

The following checklist contains a series of questions to help you interview and select a local evaluator. The questions are designed to help you judge the qualifications and characteristics of prospective evaluators, including basic training in evaluation, previous evaluation experience, and some personal characteristics that fit your initiative and the community in which your program operates. In addition to the checklist, it is important to look at samples of the evaluator’s work and contact references for any prospective evaluator.

Interview Questions	Evaluator appears to be— (Check one for each item)		
	Well- Qualified	Not Well- Qualified	Cannot Determine
What formal training have you had in conducting needs assessment studies?			
What formal training have you had in conducting evaluation studies?			
What experience do you have in evaluating victim service programs?			
What experience do you have in conducting evaluations of comprehensive community initiatives?			
What experience do you have in integrating evaluation activities with community planning processes?			
What experience do you have in integrating evaluation activities with organizational/program planning processes?			
What experience do you have in conducting evaluations with law enforcement, domestic violence/sexual assault providers, courts, and any other agencies participating in this initiative?			
How familiar are you with the issue of			
How familiar are you with current legislation, both federal and local, related to the issue of			
What indicators would you use for this type of evaluation?			

Source: Adapted from the *W.K. Kellogg Foundation Evaluation Handbook* and *Evaluation Handbook for Projects Funded by S.T.O.P. Formula Grants*.