

# Appendix A : Interview Sheet for Choosing Your Assessors

*Photocopy this sheet to use when interviewing potential assessors.  
It may also be downloaded from [www.heritagepreservation.org/CAP/current.html](http://www.heritagepreservation.org/CAP/current.html)*

Assessor name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*The assessors you interview should interview you as well. They need to determine whether they would be the appropriate consultant to conduct the assessment. Therefore, you should provide each potential assessor with the following:*

- museum name and location
- institution type (art museum, science center, historic site, etc.)
- types and approximate numbers of collection artifacts
- numbers and kinds of building structures
- presence or absence of environmental controls
- size and composition of staff
- types of surveys you have already undertaken (such as MAP, Historic Structures Report)
- why you are participating in CAP
- your goals for the assessment
- how the assessment report will be used.

*Ask potential assessors the following about the assessments they have conducted.*

What types of museums have you surveyed?

How do you approach the assessment (how do you collect information; what information do you consider important)?

What will be included in your report?

What follow-up services do you provide (e.g., review of long-range plans) and at what additional costs?

## **Assessment Costs and Availability:**

Assessor's professional fee \$ \_\_\_\_\_

Are per diem, travel, and misc. expenses included?  yes  no

Availability to do the assessment: \_\_\_\_\_