

Interview - Scoring Sheet

The purpose of the interview is to determine whether the client and the architect have compatible objectives, perspectives and attitudes. Questions should explore those concerns and the overall "chemistry" of the client/architect relationship.

Name of Project:	Date:
Name of Practice:	Time:
Name of Reviewer:	

Interview Procedures
 Architects invited to attend an interview should be prepared to address the following issues. Questions from the architect will be accepted after the panel has completed their questions and if time is available.

Evaluation Criteria	Rating (1-5)	x	Weight (1, 1.5 or 2)	=	Total
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8.1 Understanding of the Project

1. Architect understands the scope of the project brief and the needs of the client.		x		=	
2. Architect understands the project constraints/ opportunities.		x		=	
3. Architect's understanding of other client-related issues.		x		=	

8.2 Proposed Project Team and Consultants

1. Related project experience, ability and capacity of proposed key personnel assigned to this project.		x		=	
2. Related project experience, ability and capacity of the lead liaison to the client.		x		=	
3. Related project experience, ability and capacity of proposed consultants.		x		=	

8.3 Proposed Project Management - The practice's approach to the following:

1. Management of the project		x		=	
2. Client interface, reviews and approval process		x		=	
3. Quality assurance systems		x		=	
4. Cost control systems		x		=	
5. Schedule and updating process		x		=	
6. Troubleshooting procedures		x		=	

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