



ORIENTATION GROUP – FACILITATOR EVALUATION

COUNTY _____

FACILITATOR(S) _____ ASSISTANT(S) _____

FACTOR	SCORE	COMMENTS
Orientation began on time.		
Introductions made (including staff).		
Facilitator appeared confident, relaxed, enthusiastic, sincere, prepared and organized.		
Agenda was provided and discussed.		
Used PowerPoint presentation or other visual and verbal aids which include the following:		
Introduction to program (included program goals).		
Questions/Answers opportunity at end of orientation.		
Activity options and benefits.		
Available services (transportation, GED, job referral).		
Program requirements (including follow-up		
Exemptions		
Sanctions		
Comply/Regain process		
At the end, briefly summarized orientation.		
Answered questions from group appropriately; repeated questions for the group; rephrased question for clarification if needed.		
Maintained calm and managed confrontation.		
Distributed and collected evaluations from participants.		
TOTAL POINTS:		
FINAL POINTS (Total points ÷ number of items scored):		

SCORING:
 N/A – Does Not Apply
 0 – Required Factor was Absent or Inconsistent - Needs Improvement
 1 – Quality was Acceptable
 2 – Quality was Excellent

REVIEWER _____ DATE _____