



**NEW MINISTER EVALUATION:
Workshop**

Candidate: _____

You may use this sheet as an evaluation tool with each new minister candidate. It is designed to help you organize and remember your impressions, provide space so you can include your own priorities for evaluation, and prompt you with useful criteria that perhaps wouldn't have come to mind otherwise. Let it inspire you and mold it to suit your needs. You may or may not want to use the ratings section or some of the criteria listed. This sheet is for your convenience and your use only unless you decide to share it. *See back of form regarding ratings.

Criteria	Comments	Rating*
Description of Workshop		
Communicating information		
Knowledge of workshop topic		
Organization of material		
Instructions: clear / complicated		
Inclusive of participants		
Inclusive of virtual community		

Criteria	Comments	Rating*
Engaging		
Handling of tech issues		
Additional Thoughts		
YOUR OVERALL IMPRESSION		

How to use this form: Jot down notes in the Comments Section regarding the Criteria. After reviewing your notes, use the following Rating Scale for each Criteria and note that in the Rating Column. Once you have rated all the Criteria you choose, add up the numbers for a total score. This might help you see how each candidate's overall score compares to the other candidate which could help you choose who to vote for.

***The numbers 0-5 can be used for rating:**

5=Outstanding

4=Above Average

3=Average

2=Below Average but still acceptable

1=Needs Improvement

0=Not Applicable -or- Undesirable