



# Considerations for Hiring an Evaluator

Considering hiring an evaluator? Or maybe you have the expertise in-house? Here are factors to consider.

## Advantages ~ Internal Evaluator

- Knowledge of program model, program history
- Familiarity with stakeholders and their issues
- History of organization, clients, funders, etc.
- Ability to continue to advocate use of findings
- Quicker to start up
- Knowledge of budget constraints
- Known person (strengths and weaknesses)

## Advantages ~ External Evaluator

- Viewed as more impartial / objective
- Credible to outside audiences
- Extend internal expertise
- Flexible staffing arrangement(s)
- Fresh, outside perspective
- Potentially more honest information
- Comfort level with presenting unpopular information

## Skills to look for when hiring an Evaluator

- Evaluation research design
- Evaluation experience
- Program understanding
- Data collection, analysis, interpretation
- Writing
- Sensitivity to be able to work with diverse stakeholders
- Ethics

## Budgeting

The following are elements of crafting a budget for evaluation:

- Staff salaries, benefits
- Consultants
- Travel
- Communications (postage, phones)
- Printing, duplication (paper, web design)
- Data processing, including software
- Supplies, equipment (e.g., video taping equipment)
- Subcontracts (e.g., legal expertise)
- If applicable, overhead (e.g., utilities, facilities)

Facilitation, mediation, evaluation, graphic recording, capacity building:

- Effective organizations
- Multi-organizational collaborative solutions

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