

# Sample Evaluation and Results Form

## Participant Information

<b>Name</b>	_____	<b>Date</b>	_____
<b>Department</b>	_____	<b>Position</b>	_____

## Evaluation Criteria

Criteria	Score (1-5)	Comments
Knowledge of Subject	_____	_____
Presentation Skills	_____	_____
Engagement	_____	_____
Professionalism	_____	_____
Time Management	_____	_____

## Summary and Recommendations

<b>Overall Score</b>	_____
<b>Strengths Observed</b>	_____
<b>Areas for Improvement</b>	_____
<b>Final Recommendation</b>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

- Important Notes:**
- This form provides a standardized method for fair and transparent evaluation.
  - Scores and remarks should be as objective and specific as possible.
  - All evaluation data must be handled with confidentiality.
  - Completed forms should be stored securely and only accessible to authorized personnel.