

**OVERDUE INSTRUCTOR EVALUATION JUSTIFICATION**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Rank/Rate: \_\_\_\_\_ Division: \_\_\_\_\_ Evaluation Due: \_\_\_\_\_

1. Purpose. To document justification of Overdue Instructor evaluations.

2. Discussion. The above named Instructor was unable to obtain an unscheduled Quarterly evaluation during the period from \_\_\_\_\_ to \_\_\_\_\_ due to:

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\_\_\_\_\_  
Division Officer

\_\_\_\_\_  
Training Officer

**INSTRUCTOR CLASSROOM PLATFORM EVALUATION FORM - Page 1**

NAME/RATE/RANK \_\_\_\_\_ EVALUATOR NAME \_\_\_\_\_

DATE \_\_\_\_\_ NUMBER OF LEARNERS \_\_\_\_\_ PRD \_\_\_\_\_

COURSE/UNIT/TOPIC \_\_\_\_\_ RECOMMEND MTS - YES \_\_\_\_\_ NO \_\_\_\_\_

EVAL TYPE: PRACTICE TEACH \_\_\_\_\_ INITIAL CERT \_\_\_\_\_ CERT \_\_\_\_\_

PT \_\_\_\_\_ MTS \_\_\_\_\_ QUARTERLY OR UNSCHEDULED \_\_\_\_\_

Rate each item as: **ST** (Satisfactory), **NI** (Needs Improvement), **US** (Unsatisfactory), **NA** (Not Applicable)

	ST	NI	US	NA
<b>1. PRE-CHECKLIST</b>				
a. Certification Records current.				
b. CPR Certification current. Date: _____				
c. Instructor Guide has been personalized/current.				
d. Classroom and materials ready for training.				
e. Instructor ready for training.				
<b>2. INTRODUCTION</b>				
a. Displayed course/topic title.				
b. Introduced self.				
c. Explained how materials fit into course.				
d. Read and explained objectives to the students.				
e. Stressed the importance of safety. (TTO/DOR procedures, etc)				
f. Motivated students to do their best.				
g. Encouraged questions.				
<b>3. PRESENTATION</b>				
<b>a. SUBJECT MATTER KNOWLEDGE</b>				
(1) Information accurate.				
(2) Instructor taught all discussion points.				
(3) Instructor explained material clearly.				
<b>b. INSTRUCTIONAL DELIVERY/COMMUNICATION</b>				
(1) Transitioned throughout topic effectively.				
(2) Chained material effectively.				
(3) Displayed enthusiasm.				
(4) Maintained a positive, professional attitude.				
(5) Used examples/analogies to stress material.				
(6) Used questioning techniques effectively.				
(7) Used training aids effectively.				
(8) Used communication skills effectively.				
(9) Maintained proper eye contact.				
(10) Used gestures effectively.				
(11) Avoided distracting mannerisms.				
<b>4. INSTRUCTOR/STUDENT INTERACTION</b>				
a. Maintained class control.				

b. Encouraged student participation.				
c. Established/maintained student attention.				
d. Checked student comprehension.				
<b>5. REVIEW AND SUMMARY</b>				
a. Summarized topic/objectives.				
b. Reemphasized the importance of safety.				
c. Questions checked student understanding.				
d. Assignment(s) given, if applicable.				