

<<Training Title>>

Name: _____

Evaluator: _____

Date: _____

Learning Objectives

- 1. <insert learning objectives here>

Assignment	Assessment Dependencies	Notes
1. <insert assignment here>		
2. <insert assignment here>		
3. <insert assignment here>		
4. <insert assignment here>		

<<Training Title>>

Tell the person being assessed:

“For this assessment assume that I'm ...”

Question 1	
Criteria Description	

Overall Performance Rating : 1 - 2 - 3 - 4 - 5

1 = Limited/no comprehension | 3 = Met all parts of criteria | 5 = Full mastery

Question 2	
Criteria Description	

Overall Performance Rating : 1 - 2 - 3 - 4 - 5

1 = Limited/no comprehension | 3 = Met all parts of criteria | 5 = Full mastery

Question 3	
Criteria Description	

Overall Performance Rating : 1 - 2 - 3 - 4 - 5

1 = Limited/no comprehension | 3 = Met all parts of criteria | 5 = Full mastery

Question 4	
Criteria Description	

Overall Performance Rating : 1 - 2 - 3 - 4 - 5

1 = Limited/no comprehension | 3 = Met all parts of criteria | 5 = Full mastery

Confidence Rating: 1 = Need a lot more support - 5 = Totally rocking it

Self: How confident are you about your ability to do this for work-related tasks?	1 - 2 - 3 - 4 - 5
Assessor: How confident are you that the new hire is ready to do this for work-related tasks?	1 - 2 - 3 - 4 - 5

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Assessment Scoring Method

0 = Met little or no parts of the criteria | 1 = Met part but not all of the criteria | 2 = Met all parts of criteria

Points	SMART Criteria	Notes about the score
___ /2		
___ /2		
___ /2		
___ /2		
___ /2		
___ /2		
___ /2		
___ /2		
___ /2		
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___ /2		
___ /2		
___ /2		
___ /2		
___ /2		
___ /2		

___ / # points possible = ___ %

Overall Performance: ___ / 5 + ___ / 5 + ___ / 5 + ___ / 5 = ___ / 4

Confidence Rating: Self:___ | Team Mate: ___

Add extended notes to back of this page ⇒