



FEEDBACK AND COURSE EVALUATION FORMS (MHR)

Evaluation the learning Form

Your Feedback important to us. Please take a few moments to complete this evaluation form. Thank you for your valued contribution.

| Content | Agree | Disagree | Undecided |
|---|-------|----------|-----------|
| 1. The content of the program met my needs | | | |
| 2. I found the content relevant | | | |
| 3. The material was stimulating and interesting | | | |
| 4. I feel more confident in applying this to my workplace | | | |
| 5. The materials were useful for my learning | | | |
| 6. The assessment reflected the objectives of the program | | | |
| Structure | Agree | Disagree | Undecided |
| 1. The program was well organized | | | |
| 2. The sessions were well structured | | | |
| 3. The balance between theory and practice worked well | | | |
| 4. The activities were effective in helping me learn | | | |
| 5. We achieved the outcomes of the program | | | |

Overall, how did you find the program?

What were the three most valuable things you got from the program?

What is your impression of the facilitation of the program?

What had you hoped to get from the program but didn't?

What changes could you recommend for future programs?

Any other comments?

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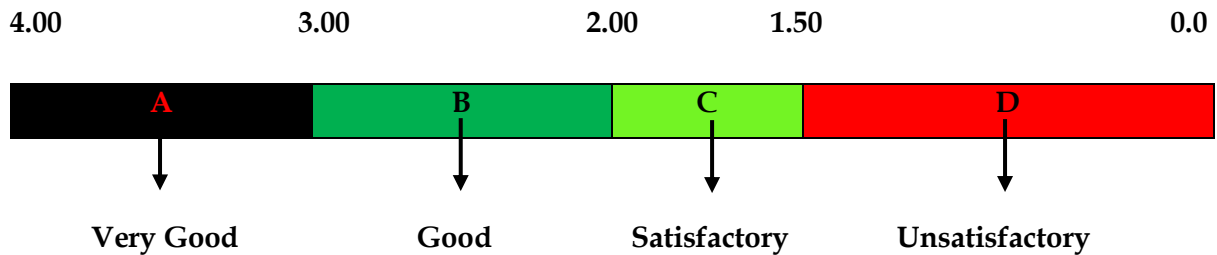
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Student Feedback on Lecturers

Department:

Semester/ Term/ Year:

Please rate the lecturer on the following attributes using the 4-point scale shown



Name of Lecturer:

| No. | Parameters | A | B | C | D |
|-----|--|---|---|---|---|
| 1 | Knowledge base of the lecturer (as perceived by you) | | | | |
| 2 | Communication Skills (in terms of articulation and comprehensibility) | | | | |
| 3 | Sincerity/ Commitment of the Lecturer | | | | |
| 4 | Interest generated by the lecturer | | | | |
| 5 | Ability to integrate course material with environment/ other issues, to provide a broader perspective | | | | |
| 6 | Ability to integrate content with other courses | | | | |
| 7 | Accessibility of the lecturer in and out of the class (includes availability of the lecturer to motivate further study and discussion outside class) | | | | |
| 8 | Ability to design quizzes/ Tests/assignments/ examinations and projects to evaluate students understanding of the course | | | | |
| 9 | Provision of sufficient time for feedback | | | | |
| 10 | Overall rating | | | | |



Students' overall Evaluation of the program and Teaching

Department:

Course:

Lecturer:

Year:

Your responses will be seen only after your course results have been finalized and recorded.

The information will be used only for the improvement of the course and teaching in future.

You need not disclose your name if you do not wish to.

You may tick more than one answer to a question to the extent that they do not contradict each other.

1. The syllabus of each course was
 - a) adequate
 - b) inadequate
 - c) challenging
 - d) dull
2. Background for benefiting from the course was
 - a) more than adequate
 - b) adequate
 - c) inadequate
 - d) cannot say
3. Was the course easy or difficult to understand?
 - a) Easy
 - b) 70 to 85%
 - c) difficult
 - d) very difficult
4. How much of the syllabus was covered in the class?
 - a) 85% to 100%
 - b) 70 to 85%
 - c) 55 to 70 %
 - d) less than 55%

5. What is your opinion about the library material and facilities for the course?
 - a) more than adequate
 - b) adequate
 - c) inadequate
 - d) very poor

6. To what extent were you able to get material for the prescribed readings?
 - a) Easily
 - b) with some difficulty
 - c) not available at all
 - d) with great difficulty

7. How well did the lecturer prepare for the classes?
 - a) thoroughly
 - b) satisfactorily
 - c) poorly
 - d) indifferently

8. How well was the lecturer able to communicate?
 - a) Always effective
 - b) sometimes effective
 - c) Just satisfactorily
 - d) generally ineffective

9. How far the lecturer encourages student participation in class?
 - a) Mostly yes
 - b) sometimes
 - c) not at all
 - d) always

10. If yes, which of the following methods were used?
 - a) Encouraged to raise questions
 - b) sometimes
 - c) encourage discussion outside class
 - d) always

11. How helpful was the lecturer in advising?
 - a) Very helpful
 - b) sometimes helpful
 - c) not at all helpful
 - d) did not advise

12. The lecturer's approach can best be described as
 - a) Always courteous
 - b) sometimes rude
 - c) always indifferent
 - d) cannot say

13. Internal assessment was
- a) Always fair
 - b) sometimes unfair
 - c) Usually unfair
 - d) sometimes fair
14. What effect do you think the internal assessment will have on your course grade?
- a) Helps to improve
 - b) discouraging
 - c) no special effect
 - d) sometimes effective
15. How often did the lecturer provide feedback on your performance?
- a) Regularly/ in time
 - b) with helpful comment
 - c) often/ late
 - d) without any comments
16. Were your assignments discussed with you?
- a) Yes, fully
 - b) yes, partly
 - c) not discussed at all
 - d) sometimes discussed
17. Were you provided with a course contributory lecture too at the beginning?
- a) Yes
 - b) no
- If yes, was it helpful?
- a) Yes
 - b) no

If you other comments to offer on the course and suggestions for the lecturer you may do so in the space given below or on a separate sheet.



Alumni Survey

The purpose of this survey is to assess the quality of the academic program. We seek your help in completing this survey.

A. Excellent B: Very good C: Good D: Fair E: Poor

I. Knowledge

1. Problem formulation and solving skills
2. Collecting and analyzing appropriate data
3. Ability to link theory to practice

II. Communication Skills

1. Oral communication
2. Report writing
3. Presentation Skills
4. Ability to link theory to practice

III. Interpersonal Skills

1. Ability to work in teams
2. Independent thinking
3. Appreciation of ethical values
4. Professional development

IV. Work Skills

1. Time management skills
2. Judgment
3. Discipline



V. General Comments

Please make additional comments or suggestions, which you think would help strengthen our programs. (New courses that you would recommend)

VI. Alumni Information

1. Name (Optional) : _____
2. Name of organization : _____
3. Position in organization : _____
4. Year of graduation : _____

from MHR



Employment Contract

First Party

Myanmar Human Resources Co., Ltd

No. 505, 5th Floor, Olympic Tower, Bo Aung Kyaw Road, Kyauktada Township, Yangon,
Myanmar, 11182

Represented by:

Responsible Person

Position

Second Party:

Name of employee

Address:

Both parties, herein, agreed on terms and conditions of this agreement as follows:

Article 1 Term of Contract

This contract shall be valid for one year.

Article 2 Job Title

Name of the position

Email : mhrmyanmar@gmail.com

<https://www.mhrinstitute.org>



Article 3 Remuneration

Remuneration: ----- per month

Article 4 Rules and Regulations

Second party shall observe and follow rules and regulations for staff in MHR office.

In case first party alters “Rules and Regulations for staff in MHR office”, second party shall follow it accordingly.

Article 5 Settlement of Disputes

Any doubts in connection with this agreement or anything not specified in this document and attachment shall be determined and settle amicably by mutual agreement of both party.

In order to ensure fulfillment of the above-mentioned Articles, two copies of this contract shall be made and signed by both parties and each party shall hold one of the original copies for it own reference.

Witnessed and signed, hereinafter, by both parties on that date at MHR office, Yangon, Myanmar.

First Party

Second Party

Responsible Person

Name of Employee



MHR Office

Performance Appraisal Form

Name Date of Joining
 Job Title Department
 Manager Name

Appraisal Period: From To

RATING CRITERIA

- | | | |
|--------------------------|----------------------|---------------------------|
| 1. Outstanding | 81% and above | |
| 2. Good | 71% - 80% | |
| 3. Satisfactory | 51% - 70% | |
| 4. Unsatisfactory | 31% - 50% | Training desirable |
| 5. Poor | < 30% | Training must |

Performance Factors

| Competency | Marking | Comments: | Remark |
|---|---------|-----------|-------------|
| 1. Quality of Work Complete high-quality work according to specifications. Thoroughly follows standards and procedures. Pays attention to details. Has a strong sense of quality and knows how to achieve it. | | | (out of 10) |
| 2. Job Knowledge Possess skills and knowledge to perform the job competently. | | | (out of 10) |
| 3. Communication Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information. | | | (out of 10) |
| 4. Interpersonal Skills Is sensitive to the needs, feelings and capabilities of others. Approaches other in a non-threatening and pleasant manner and treats them with respect. | | | (out of 10) |
| 5. Problem Solving Express alternative points of view in a non-threatening way. Knows when it is appropriate to compromise and when it is important to take stand. | | | (out of 10) |
| 6. Team Work Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members. Fulfills commitments to team members. | | | |
| 7. Initiative Strive to learn and improve. Seeks out ways to be better themselves and the company. Takes on responsibilities. Does not remain idle - is hard working. Self-motivated. | | | |

Department Head Date

TO BE FILLED BY HR DEPARTMENT

- | | | |
|------------------------------------|------------|-------|
| 1. Attendance | (out of 5) | |
| 2. Absence | (out of 5) | |
| 3. Discipline | (out of 5) | |
| 4. Overall Appraised by HR Manager | (out of 5) | |
| Total Score | | |

Comments by Center Manager

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Sign

Date

Comments by Principal

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Sign

Date