

Office of Human Resources

Presentation Evaluation Checklist Instrument

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Search Committee Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Questions for Evaluating Presentations**

* Was the presenter well prepared?
* Was the presenter’s bearing professional?
* Were the learning objectives clear?
* Did the presenter attempt to establish rapport with the audience?
* Did he or she demonstrate mastery of the subject?
* Did he or she present the subject matter in an effective manner?
* Were his or her handouts or other learning aids useful?
* Did he or she use learning aids effectively?
* Did he or she handle questions well?
* Did he or she engage the audience and hold its attention?
* Did the presentation start and end on time?
* Did you learn something worthwhile from the presentation?

**General Comments:**

(Circle One)

**Ratings:** Excellent Very Good Good Poor