

Evaluation Tools

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Examples of Evaluation Tools

Level 3 Employee Performance Questionnaire to be Sent to Supervisor

(Name of employee) has taken the course "Communicating Benefits and Closing Sales" on (date). We would like to determine to what extent this course had an impact on the employee's performance.

Name of Supervisor

Please score your answers on a scale of 1 to 5, with 1 being strongly disagree and 5 being strongly agree

	Strongly Agree				Strongly Disagree
(Note: Questions should be geared by identifiable learning outcomes)	5	4	3	2	1
1. I have observed a great improvement in the employee's communication skills since taking the course					
2. Customers have noted an improvement in product benefits of which they were previously unaware					
3. The employee has been able to improve their sales of high end products since taking the course					
4. Overall, I believe the course had a positive impact on the employee's marketing skills					