PSYC 682: Individual Applied Performance Appraisal Project
Presentation Grading Sheet

Name of Presenter:_______________________________________ Start Time: __________

You should plan on presenting for approximately 10 minutes, with an additional 5 minutes allocated for questions and answers. Grading will be liberal, so don’t stress about the presentation. This is an opportunity to develop presentation skills, which will be crucial to your long-term success as a professional.

I. MATERIALS/EQUIPMENT/VISUAL AIDS (5 pts - 1 pt each)
   _____ Displayed copy of old form
   _____ Displayed copy of new/revised form
   _____ Appropriate amount of information on materials (e.g., slides)
   _____ Quantity of materials reasonable
   _____ Quality of materials reasonable (e.g., used appropriate font size on slides, reproduction of handouts)

   ____ SUBTOTAL

II. PRESENTATION STYLE (8 pts - 1 pt each)
   _____ Pace of presentation was neither too fast nor too slow
   _____ Presentation style appeared natural (not stilted nor overly rehearsed)
   _____ Presentation was organized (good use of bullet points, summaries, and transitions)
   _____ Made eye contact with different audience members & generally faced the audience
   _____ Voice was clear and articulate
   _____ Moved around when appropriate
   _____ Questions were handled appropriately
   _____ Presented for the appropriate amount of time (10 mins)

   ____ SUBTOTAL

III. CONTENT OF PRESENTATION (12 pts - 2 pt each)
   _____ Provided sufficient background information on the form and company
   _____ Thoroughly described old form and process
   _____ Identified strengths and weaknesses of the old form and process
   _____ Described how new/revised form is different and improved
   _____ Summarized recommendations to company
   _____ Cited references for criticisms and recommendations

   ____ SUBTOTAL

   ____ TOTAL (out of 25 possible points)

COMMENTS