

# EVALUATION FORM

## Manage Online Meetings

Member Name \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Speech Length: 20 – 25 minutes

**Speech Title** \_\_\_\_\_

### Purpose Statement

The purpose of this project is for the member to practice facilitating an online meeting or leading a webinar.

### Notes for the Evaluator

During the completion of this project, the member spent a great deal of time organizing and preparing to facilitate an online meeting or webinar.

About this online meeting or webinar:

- In order to complete this evaluation, you must attend the webinar or online meeting.
- The member will deliver a well-organized meeting or webinar. Depending on the type, the member may facilitate a discussion between others or disseminate information to attendees at the session.
- The member should use excellent facilitation and public speaking skills.

### General Comments

You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5 EXEMPLARY	4 EXCELS	3 ACCOMPLISHED	2 EMERGING	1 DEVELOPING	
<b>Clarity:</b> Spoken language is clear and is easily understood					Comment:
5	4	3	2	1	
<b>Vocal Variety:</b> Uses tone, speed, and volume as tools					Comment:
5	4	3	2	1	
<b>Eye Contact:</b> Effectively uses eye contact to engage audience					Comment:
5	4	3	2	1	
<b>Gestures:</b> Uses physical gestures effectively					Comment:
5	4	3	2	1	
<b>Audience Awareness:</b> Demonstrates awareness of audience engagement and needs					Comment:
5	4	3	2	1	
<b>Comfort Level:</b> Appears comfortable with the audience					Comment:
5	4	3	2	1	
<b>Interest:</b> Engages audience with interesting, well-constructed content					Comment:
5	4	3	2	1	
<b>Technology Management:</b> Conducts a well-run meeting or webinar with limited technical issues caused by the member					Comment:
5	4	3	2	1	
<b>Organization:</b> Meeting or webinar is well-organized					Comment:
5	4	3	2	1	

# EVALUATION CRITERIA

## Manage Online Meetings

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

### Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

### Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

### Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

### Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

### Audience Awareness

- 5 – Engages audience completely and anticipates audience needs
- 4 – Is fully aware of audience engagement/needs and responds effectively
- 3 – Demonstrates awareness of audience engagement and needs
- 2 – Audience engagement or awareness of audience requires further practice

- 1 – Makes little or no attempt to engage audience or meet audience needs

### Comfort Level

- 5 – Appears completely self-assured with the audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the audience

### Interest

- 5 – Fully engages audience with exemplary, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 3 – Engages audience with interesting, well-constructed content
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 1 – Content is neither interesting nor well-constructed

### Technology Management

- 5 – Conducts an exemplary meeting or webinar with no technical issues caused by the member
- 4 – Conducts an excellent meeting or webinar with no technical issues caused by the member
- 3 – Conducts a well-run meeting or webinar with limited technical issues caused by the member
- 2 – Meeting or webinar is occasionally interrupted by technical issues caused by the member
- 1 – Meeting or webinar is interrupted by several technical issues caused by the member

### Organization

- 5 – Meeting or webinar is an exemplary example of the use of media and delivery of content
- 4 – Meeting or webinar is an excellent example of organization
- 3 – Meeting or webinar is well-organized
- 2 – Member made an attempt to organize meeting or webinar, but the online event did not run well
- 1 – Meeting or webinar lacks organization

