

Designing and Implementing a Structured Calibration Training for your Performance Raters

Date:
Medical Science Liaison:
Presentation Title:
Evaluator(s)

Please use the following rating scale from 1 – 5

NA = Not Applicable to scenario or situation	3 = Average demonstration of skill / behavior
1 = Never demonstrated required skill / behavior	4 = Above average demonstration of the skill / behavior
2 = Below average demonstration of skill / behavior	5 = Consistently demonstrated the skill / behavior; Excellent

I. Delivery of Presentation	Score	Notes
Opening statement clearly defined purpose of meeting / presentation		
Acted in a professional, poised, credible and confident manner. Appropriate use of hands; body language		
Good eye contact; Engaged the audience; Not reading from the slide deck		
Voice – appropriate volume, smooth rate, appropriate inflection		
Good flow, slide familiarity, and smooth transition between slides		
Correct pronunciation of key terms and appropriate use of terminology		
Strong and appropriate conclusion and summary		
Overall Assessment of Delivery (Minimum Passing Score of 20)		