

Tips for Writing Evaluations

- ❑ Include Detailed Return Instructions
- ❑ Use Multiple-Choice Questions for Speed
- ❑ Use Even Number for Numeric Ranges
- ❑ Include Some "Open-Ended" Questions
- ❑ Maintain a Neutral Tone
- ❑ Optional Name Section for Follow-Up
- ❑ Publish the Results & Respond to Them