



LEVEL 1 INSTRUCTOR SELF-ASSESSMENT SKILL SHEET

Scoring Rules

- **C = Critical** (must be achieved; any miss = automatic fail)
- **Point items:** total possible for Level 1 = **29 available points**
- **Passing:** must score **≥ 22 points** *and* pass all criticals

LEVEL 1 TOTAL:

Total Possible: 30 **Score:** _____

Result: PASS / FAIL

Requirement to move to Level 2: ≥ 22 points + all criticals passed

Instructor completes after teaching.

What felt solid?

What broke down?

One behavior to fix for next time:

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	Skill	Points	Score
Preparation	Setup complete before instruction begins	1	
	Materials prepared and correct	1	
	Technology checked before performance	1	
	Reviewed lesson objectives	1	
	Workspace clean and visually appropriate	1	
	Instructor was not unprepared or missing required materials	C	
Voice / Pace / Presence	Audible and steady	1	
	Appropriate pace	1	
	Minimal filler language	1	
	Body language stable (e.g. not swaying/fidgeting)	1	
	Eye direction toward audience (e.g. not reading off-screen)	1	
Clarity	Key terms defined clearly	1	
	At least one example given for each major concept	1	
	Stayed within scope (e.g. no topic drift)	1	
	Transitions were logical	1	
	Did NOT read slides verbatim for extended sections	C	
	Did NOT deliver incorrect information confidently	C	
Engagement Fundamentals	Asked at least one check-in question (even rhetorical)	1	
	Paused briefly after major points	1	
	Energy/intonation changed at least once intentionally	1	
	Used at least one relatable example or story	1	
	Avoided monotone delivery	1	
	Instructor did NOT detach (e.g. checking phone, distracted, stopping mid-concept)	C	
Slide & Visual use	Slides used as cues, not script	1	
	Advanced slides at correct times	1	
	No over-pointing or blocking visuals	1	
	Visuals were simple and relevant	1	
	Did NOT rely on reading slides line-by-line	C	
Timing & Flow	Started instruction immediately (no wasted intro)	1	
	Stayed within ± 5 minutes of intended length	1	
	Covered all assigned objectives	1	
	Ending was clean and intentional	1	
	Did NOT skip major content due to lack of prep	C	
Professionalism	No unnecessary profanity	1	
	Maintained professional posture and tone	1	
Bonus	Acknowledged uncertainty appropriately ("I don't know")	1	

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