

Evaluation of Instructor Competencies		
Instructor:	Evaluator:	
Class Date(s):	Location:	
Course Number and Title:	Date of Rating:	
For each element of the following competencies, assign a rating using the following scale:		
5	Outstanding	
4	Exceed Fully Successful	
3	Fully Successful	
2	Minimal Successful (Needs Improvement)	
1	Not Successful	
N/O	Not Observed (This competency was not observed during this assignment; not needed in this lesson to provide an effective learning experience for students.)	
Provide specific feedback on the instructor's performance using behavioral examples in the "Comments" section as appropriate.		
A. Competency – Demonstrates Technical Knowledge		
	Elements	Rating
1.	Exhibits depth of knowledge and clear understanding of subject matter being taught.	
2.	Correctly applies technical information to specific problems.	
3.	Explains difficult or complex material in an understandable manner.	
4.	Cites current laws, regulations, directives, and policies, (as appropriate).	
5.	Responds correctly to technical questions.	
6.	Provides relevant examples to clarify technical points	
Comments		

B. Competency - Plans, Organizes, and Delivers Lessons		
Elements	Rating	Comments
1. Clearly communicates objectives at the beginning of each lesson.		
2. Delivers in an orderly sequence, demonstrating smooth transitions.		
3. Includes practical exercises, case studies, and/or role-plays to reinforce attainment of objectives.		
4. Completes lessons in appropriate timeframes.		
C. Competency - Demonstrates Effective Delivery Techniques		
1. Demonstrates self-confidence and maintains comfortable demeanor before the class.		
2. Communicates clearly, using appropriate volume, gestures and movement		
3. Maintains eye contact and demonstrates awareness of nonverbal participant cues (raised hands, puzzled looks, non-attentive behaviors).		
4. Conveys interest in and enthusiasm for the topic.		
5. Displays appropriate sense of humor.		
6. Responds appropriately to classroom situations.		
D. Competency - Utilizes Appropriate Teaching Methods and Media		
1. Uses instructional methods appropriate and effectively for the lesson (e.g. demonstration, lecture, reading, case studies, discussions, breakout exercises, role-plays, in-class reviews) to stimulate and reinforce learning		
2. Uses training aids and media appropriate and effectively for the lesson (e.g. <i>handouts, PowerPoint slides, videos, flipcharts, posters, etc.</i>).		

E. Competency - Establishes and Maintains Rapport and Interaction with Participants		
Elements	Rating	Comments
1. Builds in interaction at regular intervals to maintain class attention and participation.		
2. Asks appropriate, thought-provoking questions throughout the lesson.		
3. Repeats or paraphrases trainee questions and answers to assure clear communication.		
4. Constructively addresses incorrect responses from trainees.		
5. Demonstrates concern for students and interest in their success.		
F. Competency - Completes Administrative Tasks		
1. Completes tasks on a timely basis through effective time management practices (i.e., taking attendance, evaluation reminders, etc.)		
2. Recommends needed changes to training programs and course materials; develops written input for course book as needed or requested.		
SUMMARY OF RATINGS:		
COMPETENCY		RATING
A. Demonstrates Technical Knowledge		
B. Plans, Organizes, and Delivers Lessons		
C. Demonstrates Effective Delivery Techniques		
D. Utilizes Appropriate Teaching Methods and Media		
E. Establishes and Maintains Rapport and Interaction with Participants		
F. Completes Administrative Tasks		

Overall Comments (including any recommendations for improvement):