

INSTRUCTOR EVALUATION CHECKLIST

This checklist is designed to help educators reflect on their delivery, engagement, and effectiveness — and to ensure alignment with adult learning best practices. It can also be used by schools as a feedback tool for evaluating instructors.

PREPARATION & PROFESSIONALISM

- ☐ Instructor arrived on time and was prepared
- ☐ Course began and ended on schedule
- ☐ Appearance and communication were professional
- ☐ Instructor provided materials or resources as promised
- ☐ Technology was tested and worked properly

CONTENT DELIVERY

- ☐ Course content was clearly explained and easy to follow
- ☐ Real-world examples and practical application were emphasized
- ☐ Instructor demonstrated subject matter expertise
- ☐ Complex concepts were broken down effectively
- ☐ Instructor stayed on topic and managed time well

STUDENT ENGAGEMENT

- ☐ Encouraged questions and responded respectfully
- ☐ Used techniques to hold attention (stories, polling, humor, visuals)
- ☐ Created space for student discussion or interaction
- ☐ Adjusted delivery based on the room's energy/understanding
- ☐ Made students feel valued and included