**Appendix C:**

**Sample Screening Criteria for Selecting an Evaluator**

This document lists sample criteria for screening candidates to determine if the candidate should be invited for an interview. This document should be edited to match the specific position that needs to be filled based on the needs of the scope of work and existing capacities.

| Candidate Name | Demonstrated knowledge and experience in program evaluation in a health related field including evaluation plans, activities, design, and utility | Demonstrated knowledge and experience selecting appropriate evaluation activity parameters | Demonstrated knowledge and experience in developing and testing data collection instruments, data coding, analysis, reporting, and visualizations | Demonstrated knowledge and experience in working in communities in [insert priority populations, geographic regions, or other target audiences]  | Demonstrated knowledge and experience in providing recommendation based on evaluation results and stakeholder input | Invite for Interview?Yes/No? |
| --- | --- | --- | --- | --- | --- | --- |
|  1. |  |  |  |  |  |  |
|  2. |  |  |  |  |  |  |
|  3. |  |  |  |  |  |  |
|  4. |  |  |  |  |  |  |
|  5. |  |  |  |  |  |  |
|  6. |  |  |  |  |  |  |
|  7. |  |  |  |  |  |  |
|  8. |  |  |  |  |  |  |
|  9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |