

## Training Panel Rubric

Training Candidate: \_\_\_\_\_ Panel Topic: \_\_\_\_\_

Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

Please **critically** evaluate each of the following aspects of the training using the following scale, making sure to **use decimals (i.e. 1.2, 2.7)** when appropriate:

0. (Terrible)      1. (Poor)      2. (Average)      3. (Great)      4. (Exceptional)

### I. Show Credibility

Overcome nervousness	0.	1.	2.	3.	4.
Show confidence	0.	1.	2.	3.	4.
Speak well	0.	1.	2.	3.	4.
Show content expertise	0.	1.	2.	3.	4.
Show educator expertise	0.	1.	2.	3.	4.

Overall Credibility	0.	1.	2.	3.	4.
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Comments:

### II. Build Rapport

Welcome me	0.	1.	2.	3.	4.
Meet my needs	0.	1.	2.	3.	4.
Make me feel cared about	0.	1.	2.	3.	4.
Get me to like him/her	0.	1.	2.	3.	4.
Make it enjoyable	0.	1.	2.	3.	4.

Overall Rapport	0.	1.	2.	3.	4.
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Comments:

### III. Engage trainees

Hook me	0.	1.	2.	3.	4.
Get me to interact	0.	1.	2.	3.	4.
Keep my attention	0.	1.	2.	3.	4.

Overall Engagement	0.	1.	2.	3.	4.
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Comments:

### IV. Teach all learners

Manage the pace	0.	1.	2.	3.	4.
Make things easy to follow along with	0.	1.	2.	3.	4.
Make terms easy to remember	0.	1.	2.	3.	4.
Make tasks easy to do	0.	1.	2.	3.	4.
Make concepts easy to understand	0.	1.	2.	3.	4.

Comments:

## VI. Answer Questions

Set question expectations	0.	1.	2.	3.	4.
Listen to questions with empathy	0.	1.	2.	3.	4.
Answer in-scope questions clearly	0.	1.	2.	3.	4.
Punt out of scope questions politely	0.	1.	2.	3.	4.

Overall Q & A	0.	1.	2.	3.	4.
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Comments:

## VI. Overall Evaluation

Please circle the definition below that best describes how you feel about the trainer's overall ability.

0. **Terrible**

Do not put this person in front of a customer. I would never take another training by this person.

1. **Poor**

Hesitate to put this person in front of a customer. I strongly doubt this person could pick up the training skills.

2. **Average**

Ok to put this person in front of a customer. I would get basic information, but not overly inspired.

3. **Great**

Confidently put this person in front of a customer. The information was interesting & engaging.

4. **Exceptional**

I would want this person to present to our most important customer. This was the best training I have ever seen.

**Strengths:**

**Weaknesses:**

Should we hire this candidate?  Yes  No

This candidate will:  Excel  Do well  Be Mediocre  Struggle