

MINISTRY OF EDUCATION AND  
TRAINING

**Hanoi University of Science and  
Technology**

**Socialist Republic of Vietnam**  
**Independence - Freedom - Happiness**

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**OFFICER EVALUATION AND CLASSIFICATION FORM**

**Year**

Full name: .....

Academic title: .....

Department: .....

Class of professional title: ..... Level: ..... Salary coefficient: .....

**I. SELF-ASSESSMENT OF STAFF:**

1. Work achievement according to assigned contract:

.....

2. The implementation of regulations on professional ethics:

.....

3. Responsibility, serving attitude, the spirit of cooperation with colleagues and the implementation of the rule of official conduct:

.....

4. The performance of other officials' obligations:

.....

**PARTICIPANTS FOR MANAGEMENT OFFICERS**

5. Competence in leadership, task management, administration and organization:

.....

6. Operation results of the assigned and managed department:

.....

**II. SELF-ASSESSMENT, CLASSIFICATION OF OFFICERS**

1. Evaluation of advantages and disadvantages:

.....

2. Rating classification:

*(Classify evaluation according to 1 of 4 following levels; Excellently fulfilling tasks; well completing tasks; completing tasks; not completing tasks)*

*Hanoi, date*  
Self-assessment officer  
(Signature and full name)

**III. THE COMMENT OF THE COLLECTION**

1. Opinions of the collective department where officials work:.....

.....

**IV. ASSESSMENT RESULTS, CLASSIFICATION OF OFFICIALS BY AUTHORIZED LEVELS**

1. Review of advantages and disadvantages:

.....

.....

2. Results of assessment and classification of officials:

*(Classify the assessment according to 1 of 4 following levels: Excellently fulfilling the task; fulfilling the task; completing the task; not completing the task).....*

*Hanoi, date*  
Head of department  
(Signature and full name)

**CLASSROOM OBSERVATION FORM**

Faculty/School:.....

Type of classroom observation                      Announced:                       Unannounced:

**I. Information of Staff:**

Name :.....Academic title:.....Department:.....  
 Subject code:.....Subject name:.....Class : .....Place:.....

**II. Information of Observers:**

Name..... Academic title:.....Department:.....

**Level 1 – NOT APPLICABLE; 2 – BELOW THE AVERAGE; 3 – AVERAGE; 4 – CREDIT; MỨC 5 – EXCELLENT**

No.	Content rated	Level 1	2	3	4	Level 5
<b>I</b>	<b>Group 1. Pedagogy</b>					
1	Manage and cover classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Method of communicating clearly, clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Teaching facilities (tables or / and projectors) are used in an effective combination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Active teaching methods, attract students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Time allocation of logical lessons (theory, for example, troubleshooting ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II</b>	<b>Group 2. Specialty</b>					
6	The lecture content fits with signed proposal of Faculty/School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Logical integration of the lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Ability of lecture cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	The accuracy of the lesson information communicated to the student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Students are taught to self-study (homework, research questions, reference documents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II</b>	<b>Group 3: Assessment of lectures using teaching aids (*)</b>					
11	Format: Font, font size large enough, easy to see; the color used has the appropriate contrast; Images, effects, sounds are used sensibly, not abuse ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Content: To meet the goal of the lesson, emphasis of main point, each slide has corresponding topic name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Teaching aids: have prepared materials corresponding to projected contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Effective teaching: Attract attention and excitement of students, enhance interaction in the classroom, make students more receptive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Technique used: Proficient use, harmonious combination of teaching aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(\*): Only evaluate this content when the lecture uses teaching aids

**GENERAL COMMENT**

**Pedagogy::**

**Specialty:**

**Usage effectiveness of teaching aids(\*):**

**GENERAL ASSESSMENT:**

**Pedagogy :** Level .../5;

**Specialty :** Level .../5;

**Usage effectiveness of teaching aids:** Level .../5;

..., *day*    *month*    *year* 20

**Assessor**  
(Signature and full name)

(\*): *Only evaluate this content when the lecture uses teaching aids*

**EXPERIMENT & PRACTICE OBSERVATION FORM**

Faculty/School:.....

Type of classroom observation

Announced:

Unannounced:

**I. Information of Staff:**

Name :.....Academic title:.....Department:.....

Subject name:.....Subject code:.....Class : .....Time: .....Place:.....

**II. Information of Observers:**

Name..... Academic title:.....Department:.....

**Level 1 – NOT APPLICABLE; 2 – BELOW THE AVERAGE; 3 – AVERAGE; 4 – CREDIT; MỨC 5 – EXCELLENT**

No.	Content rated	Level 1	2	3	4	Level 5
<b>I</b>	<b>Group 1. Pedagogy</b>					
1	Manage and cover classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Method of communicating clearly, clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Teaching facilities (tables or / and projectors) are used in an effective combination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Active teaching methods, attract students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Experimental and practical organization for ensuring goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II</b>	<b>Group 2. Specialty</b>					
6	Equipment and tool are prepared well for lesson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Experimental and practical guide fits with lecture contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	The lecture content fits with signed proposal of Faculty/School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Sequence of experimental and practical steps is logic and scientific	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Students are taught to self-study (homework, research questions, reference documents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Ensure safety for people and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. GENERAL COMMENT**

**1. Pedagogy::**

**2.Specialty:**

**IV. GENERAL ASSESSMENT:**

**Pedagogy :** Level .../5;

**Specialty :** Level .../5;

..., *day*    *month*    *year* 20

**Assessor**  
**(Signature and full name)**