



**INSTRUCTOR EVALUATION REPORT**  
Return completed form to [training@swana.org](mailto:training@swana.org)  
Updated July 2021

**Please print.**

Instructor Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_ Location (City/State or Virtual): \_\_\_\_\_

Course Name: \_\_\_\_\_

**General Observations**

What are the instructor's areas of greatest strength? Specify examples of outstanding performance and qualities that should be maintained and continued.

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In what area(s) does the instructor need improvement and what steps can he/she take to improve? Give specific examples.

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Additional Observations

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## Instructions

SWANA recognizes that many elements, methods, and techniques go into delivering a valuable educational experience, among them the factors identified below. Please use this table to guide your observations of the instructor and to provide a fair and objective performance evaluation. Check the appropriate rating and please supplement your rating with comments in each area. Return your completed evaluation report to [training@swana.org](mailto:training@swana.org).

Evaluation Area	Ratings (✓ One)						Comments
	1	2	3	4	5	N/A	
<b>Teaching – Learning Environment</b>	Satisfactory	Needs to Improve	Satisfactory	Strong	Outstanding	Did Not Observe	Please add key observations for each evaluation area.
Uses professional teaching strategies							
Promotes student learning							
Creates clear lesson plans							
Uses exercises and learning activities appropriately							
Uses materials, time, and resources effectively							
Demonstrates effective time management							
Displays effective classroom management skills							
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>	Please add key observations for each evaluation area.
<b>Administration of Duties</b>	Satisfactory	Needs to Improve	Satisfactory	Strong	Outstanding	Did Not Observe	
Adheres to SWANA policies and procedures							
Maintains and submits records on time							
Communicates effectively with co-instructors							
Communicates effectively with students							
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>	Please add key observations for each evaluation area.
<b>Personal Characteristics</b>	Satisfactory	Needs to Improve	Satisfactory	Strong	Outstanding	Did Not Observe	
Dependable and punctual							
Cooperates with others							
Takes direction in a positive manner							
Demonstrates flexibility							
Presents a professional appearance							
Seeks assistance and support when needed							

**Overall Recommendation** – Your recommendation must conform to your ratings and comments. This is a subjective judgment, not an average of performance factors.

(✓ One):    \_\_\_ Recommended for Solo Instruction    \_\_\_ Recommended with Co-Instructor    \_\_\_ More Practice Teaching Required    \_\_\_ Not Recommended

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_