

EVALUATION FORM

COURSE TITLE: Achieving High Performance
 COURSE DATE: 11/11 INSTRUCTOR: Carol Quinn

We are constantly striving to improve our courses, and we appreciate your sincere feedback. Please help us by completing this form and returning it to your instructor.

| | Strongly Disagree | Not Sure | Strongly Agree | |
|---|----------------------|-------------|-------------------|--------------|
| I. <u>Course Content & Objectives</u> | | | | |
| Were concise & easily understood. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Content of course fulfilled objectives stated on outline. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Content of course met objectives. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Content of Workshop was well organized. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Content gave me something I can use in my job/my life. | 1 | 2 | 3 | 4 5 <u>6</u> |

| | | | | |
|---|---|---|---|--------------|
| II. <u>Trainer</u> | | | | |
| Created an atmosphere in the classroom to facilitate open discussion. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Had command of subject matter. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Held participants interest. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Involved all the participants in discussion and activities. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Presented the topic at an appropriate level. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Gave me sufficient time to complete assignments, activities, or discussion. | 1 | 2 | 3 | 4 <u>5</u> 6 |
| Controlled discussions & kept participants on track. | 1 | 2 | 3 | 4 5 <u>6</u> |

| | | | | |
|---|---|---|---|--------------|
| III. <u>Training Aids, Materials, A-V, Facilities</u> | | | | |
| Course/Class training materials were clearly written, easily understood, concise. | 1 | 2 | 3 | 4 5 <u>6</u> |
| A-V materials were high quality and pertinent to course content. | 1 | 2 | 3 | 4 5 <u>6</u> |
| Room seating/atmosphere were comfortable and conducive to learning. | 1 | 2 | 3 | 4 5 <u>6</u> |

OVER

IV. PARTICIPANT

As a result of what I learned in this program, I am going to:

*change my perception regarding
job performance.-*

For future programs I suggest:

Other comments:

*Carol was excellent! Great
communicator and instructor.
I really enjoy her class.*

Overall Evaluation:

On a scale of 1 to 6, where 1 represents a waste of my time and 6 represents an excellent program with ideas I can put to use, I rate this program a: 6

EVALUATION FORM

COURSE TITLE: Interviewing

COURSE DATE: 1 Nov 2001 INSTRUCTOR: Carol Quinn

We are constantly striving to improve our courses, and we appreciate your sincere feedback. Please help us by completing this form and returning it to your instructor.

| | Strongly Disagree | | Not Sure | | Strongly Agree | |
|---|----------------------|---|-------------|---|-------------------|---|
| I. <u>Course Content & Objectives</u> | | | | | | |
| Were concise & easily understood. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of course fulfilled objectives stated on outline. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of course met my objectives. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of Workshop was well organized. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content gave me something I can use in my job/my life. | 1 | 2 | 3 | 4 | 5 | 6 |
| II. <u>Trainer</u> | | | | | | |
| Created an atmosphere in the classroom to facilitate open discussion. | 1 | 2 | 3 | 4 | 5 | 6 |
| Had command of subject matter. | 1 | 2 | 3 | 4 | 5 | 6 |
| Held participants interest. | 1 | 2 | 3 | 4 | 5 | 6 |
| Involved all the participants in discussion and activities. | 1 | 2 | 3 | 4 | 5 | 6 |
| Presented the topic at an appropriate level. | 1 | 2 | 3 | 4 | 5 | 6 |
| Gave me sufficient time to complete assignments, activities, or discussion. | 1 | 2 | 3 | 4 | 5 | 6 |
| Controlled discussions & kept participants on track. | 1 | 2 | 3 | 4 | 5 | 6 |
| III. <u>Training Aids, Materials, A-V, Facilities</u> | | | | | | |
| Course/Class training materials were clearly written, easily understood, concise. | 1 | 2 | 3 | 4 | 5 | 6 |
| A-V materials were high quality and pertinent to course content. | 1 | 2 | 3 | 4 | 5 | 6 |
| Room seating/atmosphere were comfortable and conducive to learning. | 1 | 2 | 3 | 4 | 5 | 6 |

OVER

IV. PARTICIPANT

As a result of what I learned in this program, I am going to:

*I will use it in day to day performance assessment
(motivation)*

For future programs I suggest:

*same material but geared to evaluation of existing
employees*

Other comments:

GREAT!

Overall Evaluation:

On a scale of 1 to 6, where 1 represents a waste of my time and 6 represents an excellent program with ideas I can put to use, I rate this program a:

10!

EVALUATION FORM

COURSE TITLE: Interviewing for High Performers

COURSE DATE: 11/1/01 INSTRUCTOR: CAROL QUINN

We are constantly striving to improve our courses, and we appreciate your sincere feedback. Please help us by completing this form and returning it to your instructor.

| | Strongly Disagree | Not Sure | Strongly Agree |
|---|----------------------|-------------|-------------------|
| I. <u>Course Content & Objectives</u> | | | |
| Were concise & easily understood. | 1 | 2 | 3 4 5 <u>6</u> |
| Content of course fulfilled objectives stated on outline. | 1 | 2 | 3 4 5 <u>6</u> |
| Content of course met my objectives. | 1 | 2 | 3 4 5 <u>6</u> |
| Content of Workshop was well organized. | 1 | 2 | 3 4 5 <u>6</u> |
| Content gave me something I can use in my job/my life. | 1 | 2 | 3 4 5 <u>6</u> |

| | | | |
|---|---|---|----------------|
| II. <u>Trainer</u> | | | |
| Created an atmosphere in the classroom to facilitate open discussion. | 1 | 2 | 3 4 5 <u>6</u> |
| Had command of subject matter. | 1 | 2 | 3 4 5 <u>6</u> |
| Held participants interest. | 1 | 2 | 3 4 5 <u>6</u> |
| Involved all the participants in discussion and activities. | 1 | 2 | 3 4 5 <u>6</u> |
| Presented the topic at an appropriate level. | 1 | 2 | 3 4 5 <u>6</u> |
| Gave me sufficient time to complete assignments, activities, or discussion. | 1 | 2 | 3 4 5 <u>6</u> |
| Controlled discussions & kept participants on track. | 1 | 2 | 3 4 5 <u>6</u> |

| | | | |
|---|---|---|----------------|
| III. <u>Training Aids, Materials, A-V, Facilities</u> | | | |
| Course/Class training materials were clearly written, easily understood, concise. | 1 | 2 | 3 4 5 <u>6</u> |
| A-V materials were high quality and pertinent to course content. | 1 | 2 | 3 4 5 <u>6</u> |
| Room seating/atmosphere were comfortable and conducive to learning. | 1 | 2 | 3 4 5 <u>6</u> |

OVER

IV. PARTICIPANT

As a result of what I learned in this program, I am going to:

ENSURE I UTILIZE THE LEARNED SKILLS
WHEN INTERVIEWING

For future programs I suggest:

~~_____~~
~~_____~~
~~_____~~
~~_____~~

Other comments:

CAROL, I REALLY ENJOYED THIS CLASS
AND FEEL THE INFO PRESENTED IS VERY
APPROPRIATE TO THE INTERVIEW PROCESS, AND
I WILL CERTAINLY USE IT.

Thanks CAROL,

Bill Happerslat

Overall Evaluation:

On a scale of 1 to 6, where 1 represents a waste of my time and 6 represents an excellent program with ideas I can put to use, I rate this program a: 6

EVALUATION FORM

COURSE TITLE: Skills for Interviewing

COURSE DATE: Nov 01 INSTRUCTOR: Carol Quinn

We are constantly striving to improve our courses, and we appreciate your sincere feedback. Please help us by completing this form and returning it to your instructor.

Strongly Disagree Not Sure Strongly Agree

I. Course Content & Objectives

| | | | | | | |
|---|---|---|---|---|---|---|
| Were concise & easily understood. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of course fulfilled objectives stated on outline. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of course met many objectives. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of Workshop was well organized. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content gave me something I can use in my job/my life. | 1 | 2 | 3 | 4 | 5 | 6 |

II. Trainer

| | | | | | | |
|---|---|---|---|---|---|---|
| Created an atmosphere in the classroom to facilitate open discussion. | 1 | 2 | 3 | 4 | 5 | 6 |
| Had command of subject matter. | 1 | 2 | 3 | 4 | 5 | 6 |
| Held participants interest. | 1 | 2 | 3 | 4 | 5 | 6 |
| Involved all the participants in discussion and activities. | 1 | 2 | 3 | 4 | 5 | 6 |
| Presented the topic at an appropriate level. | 1 | 2 | 3 | 4 | 5 | 6 |
| Gave me sufficient time to complete assignments, activities, or discussion. | 1 | 2 | 3 | 4 | 5 | 6 |
| Controlled discussions & kept participants on track. | 1 | 2 | 3 | 4 | 5 | 6 |

III. Training Aids, Materials, A-V, Facilities

| | | | | | | |
|---|---|---|---|---|---|---|
| Course/Class training materials were clearly written, easily understood, concise. | 1 | 2 | 3 | 4 | 5 | 6 |
| A-V materials were high quality and pertinent to course content. | 1 | 2 | 3 | 4 | 5 | 6 |
| Room seating/atmosphere were comfortable and conducive to learning. | 1 | 2 | 3 | 4 | 5 | 6 |

OVER

IV. PARTICIPANT

As a result of what I learned in this program, I am going to:

Modify interview process. Generate a list of interviewing questions.

For future programs I suggest:

I have no suggestions

Other comments:

Excellent class and instructor.

Overall Evaluation:

On a scale of 1 to 6, where 1 represents a waste of my time and 6 represents an excellent program with ideas I can put to use, I rate this program a: 6

EVALUATION FORM

COURSE TITLE: Interviewing for High Performers

COURSE DATE: 11/1/01 INSTRUCTOR: Carol Quinn

We are constantly striving to improve our courses, and we appreciate your sincere feedback. Please help us by completing this form and returning it to your instructor.

Strongly Disagree Not Sure Strongly Agree

I. Course Content & Objectives

| | | | | | | |
|---|---|---|---|---|---|---|
| Were concise & easily understood. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of course fulfilled objectives stated on outline. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of course met my objectives. | 1 | 2 | 3 | 4 | 5 | 6 |
| Content of Workshop was well organized. | 1 | 2 | 3 | 4 | 5 | 6 |
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II. Trainer

| | | | | | | |
|---|---|---|---|---|---|---|
| Created an atmosphere in the classroom to facilitate open discussion. | 1 | 2 | 3 | 4 | 5 | 6 |
| Had command of subject matter. | 1 | 2 | 3 | 4 | 5 | 6 |
| Held participants interest. | 1 | 2 | 3 | 4 | 5 | 6 |
| Involved all the participants in discussion and activities. | 1 | 2 | 3 | 4 | 5 | 6 |
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| Gave me sufficient time to complete assignments, activities, or discussion. | 1 | 2 | 3 | 4 | 5 | 6 |
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III. Training Aids, Materials, A-V, Facilities

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| Room seating/atmosphere were comfortable and conducive to learning. | 1 | 2 | 3 | 4 | 5 | 6 |

OVER

IV. PARTICIPANT

As a result of what I learned in this program, I am going to:

Hire a High Performer.
Share information with other department
members ^{before} when the next hiring situation
arises.

For future programs I suggest:

Other comments:

Overall Evaluation:

On a scale of 1 to 6, where 1 represents a waste of my time and 6 represents an excellent program with ideas I can put to use, I rate this program a: 6

EVALUATION FORM

COURSE TITLE: Interviewing High Performers
 COURSE DATE: 11-1-01 INSTRUCTOR: Carol Quinn

We are constantly striving to improve our courses, and we appreciate your sincere feedback. Please help us by completing this form and returning it to your instructor.

| | Strongly Disagree | 2 | 3 | 4 | 5 | Strongly Agree |
|---|----------------------|---|---|---|---|-------------------|
| I. <u>Course Content & Objectives</u> | | | | | | |
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| Room seating/atmosphere were comfortable and conducive to learning. | 1 | 2 | 3 | 4 | 5 | 6 |

OVER

IV. PARTICIPANT

As a result of what I learned in this program, I am going to:

build a great team!

For future programs I suggest:

*A summary page or laminated
card would be nice.*

Other comments:

Overall Evaluation:

On a scale of 1 to 6, where 1 represents a waste of my time and 6 represents an excellent program with ideas I can put to use, I rate this program a: _____

EVALUATION FORM

COURSE TITLE: HIRING HIGH PERFORMERS

COURSE DATE: 11/01/01 INSTRUCTOR: CAROL QUINN

We are constantly striving to improve our courses, and we appreciate your sincere feedback. Please help us by completing this form and returning it to your instructor.

| | Strongly Disagree | 2 | 3 | 4 | Not Sure | Strongly Agree |
|---|----------------------|---|---|---|-------------|-------------------|
| I. <u>Course Content & Objectives</u> | | | | | | |
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| Room seating/atmosphere were comfortable and conducive to learning. | 1 | 2 | 3 | 4 | 5 | 6 |

OVER

IV. PARTICIPANT

As a result of what I learned in this program, I am going to:

• LISTEN MORE

• ASK FEWER QUESTIONS BUT BE MORE SPECIFIC

For future programs I suggest:

Other comments:

V. Enjoyable - Many Thanks.

Overall Evaluation:

On a scale of 1 to 6, where 1 represents a waste of my time and 6 represents an excellent program with ideas I can put to use, I rate this program a: _____