



Evaluation Report

An evaluation report provides a valued judgment about a person, place, process, product, etc. In order to write an evaluation report, you will be required to compare something (a person, product, service, or activity) to a set of requirements (or criteria) and judge how well the subject meets the criteria. While your ultimate response will answer a question of value, you are still providing a judgment based upon requirements.

1. Criteria:

- A. Numerical Value: This evaluation represents requirements fitting between a minimum value and a maximum value.
- B. Yes/No Value: This evaluation represents either a yes or no based upon the criteria—"It does" or "it does not."
- C. Ratings Value: This evaluation is based upon nationally accepted ratings by groups of people.

Note: Whichever criteria you use to provide the evaluation, be specific with the requirements and with the description of the subject of your evaluation.

2. Format:

- A. An evaluation report follows the same format as other formal reports.
- B. The introduction provides the statement of purpose and the history of the problem.
- C. The body provides the explanation, description, and the basis for your judgment.
- D. The conclusion provides an explanation of the results.
- E. The report makes a recommendation based upon the results of the valued judgment.