



FACILITATOR EVALUATION

FACILITATOR(S) _____

Kind of Group: _____

FACTOR	SCORE	COMMENTS
Participants given something to do while waiting.		
Staff enthusiastic and well prepared.		
Introductions made (including staff assisting).		
An agenda for the group was presented & discussed.		
The group began on time and the length of time was appropriate.		
Facilitator appeared confident and relaxed.		
The group was structured to provide an interactive and encouraging experience.		
Facilitator used various instructional methods to involve all learning styles.		
Group size was managed effectively to ensure effective participation and		
Facilitator covered at least one of the three competencies: Job Search Plan, Master Application, or Interviewing. The information was timely and appropriate.		
At least one interactive activity was utilized to illustrate each competency being taught and an effort was made to include all participants.		
Ensured that participants left with a copy of the work they completed on the competency in class.		
There was a beneficial group activity (job seeking skills or speaker); facilitator provided job leads if appropriate.		
Representatives from supportive service agencies, or education and training agencies were invited to present information on their organizations.		
Participants had the opportunity to share job leads and discuss their experiences in Workfare or other activities.		
Participant successes were acknowledged.		
Information presented on at least one resource, e.g. food banks, clothing banks, medical assistance, including location(s), how to access the service, hours of operation.		
All questions were answered appropriately.		
Facilitator ensured reasonable level of confidentiality.		
Evaluations were distributed and collected from participants.		
TOTAL POINTS:		
FINAL SCORE: (Total points ÷ number of items scored)		

SCORING:

N/A – Does Not Apply

0 – Required Factor was Absent or Inconsistent

1 – Quality was Acceptable

2 – Quality was Excellent

REVIEWER _____	DATE _____
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