Review Criteria for Tools and Products

General Information

Full Citation of the Resource:

Publisher:

Type of tool/product (e.g., policy brief, fact sheet, etc.):

Selection Criteria

Relevance to the College and Career Readiness and Success Center
1. Was this resource published from 2000 forward? ☐ Yes ☐ No **If published prior to 2000, was this a seminal resource?** ☐ Yes ☐ No **If yes, please describe why it was a seminal resource:**
2. Is the resource topic aligned to the CCRS Center key terms? ☐ Yes ☐ No **If yes, which key terms?**

*****Please note:* **If the resource fails to meet the above screening criteria,
the resource will not be reviewed.****

Review Criteria

Please review the resource by completing the Rating column in the table; include notes when necessary. For each of the three sections, please calculate the average score.

Rating Scale: 0 = Not at All, 1 = Slightly, 2 = Moderately, 3 = To a Great Extent, NA = Not Applicable*

Quality	Rating	Notes
Clarity: Is the content clear and easy to understand?		
Completeness: To what extent does this resource answer the questions posed?		
Appropriateness: How appropriate is the language (level of technical language)?		
Effective Visual Representation: For example, how effective are the graphic elements (e.g., font type and size, design elements, visual layout of charts and graphs) in communicating the data/material?		
Content: To what degree does the resource add value?		
Average of Quality Section:		
Utility	**Rating**	**Notes**
Usefulness: To what extent is the information in this resource applicable to CCRS efforts (as outlined by the Center's goals)?		
Addresses Intended Audience's Needs: How effective is the resource in meeting the needs of this audience?		
Promote to Action: • To what extent does the resource motivate users to action? For example, does the piece include next-step action items? • To what extent does the resource provide additional resources? If so, how useful are those resources?		
Persuasive: For example, is the resource convincing; is the argument logical and well supported; is the tone compelling?		
Applicable: For example, if the resource is focused on a specific improvement program, are the take-aways applicable even for those not using the specific program?		
Average of Utility Section:		
Research Base	**Rating**	**Notes**
Informed by Current Research: Does the resource cite current, high-quality research?		

Level of Research-Based Findings: To what degree do the findings or recommendations in the resource connect to research?	_____[1] _____ _____	
Are Data Represented Accurately: For example, do charts and graphs accurately reflect and support the content of the piece?		
Average of Research Base Section:		

Rating Scale: 0 = Not at All, 1 = Slightly, 2 = Moderately, 3 = To a Great Extent, NA= Not Applicable*

To be filled out by the reviewer:

> *Average of Quality Section:* _____
>
> *Average of Utility Section:* _____
>
> *Average of Research Base Section:* _____
>
> *Final Average (average of three sections):* _____

A resource must have a Final Average of at least **2.25** to be included in the database.

*If any elements are given a rating of NA, reduce the denominator in that section appropriately.

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[1] The *Level of Research-Based Findings* criterion receives triple weighting, so please enter your rating three times. As a result, to calculate the *Average of Research Base Section*, the total is divided by 5.