriate approach and stick with it. "If someone is a poor performer and you don't squarely address it, know that everyone else in the office knows that the person is a poor performer, and [employees] will brand you as weak or cowardly for not addressing the situation," Bailey said. Managers should also demonstrate and expect clarity, said Leon Rbibo, president of Laguna Pearl. "There needs to be crystal-clear clarity on both sides of the table, both in what the manager expects from the employee moving forward and in what the employee needs from the manager." Without clarity, Rbibo said, nothing you discuss during the evaluation will help the situation, and you'll find yourself discussing the same topics at the next performance review. So be clear, be honest, and remember that nothing will change if it is not addressed. 3. Do it face to face. The written review should be a brief but direct overview of discussion points, making for a more nuanced face-to-face conversation. You might want to schedule a meeting in a coffee shop or out-of-office location to provide a comfortable atmosphere. If you're reviewing remote workers, schedule a video chat so you're still having a live conversation. This approach leaves room for discussion and feedback on their end and prevents miscommunication. "The only way to deliver performance reviews is face to face, with ample time to present and process, listen and respond," said Bailey. "It's just too important to relegate to email or telephone. Doing so would send a signal that you didn't care enough about the subject to even take the time to meet." After outlining any shortcomings or mistakes, discuss resolutions to those problems, and push employees to comment on the issues you raised. 4. Use tangible, pertinent examples. When discussing areas for improvement or things an employee has done well, make sure you have clear examples to reference. (This is why it's important to take notes over a long period of time.) "If you've got nothing to refer to, then you're speaking anecdotally," said Rbibo. "This prevents clarity and understanding. If an employee is falling behind in certain key performance areas, point to one or two specific examples, and address how you'd like those handled differently in the future." Having examples proves to the employee that you are paying attention and adds credit to your expectations. 5. End on a positive note. Don't leave the review without mutual understanding and respect, and don't let any employee feel like they're in the dark going forward. "Use the review process as an opportunity to set attainable goals specific to addressing the expectations the employee isn't meeting, but which also makes the employee feel like they have a clear, reasonable plan of action that can get them back on track," said Rasure. Encouraging your employees and expressing your appreciation gives an added boost to a primarily good review or lifts your employee's spirits after a somewhat negative evaluation. Positiv

