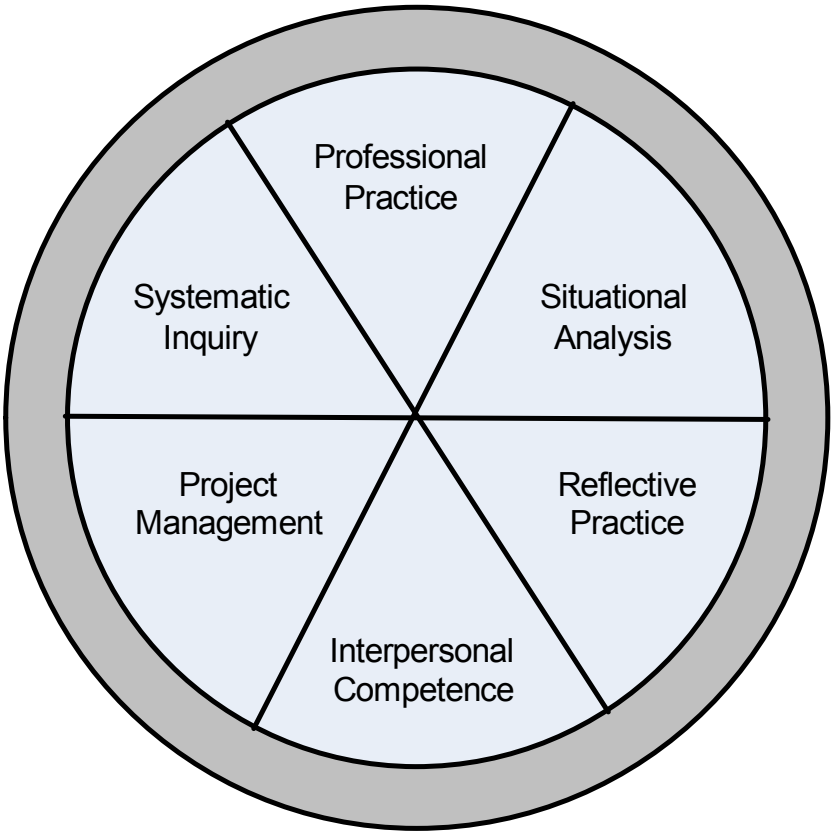
Essential Competencies for

Program Evaluators Self-Assessment



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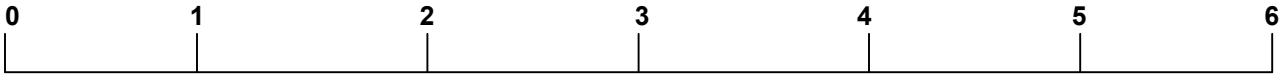

Entry / Novice	Proficient / Skilled	Mastery / Expert
• Developing awareness / building knowledge • Limited repertoire • Limited experience • Unaware of potential problems • Unaware of questions to ask	• Applying knowledge routinely • Basic repertoire • Moderate amount of experience • Solves problems as they arise • Aware of questions to ask and able to access resources to answer the questions	• Using knowledge fluently and effectively • Advanced repertoire • Extensive experience • Anticipates problems before they arise • Poses questions to the field • Sought out for input

I.0 Professional Practice							
1.1. Applies professional evaluation standards	0	1	2	3	4	5	6
1.2 Acts ethically and strives for integrity and honesty in conducting evaluations	0	1	2	3	4	5	6
1.3 Conveys personal evaluation approaches and skills to potential clients	0	1	2	3	4	5	6
1.4 Respects clients, respondents, program participants, and other stakeholders	0	1	2	3	4	5	6
1.5 Considers the general and public welfare in evaluation practice	0	1	2	3	4	5	6
1.6 Contributes to the knowledge base of evaluation	0	1	2	3	4	5	6

2.0 Systematic Inquiry							
2.1 Understands the knowledge base of evaluation (terms, concepts, theories, assumptions)	0	1	2	3	4	5	6
2.2 Knowledgeable about quantitative methods	0	1	2	3	4	5	6
2.3 Knowledgeable about qualitative methods	0	1	2	3	4	5	6
2.4 Knowledgeable about mixed methods	0	1	2	3	4	5	6
2.5 Conducts literature reviews	0	1	2	3	4	5	6
2.6 Specifies program theory	0	1	2	3	4	5	6
2.7 Frames evaluation questions	0	1	2	3	4	5	6
2.8 Develops evaluation design	0	1	2	3	4	5	6
2.9 Identifies data sources	0	1	2	3	4	5	6
2.10 Collects data	0	1	2	3	4	5	6
2.11 Assesses validity of data	0	1	2	3	4	5	6
2.12 Assesses reliability of data	0	1	2	3	4	5	6

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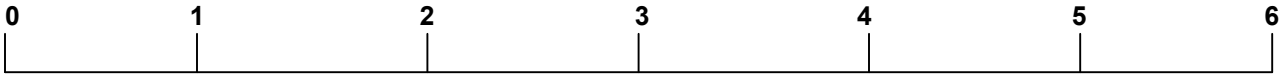

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2.13 Analyzes data	0	1	2	3	4	5	6
2.14 Interprets data	0	1	2	3	4	5	6
2.15 Makes judgments	0	1	2	3	4	5	6
2.16 Develops recommendations	0	1	2	3	4	5	6
2.17 Provides rationales for decisions throughout the evaluation	0	1	2	3	4	5	6
2.18 Reports evaluation procedures and results	0	1	2	3	4	5	6
2.19 Notes strengths and limitations of the evaluation	0	1	2	3	4	5	6
2.20 Conducts meta-evaluations	0	1	2	3	4	5	6

3.0. Situational Analysis							
3.1 Describes the program	0	1	2	3	4	5	6
3.2 Determines program evaluability	0	1	2	3	4	5	6
3.3 Identifies the interests of relevant stakeholders	0	1	2	3	4	5	6
3.4 Serves the information needs of intended users	0	1	2	3	4	5	6
3.5 Addresses conflicts	0	1	2	3	4	5	6
3.6 Examines the organizational context of the evaluation	0	1	2	3	4	5	6
3.7 Analyzes the political considerations relevant to the evaluation	0	1	2	3	4	5	6
3.8 Attends to issues of evaluation use	0	1	2	3	4	5	6
3.9 Attends to issues of organizational change	0	1	2	3	4	5	6
3.10 Respects the uniqueness of the evaluation site and client	0	1	2	3	4	5	6
3.11 Remains open to input from others	0	1	2	3	4	5	6
3.12 Modifies the study as needed	0	1	2	3	4	5	6

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4.0 Project Management							
4.1 Responds to requests for proposals	0	1	2	3	4	5	6
4.2 Negotiates with clients before the evaluation begins	0	1	2	3	4	5	6
4.3 Writes formal agreements	0	1	2	3	4	5	6
4.4 Communicates with clients throughout the evaluation process	0	1	2	3	4	5	6
4.5 Budgets an evaluation	0	1	2	3	4	5	6
4.6 Justifies cost given information needs	0	1	2	3	4	5	6
4.7 Identifies needed resources for evaluation, such as information, expertise, personnel, instruments	0	1	2	3	4	5	6
4.8 Uses appropriate technology	0	1	2	3	4	5	6
4.9 Supervises others involved in conducting the evaluation	0	1	2	3	4	5	6
4.10 Trains others involved in conducting the evaluation	0	1	2	3	4	5	6
4.11 Conducts the evaluation in a nondisruptive manner	0	1	2	3	4	5	6
4.12 Presents work in a timely manner	0	1	2	3	4	5	6

5.0 Reflective Practice							
5.1 Aware of self as an evaluator (knowledge, skills, dispositions)	0	1	2	3	4	5	6
5.2 Reflects on personal evaluation practice (competencies and areas for growth)	0	1	2	3	4	5	6
5.3 Pursues professional development in evaluation	0	1	2	3	4	5	6
5.4 Pursues professional development in relevant content areas	0	1	2	3	4	5	6
5.5 Builds professional relationships to enhance evaluation practice	0	1	2	3	4	5	6

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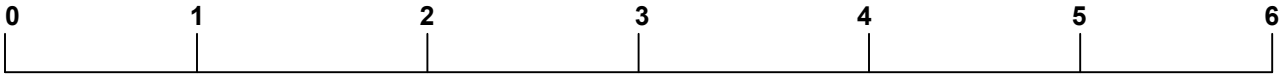

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6.0. Interpersonal Competence							
6.1 Uses written communication skills	0	1	2	3	4	5	6
6.2 Uses verbal/listening communication skills	0	1	2	3	4	5	6
6.3 Uses negotiation skills	0	1	2	3	4	5	6
6.4 Uses conflict resolution skills	0	1	2	3	4	5	6
6.5 Facilitates constructive interpersonal interaction (teamwork, group facilitation, processing)	0	1	2	3	4	5	6
6.6 Demonstrates cross-cultural competence	0	1	2	3	4	5	6

√ What conclusions do you draw from your self-assessment?

√ What actions might you take based on your self-assessment?

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