**MESA Interviewer-Administered Questionnaire Supervisor Checklist**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE:** |  |  | |  | |  | |  | **Field Center:** | | | | |  | | | | | | | | |
|  | **mo** |  | | **day** | |  | | **year** |  | | | | |  | | | | | | | | |
|  |  |  | |  | |  | |  | **Interviewer: Name/ID** | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Interview/form reviewed:** | | | | | | | | | |  | | **Supervisor:** | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Medical History** | | |  | | **Medications** | | | | | |  | | **Personal History** | |  | |  |  | |  | |  |
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| **Purpose of Evaluation:** | | | | | | | | | | | | | | | | | | | | | | |
| **Certification** | | | | |  | | **Supervisor QC Check** | | | | | | | | |  | **Site Visit** | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| ***Using the scale key below, evaluate the interviewer’s performance based on each of the following criteria. Write any comments in the space provided at the bottom of the page. If rating is below 3 OR above 3, please explain in comment area. (Refer to appendix #.)*** | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Answers respondent’s questions and concerns. | ***N/A*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| Speaks slowly and distinctly reading the questions at neutral (but expressive) and even pace | ***N/A*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| Maintains the focus of the interview but allows participant to express thoughts. | ***N/A*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| Follows instructions/reads questions as written. | ***N/A*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| Initiates (where needed) appropriate, nonleading questions | ***N/A*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| Records/codes answers correctly (follows skip patterns as needed). | ***N/A*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| General Overall Rating | ***N/A*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key:** | *N/A – Not applicable* | | | |
|  | *1 – Unsatisfactory (failed to meet standards)* | | | |
|  | *2 – Below expectation (did not meet some standards)* | | | |
|  | *3 – At expectations (met standards)* | | | |
|  | *4 – Above expectation (met all standards and in some cases exceeded them* | | | |
|  | *5 – Outstanding (distinguished consistently exceeded all standards)* | | | |
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| **Comments:** | |  | | |
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| **Corrective Action Taken:** | | | |  |
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| ***Supervisor Signature*** | | |  | |
| when certifying new Interviewer - SEND COPY TO CC  For QC, Complete the web-based form only!!! | | | | |