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.