

TOOLS

Guest Speaker Evaluation Form

(Guest Speaker coordinator to fill in own name and contact information)

Thank you for taking the time to speak to **(name of class and school)** on **(date)**. Your participation helps students make better informed decisions regarding their future careers. Your feedback is valuable to ensuring high quality experiences for future speakers and our students. Please take a few minutes to complete this form and return it to **(whom and where)** at your earliest convenience.

<i>Your name:</i>	<i>Phone number:</i>
<i>Title:</i>	<i>Email:</i>
<i>Organization:</i>	<i>Industry:</i>
<i>Guest Speaker coordinator name and contact information:</i>	

Please evaluate the guest speaker event in each of the following areas.

Logistics				
Communication about the presentation and expectations	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Ease of participation	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Overall coordination	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Students				
Students were prepared with questions.	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Students behaved appropriately.	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Overall Evaluation				
Guest speaker experience	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable

Would you be willing to be a guest speaker again in the future? Yes No

Would you be willing to participate in other work-based learning activities, such as workplace tours, career fairs, informational interviews, job shadows or internships? Please note any that are of interest in the comment section below. Someone will contact you to follow up.

Please use the space below to provide additional comments about your experience. Please make note of any ways the coordinator could have helped you be better prepared.