**Competency Assessment Feedback Performance - Assessor of Personnel Competency (Facilitator)**

**Participant Name: ……………………………………………………… Facilitator Name: ………………………………………………………… Date of Observation/Assessment: ………/…………/…………**

*Rating Key: 1 = unsatisfactory 2 = fair 3 = satisfactory 4 = very good 5 = excellent*

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| --- | --- | --- |
| **Attributes and Performance** | **Rating***(Please circle)* | **Comments** |
| **MOCK (Day 1)** | **ACTUAL (Day 2)** |  |
| **Assessment** | **Observation** | **Assessment** | **Observation** |  |
| Introduction given (of both, self and topic) | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Appropriate direct observation checklist used | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Minimum assistance/guidance/interruption during assessment | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Feedback/conclusion to tester/participant | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Conclusion/summarization to in-charge | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Organization and preparedness | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Time management | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Subject matter knowledge/command on subject/topic | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Spoke clearly and easily understood | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Communication (language, choice of words) | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Dress, neatness and appearance | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Eye contact | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Gesture and posture | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Confidence level  | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |
| Professionalism exhibited throughout assessment | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 | 1 2 3 4 5 |  |

**Additional Comments: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**