
Interview Evaluation

Instructions for the Interviewers:

Highest number represents the most value for each column. Rating column: 1-5 points. In this column you rate the firm based on each qualification. Weight column: 1-10 depending on value to the project. Use the weight column to indicate the level of importance (in your judgment), in each area, to the particular project.

At the completion of the interview, multiply the rating by the weight for each category and enter the total. Add all totals to establish the grand total. The chairperson will combine all of the totals for those participating in the interview session on the Group Interview Evaluation Form.

Name of Interviewer:

Name of Firm:

General Notes:

THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Categories		Rating	X	Weight	=	Total
1.	Understanding of Project Requirements: (Owner may evaluate firm's analysis, preparation and level of interest.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
2.	Design Approach / Methodology: (Owner may evaluate firm or individual's creativity and problem solving abilities.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
3.	Key Personnel and Roles: (Owner may evaluate personal qualifications and professional skills of key individuals.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
4.	Pertinent Experience, Firm: (Owner may evaluate related projects presented as previous work of the firm.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
5.	Pertinent Experience, Individual: (Owner may evaluate related projects presented as previous work of key personnel.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
6.	Consultant / In-House Resources: (Owner may evaluate firm's abilities and importance of consultant or in-house support services.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
7.	Technical Project Management: (Owner may evaluate firm's abilities related to technical functions such as project cost controls, construction observation, time schedule, etc.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
8.	Responsiveness to Owner's Concern: (Owner may evaluate firm's abilities to form successful working relationships and communications with the owner.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
9.	Method of Compensation: (Owner may evaluate firm's method of determining compensation. Compensation proposals are NOT required at this time.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
10.	Sub-Consultant Selection: (Owner may evaluate firm's method of hiring sub-contractors).	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
11.	Other Relevant Issues: (Owner may evaluate importance of other relevant issues by firm.)	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
				GRAND TOTAL		<input type="text"/>

GROUP INTERVIEW EVALUATION FORM

NOTE: Enter the grand total for each firm as recorded by each interviewer on the score sheet. After all entries are made and totaled, divide the combined group total for each firm by the number of interviewers to determine grand totals for each firm. This is to equalize scoring in the event all firms are not interviewed by all interviewers.

COMBINED GROUP TOTALS

FIRM NAME			
Interviewer 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interviewer 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interviewer 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interviewer 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interviewer 5	<input type="text"/>	<input type="text"/>	<input type="text"/>
GRAND TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>