### INSTRUCTOR EVALUATION CHECKLIST

<table>
<thead>
<tr>
<th>Type of Evaluation</th>
<th>Topic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Social Security Number Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluator Social Security Number Agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom Location</th>
<th>Start Time</th>
<th>End Time</th>
<th>Range Location</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
</table>

Check each item in Section I as acceptable (A) or unacceptable (U). Items, which are not applicable to the type of lesson presented, will be (NA). Items checked (U) will require comment in Section II. ** Denotes mandatory Item.

#### SECTION I

<table>
<thead>
<tr>
<th>RATINGS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>A</td>
</tr>
</tbody>
</table>

#### A. FACILITIES

1. PRIOR PREPARATION
   - [ ]
2. HEAT, LIGHTS, AIR
   - [ ]
3. ARRANGEMENTS (IE SEATS)
   - [ ]
   - OVERALL

#### B. PRIOR PREPARATION

1. SELF
   - [ ]
2. LESSON PLAN
   - [ ]
3. VALUE TO TRAINEE
   - [ ]
4. RELATION TO PROGRAM
   - [ ]
   - OVERALL

#### C. CLASS PRESENCE

1. ATTIRE, DRESS
   - [ ]
2. GROOMING
   - [ ]
3. POSTURE
   - [ ]
4. MANNERISMS
   - [ ]
5. CONFIDENCE
   - [ ]
6. EYE CONTACT
   - [ ]
   - OVERALL

#### D. VOICE

1. VOLUME
   - [ ]
2. VARIABILITY
   - [ ]
3. PRONUNCIATION
   - [ ]
4. GRAMMAR
   - [ ]
5. REPETITION (WORDS/SOUND)
   - [ ]
   - OVERALL

### DCJS USE ONLY

<table>
<thead>
<tr>
<th>New</th>
<th>Update</th>
<th>Date Sent</th>
<th>Cert. Date</th>
<th>Exp. Date</th>
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</thead>
</table>

Type of Certificate Issued: [ ] General Topics [ ] Firearms [ ] Other

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### E. TRAINEE PARTICIPATION

1. ATTENTION
2. DISCUSSION
3. EXERCISE
4. QUESTIONS
5. RESPONSE GIVEN

OVERALL

### F. PRESENTATION METHOD

1. SUBJECT KNOWLEDGE
2. SEQUENCE OF CONCEPTS
3. CALRITY OF EXPLANATION
4. LESSON PLANNED
5. CONVINCING
6. POLITENESS
7. COMPREHENSION
8. SUMMARIZED

OVERALL

### G. TRAINING AIDS

1. SUPPORT OF PRESENTATION
2. QUALITY
3. USE

OVERALL

### H. FIREARMS INSTRUCTOR ONLY

1. MAINTAINED FIREARM SAFETY**
2. CLEAR, UNDERSTANDABLE RANGE COMMANDS

OVERALL

<table>
<thead>
<tr>
<th>Circle Aids Used:</th>
<th>Transparencies</th>
<th>Slides</th>
<th>Computer Presentation</th>
<th>Chalkboard</th>
<th>Charts</th>
<th>Flipcharts</th>
<th>Models</th>
<th>Handouts</th>
<th>Audio Tapes</th>
<th>Video (Time: )</th>
<th>Other (specify)</th>
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</thead>
</table>

# SECTION II  IMPROVEMENT RECOMMENDATIONS

(Mandatory for items that received a (U) rating)

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<table>
<thead>
<tr>
<th>OVERALL PERFORMANCE RATING (CLASSROOM)</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluator Signature</td>
<td>Instructor Signature</td>
<td>Date</td>
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</tbody>
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<table>
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<tr>
<th>OVERALL PERFORMANCE RATING (RANGE)</th>
<th>Acceptable</th>
<th>Unacceptable</th>
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