

## Interview Evaluation Checklist

Agency \_\_\_\_\_ Date of Review \_\_\_\_\_

*A composite rating should be developed by the committee for each criteria. Using a scale of 1–5, where 5 = Excellent (highest score) and 1 = poor (lowest Score) place your rating in the corresponding box.*

**A. Support Strategies** Rating

- |  |                          |
|--|--------------------------|
| 1. Individual supports and services          | <input type="checkbox"/> |
| 2. Adherence to RFP                          | <input type="checkbox"/> |
| 3. Community Resources and Personal Networks | <input type="checkbox"/> |
| 4. Legal Requirements                        | <input type="checkbox"/> |

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="4"/>	=	<input type="text"/>
		X	<input type="text" value=".25"/>	= <input style="border: 2px solid black;" type="text"/>

**B. Personal Preferences and Relationships** Rating

- |                         |                          |
|-------------------------|--------------------------|
| 1. Personal Preferences | <input type="checkbox"/> |
| 2. Relationships        | <input type="checkbox"/> |

Total		Average	Weight	Score
<input type="checkbox"/>	Divided BY	<input type="text" value="2"/>	=	<input type="text"/>
		X	<input type="text" value=".25"/>	= <input style="border: 2px solid black;" type="text"/>

**C. Support staff/Staffing Patterns**

Rating	Weight	Score
<input type="text"/>	<input type="text" value=".25"/>	= <input style="border: 2px solid black;" type="text"/>

*Continue on next page*

### Interview Evaluation Checklist

**D. Budget/Cost Effectiveness**

- 1. Relationship to Available Funding
- 2. Compare Budget to Other Proposals
- 3. Indirect Costs
- 4. Feasibility of Proposal

Rating





Total

Divided  
BY

Average

Weight

Score

SCORES

A
B
C
D

+  +  +  =

Total Score

Total Score

X

Final Score

Comments:

Reviewer Initials: