

## Attachment G - Evaluator Self-Assessment Follow up

Dear \_\_\_\_\_

Thank you for taking the time out to complete the evaluation self-assessment and discuss it with your ETA. As we explained earlier the self-assessment tool is designed to support your professional development as an evaluator by identifying your strengths and needs and by stimulating reflection, both individually and with fellow evaluators.

During the follow up conversation with your ETA:

- the following areas were identified for further skill development: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. In our discussion I mentioned that you might find the following information useful (list trainings, documents you sent, etc..).
- you also indicated that you might want more information on \_\_\_\_\_. In talking with some colleagues we identified/found the following materials, trainings, documents, etc.. for you. If for some reason these do not meet your needs or you would like more materials on this topic please let me know.
- you mentioned that you feel competent in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_
- you indicated that you have strong skills in \_\_\_\_\_ and you would be interested in sharing them with others. After talking to some of my colleagues about your skills we thought that you might want to \_\_\_\_\_ (lead a webinar, conference call, learning community) as a possible format or forum for you to share your skills.

In closing we hope this process has been useful to you and we hope that the recommended resources, training opportunities or knowledge provided to you will inform your evaluation practice and helps you to become a more effective evaluator. Remember skill development is an ongoing process so please let us know if you have other needs that arise. We will also check in with you in about six months or a year to revisit the self assessment and find out how your needs may have changed.

Sincerely,

\_\_\_\_\_

Evaluation Technical Advisor