

Sample Evaluator Assessment Form

Evaluation plan/approach					
<i>1=Strongly Disagree; 2=Disagree; 3=Neutral; 4=Agree; 5=Strongly Agree</i>					
Proposes models, methods, or designs that support the goals and objectives of the evaluation (e.g., describes approach for including comparison/control group if solicitation specifies an impact evaluation is desired)	1	2	3	4	5
Proposes a comprehensive and cohesive evaluation plan/approach to accomplish the statement of work (i.e., describes a streamlined and efficient approach for how the work will be done)	1	2	3	4	5
Proposes appropriate data collection and analysis strategies, given program characteristics and timeline	1	2	3	4	5
Describes potential challenges to carrying out the proposed evaluation design and provides strategies to address those issues	1	2	3	4	5
Demonstrates an understanding of our AmeriCorps program, including our program's target population and the broader context in which we operate	1	2	3	4	5
<i>Reviewer Notes:</i>	<i>Section score:</i>				
Evaluator qualifications					
Demonstrates appropriate academic preparation and professional qualifications for the type of evaluation to be conducted	1	2	3	4	5
Demonstrates experience conducting similar types of evaluations (i.e. experience evaluating similar programs with the type of evaluation design and methods you wish to employ)	1	2	3	4	5
Has no conflict of interest with our AmeriCorps program (e.g., will not directly benefit in any way from the findings of the evaluation)	1	2	3	4	5
<i>Reviewer Notes:</i>	<i>Section score:</i>				
Communication style					
Demonstrates an ability to clearly and concisely communicate evaluation concepts in non-technical language (in written, oral and/or visual form)	1	2	3	4	5
Samples of prior evaluation reports or products are clear, organized, readable, and useful for decision-making.	1	2	3	4	5
<i>Reviewer Notes:</i>	<i>Section score:</i>				
Project management					
Demonstrates an ability to effectively lead and manage the evaluation project	1	2	3	4	5
Demonstrates willingness to engage program staff on a regular basis to provide progress updates and gather input and feedback on the direction of their work	1	2	3	4	5
Demonstrates an ability to adhere to a project schedule and conduct work in a timely fashion	1	2	3	4	5
Proposes a reasonable timeline and schedule of deliverables that aligns with the timeline specifications in the solicitation	1	2	3	4	5
Cost					
Staffing, materials and supplies, equipment, and travel costs for each major evaluation component are adequate and reasonable	1	2	3	4	5
Amount and distribution of staff hours are adequate and reasonable	1	2	3	4	5
<i>Reviewer Notes:</i>	<i>Section score:</i>				
	<i>Overall score:</i>				

Reviewer Notes

Describe strengths -

Describe weaknesses -

Overall impressions -