# Preceptor Evaluation Form

**Preceptor name:** _______________________________________________________________

**Date of evaluation:** _____________________________________________________________

**Name of charge nurse:** _________________________________________________________

All preceptor evaluation ratings and comments will be confidential and only reviewed by the department manager.

## Rating Scale and Instructions

Using a scale of 1-4, assign the appropriate score in the rating box. If you score a 4 in any of the sections, please comment in the “Opportunities for Improvement” section.

- 1 = Always met expectations
- 2 = Frequently met expectations
- 3 = Sometime met expectations
- 4 = Never met expectations

## Performance Element | Rating (1-4) | Opportunities for Improvement
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The preceptor was knowledgeable and competent
The preceptor gave me feedback on a regular basis
The preceptor behaved professionally at all times
The preceptor was always readily available
The preceptor provided feedback and learning opportunities to improve my performance
The preceptor communicated professionally and gave clear explanations
The preceptor was enthusiastic about my learning
The preceptor managed time effectively
The preceptor contributed to a teamwork environment
The preceptor communicated information in a timely and effective manner
The preceptor oriented me to the rotation and expectations of my role
The preceptor provided problem-solving activities to enhance my learning
Overall, my learning needs were met during my orientation

## Strengths/Areas for Improvement

**What did your preceptor do that was most helpful?**

**What would you have liked your preceptor to do differently?**

**How many preceptors did you have? (If only one, skip the next questions.) Did having more than one preceptor help your orientation? Please explain.**

**Any other suggestions for improvement of the orientation process?**

Source: Charge Nurse Program Builder: Tools for Developing Unit Leaders, by TammyL. Berbarie, BA, RN, RN-BC.

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**Preceptor Treasures**

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