TRAINING EVALUATION QUESTIONNAIRE (SUPERVISOR)	QUESTIONNAIRE NUMBER:
NAME OF EMPLOYEE:	TITLE OF COURSE OR TRAINING:

Records in the Training Branch show that one of your employees named above recently received the training listed above. Your considered opinion of the results of this training will help the Training Branch to properly evaluate our entire training program.

These questionnaires are distributed on a sampling basis only, so you are speaking for many other supervisors of employees who have recently undergone training. Please complete the questionnaire carefully and return it to the Training Branch, CM23, by: _____

1. Why did you select this employee for training? (Check all applicable blocks)
   - ☐ a. Because employee previously made a great deal of progress in self-development.
   - ☐ b. Because employee's job-assignment requires specific knowledge presented in the training program.
   - ☐ c. To improve employee's general knowledge on the subject matter covered by the training program.
   - ☐ d. Primarily for the motivational effect on the employee.
   - ☐ e. Other reasons.

2. In your opinion, how closely was the training content related to the employee's job duties? (Check one)
   - ☐ a. The training content was not applicable to the employee's job.
   - ☐ b. The training content was generally applicable to the employee's job duties (i.e., provided general background).
   - ☐ c. Much of the training content was directly applicable to the employee's job duties.
   - ☐ d. Most of the training content was directly applicable to the employee's job (i.e., the employee has been able to apply what was learned in numerous specific instances).

3. How necessary was the training for the employee's job performance? (Check one)
   - ☐ a. The training was absolutely necessary for the employee to perform special or new assignments satisfactorily.
   - ☐ b. The training was needed to improve the employee's general competence in the job.
   - ☐ c. The training was not necessary for good job performance on the part of the employee.

4. What were the results of the training on the employee's job knowledge and technical skills? (Check one)
   - ☐ a. There was little or not apparent improvement as a result of the training.
   - ☐ b. There was some general improvement as a result of the training.
   - ☐ c. The employee showed specific improvements which are directly attributable to the training.

5. What were the results of the training on the employee's attitude, interest, or job behavior? (Check one)
   - ☐ a. The employee showed specific improvements.
   - ☐ b. There appeared to be some general improvement.
   - ☐ d. There was little or no improvement.

6. If you were asked to do so, could you cite specific on-the-job incidents which demonstrated improved job knowledge, attitudes, or interest attributable to the training? (Check one)
   - ☐ a. Yes
   - ☐ b. No

7. In light of your present knowledge, and assuming the employee had not already undergone the training, would you: (Check one)
   - ☐ a. Recommend that the training be given as it is now presented.
   - ☐ b. Recommend that a modified version of the training be given.
   - ☐ c. Recommend that similar training be obtained from the different source.
   - ☐ d. Refuse to approve the employee for training.

   NOTE: If "b", "c", or "d" is checked, please explain briefly:

8. Considering the direct cost of this training to MSFC and the time the employee was away from job duties, do you personally feel that the training was worthwhile? (Check one)

- ☐ a. Definitely.
- ☐ b. Probably.
- ☐ c. Definitely not.
- ☐ d. Probably not.

Make any additional observations, constructive criticisms, or recommendations which you feel would be of value in evaluating the training:

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