

Evidence Analysis Library Companion Guide for Workgroup Selection Scoring Sheet

Instructions: Evaluate each candidate on every criterion listed. Score each candidate using 0-3 for each criterion (0 lowest and 3 highest). A final score will be automatically computed. The lower scoring candidates may require further discussion. Higher scoring candidates may be considered for position of workgroup chair/co-chair.

Section I: Degree Criteria

Max points: 3

This section looks at the candidate's education or professional work experience in lieu of an advanced degree. Points are given as follows:

- Doctoral degrees (practicing or research (PhD, MD, PharmD): 3 points
- Master's degrees: 2 points
- Bachelor's degree without advanced degree but has 8+ years of practice related to workgroup topic: 1 point
- No advanced degree and less than 8 years' experience: 0 points

Section II: Practice Criteria

Max points: 2

Practice experience refers to employment as a practitioner in fields such as industry, government/government agency, hospital/clinic, private practice, consultant/self-employment, and management. The subcommittee is looking for a minimum of 5 years' experience but allows for time taken off (maternity leave, school, sabbatical, etc.). Points are given as follows:

- 5+ years of practice experience within the past 8 years: 1 point
- If practice is relevant to workgroup topic in last 8 years: 1 point

Section III: Research Criteria

Max points: 2

Research experience includes grant writing, PI or co-PI involvement, and quality improvement project. Points are given for research pertaining to the project topic - including previous experience with an EAL project.

- Research experience in past 10 years: 1 point

- Research pertaining to workgroup topic in past 10 years: 1 point

Section IV: Other Criteria

Max points: 20

The subcommittee will give points if the application has additional experience in the areas of professional speaking, publishing, expert testimony and leadership. Additional points are given if it is in the area of the project topic. Points are given as follows:

- Professional speaking experience
 - On topic: 2 points
 - Not related to topic: 1 point
- Published book/book chapter
 - On topic: 2 points
 - Not related to topic: 1 point
- Published article/manuscript
 - On topic: 2 points
 - Not related to topic: 1 point
- Contributes to blog/website
 - On topic: 2 points
 - Not related to topic: 1 point
- Provided expert witness testimony
 - On topic: 2 points
 - Not related to topic: 1 point
- Peer reviewer for relevant journal/newsletter
 - On topic: 2 points
 - Not related to topic: 1 point
- Editor for relevant journal/newsletter
 - One topic: 2 points
 - Not related to topic: 1 point
- Current and relevant professional membership
 - On topic: 2 points
 - Not related to topic: 1 point
- Leadership positions in professional organizational
 - On topic: 2 points
 - Not related to topic: 1 point
- Past experience on workgroup
 - On topic: 2 points
 - Not related to topic: 1 point

Section V: Personal Statement

Max points: 6

The application allows the candidate an opportunity to express themselves and explain why they would be an ideal workgroup member. It will also provide insight into the candidate's writing style and experience with the topic.

- Explanation by candidate as to why she/she is interested in serving on the workgroup: 0-2 points
- Explanation by candidate as to the unique qualities he/she will bring to the workgroup: 0-2 points
- Rate the clarity of the candidate's writing style: 0-2 points

Section VI: Candidate Summary

This section is designed to determine if candidate is prepared to serve as a workgroup member. Please answer Y (Yes) or N (No):

- Conflict of Interest (COI): Did the candidate complete the COI? Yes or No
- Is there anything in the COI that would prevent this applicant from serving on the workgroup (anything that could impair or be perceived as impairing the candidate's objectivity and independence in serving on the project)? Yes or No
- Do you approve this candidate for the workgroup? Yes or No
- Has this candidate held a structured leadership role (i.e., managerial experience, committee leader, local chapter leader): Yes or No
- Is this applicant a candidate for workgroup chair/co-chair? Yes or No
- Additional comments (may pertain to COI, personal statement, leadership role, other):