

DEPARTMENT OF ATTENTION MANAGEMENT (DAM)

Serving the Public with Procedural Integrity Since 1974

Document No.: FORM-EVAL-1
Classification: PUBLIC DISCLOSURE – LEVEL 3
Effective Date: August 13, 2025
Revision: 1.0

POST-CONSULTATION EVALUATION AND COMPLETION CERTIFICATE

Form EVAL-1 (Rev. 2024)

FINAL STAGE: This form constitutes the final step in the administrative process. Completion of this form determines future request eligibility.

I. CONSULTATION REFERENCE

1.1 Original Request ID:

1.2 Consultation Date and Time:

1.3 Actual Duration:

1.4 Participant Name:

II. PARTICIPANT SATISFACTION EVALUATION

2.1 Overall Satisfaction with Consultation:

- ☐ 5 - Exceeded Expectations
- ☐ 4 - Met Expectations
- ☐ 3 - Partially Met Expectations
- ☐ 2 - Below Expectations
- ☐ 1 - Completely Unsatisfactory

2.2 Were Your Objectives Achieved?

- ☐ Yes, Fully Achieved
- ☐ Yes, Mostly Achieved
- ☐ Partially Achieved
- ☐ No, Not Achieved

2.3 Detailed Comments and Feedback:

III. ADMINISTRATIVE EFFICIENCY ASSESSMENT (FOR ADMINISTRATOR COMPLETION ONLY)

3.1 Time Utilization Efficiency (1-5 Scale):

- ☐ 5 - Highly Efficient Use of Time
- ☐ 4 - Good Use of Time
- ☐ 3 - Adequate Use of Time

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- ☐ 2 - Poor Use of Time
- ☐ 1 - Wasteful of Administrative Resources

3.2 Participant Preparation Level:

- ☐ Excellently Prepared
- ☐ Well Prepared
- ☐ Adequately Prepared
- ☐ Poorly Prepared
- ☐ Unprepared

3.3 Administrative Comments:

IV. FUTURE REQUEST DETERMINATION

4.1 Future Request Eligibility:

- ☐ Approved - Future requests permitted
- ☐ Conditional - Future requests subject to additional review
- ☐ Denied - Future requests prohibited
- ☐ Denied with Prejudice - Permanent prohibition

4.2 Justification for Future Request Determination:

V. FINAL CERTIFICATIONS

5.1 Participant Signature:

Date: _____

5.2 Administrator Signature:

Date: _____

VI. DISTRIBUTION

6.1 ☐ Original retained in Administrative Files

6.2 ☐ Copy provided to Participant

6.3 ☐ Copy filed in Future Request Eligibility Database

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