

## Using a Checklist to Assist Your Decision-Making

You are ultimately responsible for your selection of an interest inventory. It may be helpful to use the following checklist to help you organize information in a purposeful, systematic, and objective way so that you can review each instrument in making a final decision. You will need to look at the information made available by the publisher, read instrument reviews, check with your colleagues, and even share the instrument with your students or clients to gather their opinions in order to make a comfortable decision about which instrument might be best to use. The rest is up to you!

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### ***Decision-Making Checklist***

For each instrument you are considering, conduct a review and complete the checklist. Room is provided on the checklist to add some additional criteria that may be particularly pertinent and important to you. If a criterion is not applicable to your situation, leave it blank. When you are done, add up the number of outstanding, acceptable, and not acceptable ratings to see how the instrument matched up to the criteria and when compared to other instruments.

**Instrument Name:** \_\_\_\_\_

**Publisher:** \_\_\_\_\_

Evaluation Criteria	Rating		
	Outstanding	Acceptable	Not Acceptable
Assessment's Purpose Matches My Purpose			
Instrument's Target Audience is Similar to My Students or Clients			
Quality of Technical Information (such as Reliability and Validity) are Strong			
Development Sample and Norms Represents My Students or Clients			
Delivery Format is Suitable to My Students or Clients			
Vocabulary is Appropriate to My Target Audience			
Scoring for My Students or Clients is Easy, Accurate, and Appropriate			
Scoring Process Minimizes Errors			
Feedback of Results is Timely and Useful			
Results Reported are Clear and Helpful			

<b>Recommended Interpretations are Supported by Research</b>			
<b>Amount and Kind of Interpretation is Appropriate to the Needs of My Students/Clients (not too much or too little)</b>			
<b>Mechanism for Storing Results Matches My Needs and Organizational Capabilities</b>			
<b>Match Between the Mechanism for Retrieving Results and My Needs and Organizational Capabilities</b>			
<b>Supportive Documentation is Available and Provided by the Publisher (such as technical reports and research studies)</b>			
<b>Technical Reviews by Unbiased and Credible Persons Provide Supportive Information</b>			
<b>Information from Colleagues Who Have Used the Instrument Support its Use</b>			
<b>My Personal Review of the Instrument Supports Its Use</b>			
<b>Students or Clients Who Have Taken the Instrument Support Its Use</b>			
<b>Cost is in Line with Benefit</b>			
<b>Costs are Within My Budget</b>			
<b>Add Other Criteria!</b>			
<b>TOTAL</b>			

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