

The Evaluator

In this role, you have the opportunity to increase your listening and observation skills. You'll practice giving a short presentation with limited preparation time. You will learn how to provide positive, constructive feedback



Before the Meeting

- Contact the General Evaluator to find out who you will be evaluating. If the speaker is speaking from the basic manual, review the objectives and evaluation criterion of that speech. Also, review the Guide to Effective Evaluation found in the back of your Basic Manual (Communication and Leadership Manual).
- Contact the speaker to ask if, in addition to the criteria of the speech, if there is anything the speaker would like you to make note of.

During the Meeting

- Obtain the manual from the Speaker. If it is a manual for which you've not previewed the criterion, do that before speaker speaks.
- Keep the speaker's criteria in mind while you listen to the speech. When called upon by the General Evaluator, present your evaluation according to these guides:
 - Use the hamburger approach – good points, suggestions for improvement, good point (see Tip Section – Hamburger Evaluation)
 - Never criticize without giving an appropriate corrective measure (for example, if you note that a person fiddles with his ring while talking, suggest that he remove the ring to avoid the temptation and break the habit).
 - Never give more than 2 corrective points in any one evaluation
 - Emphasize the good points to open and close the evaluation.
- After giving your evaluation, return control of the meeting to the General Evaluator.
- Give the manual back to the speaker, with the evaluation form completed, dated and signed.
- You might consider talking to speaker after meeting for additional feedback.