Competency Goals for Evaluation Staff

Expected competencies of highly performing program evaluation staff are described in the following chart. The numerical ratings are based on the following scale of ability or command of the analytic service or product.

1. Understand	2. Interpret	3. Help produce, compute	4. Oversee staff or or contractor	5. Produce, compute, use

Competency	New Evaluator	Senior Evaluator	Program Manager	Senior Advisor
1. Evaluation Skills				
Basic research techniques	5	5	5	5
Logic models	2	5	5	4
Case studies	4	5	5	4
Surveys				
Instrument development	3	5	4	2
Mail survey administration	5	5	4	2
Telephone survey administration	5	5	4	2
On-line survey administration	5	5	4	2
In-person survey administration	5	5	4	2
Focus groups	3	5	4	2
Types of evidence	3	5	2	2
Graphics	5	5	4	2
Simple descriptive statistics	3	5	4	2
Intermediate level statistics				
Validity	1	2	2	2
Reliability	1	2	2	2
Accuracy	1	2	2	2
Sampling				
Type (random/purposive)	2	5	4	2
Size of random sample	2	4/5	2	1
Confidence	2	4/5	2	1
Precision	2	4/5	2	1
Correlation	2	4/5	2	1
Regression analysis	2	4/5	2	1
Statistical significance	2	4/5	2	1
p-value	2	4/5	2	1
Variance	2	4/5	2	1
Standard deviation	2	4/5	2	1
Coefficient of variation	2	4/5	2	1

	1. Understand	2. Interpret	3. Help produce, compute	4. Oversee staff or or contractor	5. Produce, compute, use

Competency	New Evaluator	Senior Evaluator	Program Manager	Senior Advisor
Advanced statistics				
Modeling	3	4/5	4	1
Quasi experimental methods	3	4/5	4	1
Randomized control trials	3	4/5	4	1
Meta analysis	1	4/5	2	1
Evaluation design	3	4/5	4	1
2. Computer Skills				
Word/WordPerfect	5	5	5	5
Excel/QuatroPro	5	5	5	5
Access/DataBase	2	4	4	2
PowerPoint	5	5	5	5
Statistical Programs (e.g. SAS/SPSS)	2	4	4	2
Internet Surveys	3/5	5	4	2
Webinars	5	4	4	2
3. Reporting and Marketing				
Report Writing	3	5	5	5
Briefings	3	5	5	5
Dissemination to				
State Legislature	1	2	2	2
State Agencies	3	5	5	5
Local government Agencies	3	5	5	5
Grantees/Contractors	3	5	5	5
Other Stakeholders	1	5	2	2
Media	1	3	3	2
4. Evaluation Management				
Planning Evaluation Agendas	3	5	4	2
Working in Teams				
Member	5	5	5	5
Leader	5	5	5	5
Evaluation Project Management	3	3/4	4/5	5
Contract Project Management	3	3/4	4/5	5
Professional evaluation standards	1	2	1	1
Budgeting	3	3	5	5
Negotiating	1	3	5	5