
Interview Evaluation and Scoring Form

Instructions for the Interviewers:

The questions and categories for scoring may be modified to meet the specific needs of the applicant and project. The categories included on this form are typical examples of the criteria used to evaluate firms.

Highest number represents the most value for each column.

- **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.
- **Rating column:** 1-5 points. In this column you rate the firm based on each qualification.

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	Weight	X	Rating	=	Total
1. Understanding of Project Requirements (Owner may evaluate firm's analysis, preparation and level of interest).		X		=	
2. Design Approach / Methodology (Owner may evaluate firm or individual's creativity and problem solving abilities).		X		=	
3. Key Personnel and Roles (Owner may evaluate personal qualifications and professional skills of key individuals).		X		=	
4. Pertinent Experience, Firm (Owner may evaluate related projects presented as previous work of the firm).		X		=	
5. Pertinent Experience, Individual (Owner may evaluate related projects presented as previous work of key personnel).		X		=	
6. Consultant / In-House Resources (Owner may evaluate firm's abilities and importance of consultant or in-house support services).		X		=	
7. Technical Project Management (Owner may evaluate firm's abilities related to technical functions such as project cost controls, construction observation, time schedule, etc.).		X		=	
8. Responsiveness to Owner's Concern (Owner may evaluate firm's abilities to form successful working relationships and communications with the owner).		X		=	
9. Compensation (Owner may evaluate firm's cost of performing services).		X		=	
10. Sub-Consultant Selection (Owner may evaluate firm's method of hiring sub-contractors).		X		=	
11. Other Relevant Issues (Owner may evaluate importance of other relevant issues by firm).		X		=	
		GRAND TOTAL			

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			
Interviewer 2			
Interviewer 3			
Interviewer 4			
Interviewer 5			
GRAND TOTAL			