

# GENERAL STAFF REVIEW FORM

**Purpose:** Title X-funded agencies are responsible for evaluating the appropriateness of I&E materials for their client population. Use this form to evaluate a material’s cultural and linguistic appropriateness, readability, and whether it meets your agency’s basic standards for sharing.

**How to use:** Identify a staff member to assess if the material is suitable for the population it is intended. The staff member should complete this form and follow the instructions for next steps at the bottom. Refer to online, free readability assessments to determine a material’s reading grade level (see links at the bottom of the page), as needed.

Agency name: \_\_\_\_\_ Review date: \_\_\_\_\_

Material title (if there is no title, describe the material): \_\_\_\_\_

Material type: \_\_\_\_\_ Publication date: \_\_\_\_\_

Intended audience: \_\_\_\_\_

Language(s) the material is available in: \_\_\_\_\_

Language(s) under review: \_\_\_\_\_

Indicate your level of comfort with the language(s) of the material under review:

	Very Comfortable	Somewhat Comfortable	Not Comfortable
Speaking:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of reviewer: \_\_\_\_\_

Position of reviewer: \_\_\_\_\_

Race of reviewer (mark all that apply):

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- Other (please specify):

Are you Hispanic or Latino?  Yes  No

# Material Evaluation

Review the material and use your judgment to answer the questions below. If you think the material is not culturally sensitive or appropriate for the client population, skip questions 1–11 and go directly to question 12. Once you have completed this form, follow the next steps outlined at the bottom of the page.

**1. This material is for (check all that apply):**

- Males
- Females
- LGBTQ
- Adolescents (13–18)
- Young adults (18–25)
- Adults (26 and older)
- Other: \_\_\_\_\_

**2. What grade level is the material written for? \_\_\_\_\_** Describe how you arrived at the reading level (Fry Graph, SMOG, Flesch Kincaid, etc.): \_\_\_\_\_

	Yes	No	N/A
<b>3. Is the message of the material clear?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Does it use common, everyday words?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Is the content accurate?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Does the material use the active voice. For example, does it say, "We will ask..." rather than "You will be asked..."</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Does the material use font types and sizes that are easy to read?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Does it incorporate white space and margins to break up the text?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. If there are illustrations or pictures, are they appropriate?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. If there are illustrations or pictures, are they visually appealing?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Is the material respectful of the clients' cultures and values?</b>	<input type="checkbox"/>	<input type="checkbox"/>	

**Regardless of your responses above, please answer the questions below.**

**12. Based on your review, describe any strengths or weaknesses of this material.**

*Strengths:*

*Weaknesses:*

**13. In your estimation, does this material meet the agency's basic standards for distribution?**  Yes  No

*Why or why not?*

**14. Do you recommend that we share this material with our clients?**  Yes  No

*Please explain:*

**15. Other comments or suggestions:**

\_\_\_\_\_  
Reviewer's signature

\_\_\_\_\_  
Date

## Next steps

**Notify the staff member coordinating the I&E material review process that you have completed your review and of your recommendations, so that they can:** 1) update the I&E Materials Inventory Log; 2) record your recommendations on the I&E Materials Recommendations Form, and 3) if appropriate, pass the material on to the assigned medical reviewer for feedback.