

Material Review Form
Secretarial Staff Development
Must be returned with Clock Hours request

Name: _____ ID# _____

Date: _____ Location: _____

Title of Material:

Dates Material Reviewed: _____ # of Clock Hours Requested: _____

Please describe at least two specific things you learned from this material:

Please give one practical example of how you will use what you learned in your current/future position:

On a scale of 1 to 10 with 10 being the most valuable...how valuable was this material for implementation in your current position?

Comments: