

Checklist for Hiring an Internal Evaluator¹

When hiring an internal evaluator, look for the following skills and experience.

- The candidate has an educational background or formal training in evaluation.
- The candidate is skilled in both quantitative, qualitative, and mixed methods methodologies.
- The candidate has knowledge of, and is able and willing to, adopt different evaluation approaches such as developmental, participatory, empowerment, etc.
- The candidate is skilled in gender and equity approaches, cultural humility, interpersonal communications, data visualization and reporting, evaluation training/coaching and capacity-building.
- The candidate has other “soft” evaluation skills such as group facilitation, conflict resolution, flexibility, and problem-solving.
- The candidate is able to articulate their own values and philosophical and methodological orientations about evaluation, which in turn match those of the organization.
- The candidate brings additional multidisciplinary skills and experience from complimentary areas, e.g. economics, environmental sciences, sociology, etc.
- The candidate is able and willing to participate in organizational evaluation capacity-building through training, coaching, and mentoring activities.

¹ The Canadian Evaluation Society has developed a more detailed list of competencies for evaluation practice which can be found at http://www.evaluationcanada.ca/txt/2_competencies_cdn_evaluation_practice.pdf.

- The candidate expresses an ability and willingness to effectively communicate with collaborators and targeted users of evaluation.
- The candidate is able and willing to work with staff to integrate evaluation activities into their day-to-day project operations.
- The candidate has knowledge of the sector or service area where evaluation will occur.
- The candidate's personal style and approach fit with the sector or service area to be evaluated.
- The candidate is able to work both independently and in a team.

Adapted from:

- Baker, A., & Bruner, B. (n.d.). *Supporting good evaluation*. Bruner Foundation. Retrieved from website: http://www.evaluativethinking.org/docs/2010_docs/SUPPORTING%20GOOD%20EVALUATION.BRUNER%20FDN.pdf
- Kellogg Foundation. (2010). *Evaluation Handbook*. Retrieved from: <http://www.wkkf.org/resource-directory/resource/2010/w-k-kellogg-foundation-evaluation-handbook>.
- Patton, M. Q. (1997). *Utilization-Focused Evaluation*. Thousand Oaks, CA: Sage Publications.