

OBSERVATION FORM

Date _____

Name of Organization: _____ Site Visitor Initials: _____

Site Visit Field Notes/Observation Form

Purpose:

Check all that apply below. For those boxes checked, number and explain the circumstances and your responses/actions on the following page (attach extra pages as needed).

- To note any changes in the standard site visit process or methods that could influence the quality or quantity of data site visitors sought to collect.
- To document the use of any emergency or fall back plans that may have been used to deal with unexpected changes to the site visit process or methods.
- 1. Changes in scheduled respondents (i.e., substitutions were made for a position or perspective)
- To note any anomalous findings that seemed unusual or out of the ordinary.
- To describe overall impressions of the site visit including how site visitors were received by the on-site contact and how, in general, the site visit progressed.
- 2. Certain respondents were inappropriate
- To describe nuances, innovations, etc., not captured in the interview guide.
- 3. Certain respondents were unavailable
- 4. Certain findings seemed odd or anomalous (e.g., certain respondents had an “axe to grind” or a specific agenda to get across in their interviews)
- 5. Any miscommunications or misunderstandings (e.g., between the on-site contact and respondents/interviews; between ICF International and the on-site contact)
- 6. Other issues important to note

For boxes checked on the first page, number and explain circumstances and your responses/actions taken.

A series of horizontal lines provided for writing responses.

