

Certifier Notes for Individual Certifications			
Interviewer:		Certifier:	
Time		Location	
CERTIFIER INSTRUCTIONS: Score each item 0, 1, or 2. 0 = Inadequate performance; 1 = Needs Improvement; 2 = Met Expectations. Use the Errors column to tally the number of times the interviewer makes general interviewing technique (GIT) errors in reading, probing, feedback, or clarification. Note question numbers of errors when possible.			
Interviewing Skill	Score	Errors	Comments
On time and prepared for certification			Sample Management System running and ready to interview; for face-to face interview, have respondent materials ready, including copy of letter and brochure.
Correctly completing household listing/enumeration and screener			Make sure that the interviewer has completed the household listing/enumeration correctly; if not, tell him/her how to correct and proceed. The interviewer will have to re-certify on the screener portion if this happens.
Use of GIT probes and clarification			Should use standard GIT protocol as indicated; 1 - 2 errors - score 1; 3+ errors - score 0.
Use of neutral feedback			Interviewer should provide feedback for at least 30% of responses. Non-standard feedback counts as an error.
Verbatim question reading			Include pronunciation and emphasis in evaluation; 1-3 errors - score 1; 4+ errors - score 0.
Data Entry			General comfort with navigating in Blaise.
Post-interview process & contact person information			Interviewer should confirm all contact information for respondent and enter information for required number of contact persons.
Contact attempt record			Interviewer should enter a final contact attempt note which you will check before scoring. If 1 or 2 items are missing - score 1. If more than 2 items are missing - score 0.
TOTAL SCORE	0		
Total possible = 16		Certified = 12 or higher	Re-Certify = 10-11
Review will be required if score is less than 10.		Administrative	
GENERAL COMMENTS: Provide specific examples and question numbers of problem areas when possible. Note the way in which the interviewer administered the informed consent and reads the script to explain the need for obtaining information for contact persons.			
Debriefing with Interviewer by [NAME]:		Date:	
Notes: Include summary of recertification plan and retraining or practice interviews needed. Make note of areas that need close review on taped interviews.			