**Program area staff assessment**

**Organization:**

**Year:**

**Program:**

**Position:** Coordinator/Manager (C) Asst Coordinator (A) Staff (S)

***Interviewer: Copy and paste the following information below for this program for your reference. – Or have a cheat/reference sheet – If Coordinator or Assistant Coordinator level, ask all questions. If Staff, ask only questions that have a S. Score answers after the interview is complete and summarize results at the end of this form.***

1. ***Reason program is active***
2. ***Program goals and objectives***
3. ***Summary of typical activities in a year***
4. ***Program timeline (periods of activity, trainings, supply orders, supply distribution, donor reporting, internal reporting)***
5. ***Number/areas where work is done***
6. ***Number of field staff***
7. ***General budget breakdown***
8. ***Donors for program***
9. **C/A/S – Please explain why this program is being implemented. (Prompt: What is the local situation and how does this program address this situation?)**

**Score:**

*0 = Doesn’t know 1 = Very incomplete answer 2 = Somewhat complete 3 = Complete*

1. **C/A/S – Please explain this program’s goals and objectives.**

**Score:**

*0 = Doesn’t know 1 = Very incomplete answer 2 = Somewhat complete 3 = Complete*

1. **C/A/S – Please describe the activities of field staff in this program. (*Prompts: What do field staff do daily? Monthly? Quarterly? Every 6 months? Annually?)***

**Score:**

*0 = Doesn’t know 1 = Very incomplete answer 2 = Somewhat complete 3 = Complete*

1. **C/A/S – Please describe this program’s timeline. (Prompt: Please think about all the activities to do you program and who is responsible.)**

**Score:**

*0 = Doesn’t know 1 = Very incomplete answer 2 = Somewhat complete 3 = Complete*

1. **C/A – Please tell me how many clinics currently have this program, and in which areas**

**Score:**

*0 = Doesn’t know or significantly wrong answers 1 = Half correct 2 = Both correct*

1. **C/A – Please tell me how many field staff operate in this program.**

**Score:**

*0 = Doesn’t know or significantly wrong answers 1 = Close to actual number 2 = Exactly correct*

1. **C/A – Please describe the budget of this program (*prompt: what are salaries/stipends, about how much/percentage of supplies, rough training costs*)**

**Score:**

*0 = Doesn’t know or significantly wrong answers 1 = Some answers close, some incorrect 2 = All answers are close/correct*

1. **C/A – Please list the donors for this program. (*Prompts: Names, are there unrestricted funding sources?*)**

**Score:**

*0 = Doesn’t know 1 = Very incomplete answer 2 = Somewhat complete 3 = Complete*

**TOTAL Score (sum all 8 questions’ scores): out of 21/12 total points (CA/S)**

**Number of 0 scores: out of 8/4 questions (CA/S)**

***Circle:***

**Not satisfactory (0 on ANY question or <15/ <8 total)**

**Satisfactory (15-17/9-10)**

**Very satisfactory (>17/>10)**

**Key technical recommendations staff assessment**

***Interviewer: Copy and paste the key technical recommendations below in a numbered list. Score answers after the interview is complete and summarize results at the end of this form.***

**Can you explain to me what each of these mean and why it is important for your program?**

1. **Tech recommendation #1**

**Score:**

*0 = Doesn’t know 1 = Very incomplete answer 2 = Somewhat complete 3 = Complete*

1. **Tech recommendation #2**

**Score:**

*0 = Doesn’t know 1 = Very incomplete answer 2 = Somewhat complete 3 = Complete*

**TOTAL Score (sum all questions’ scores): out of \_\_\_\_\_ total points = \_\_\_\_\_ %**

**Number of 0 scores: out of \_\_\_\_\_ questions = \_\_\_\_\_\_ %**

***Circle:***

**Not satisfactory (Number 0 scores: >0%,>10%,>20% OR Total Score <80%,<70%,<60% C,A,S)**

**Satisfactory (Total Score 80-90%, 70-80%, 60-70% C,A,S)**

**Very satisfactory (Total Score >90%, >80%, >70% C,A,S)**