*Criteria rating forms help individuals and groups decide the best option or options among a group of options. In problem solving groups, they are often used in problem and solutions selection.*

The **criteria rating form** can be used anytime there are criteria that will be used to inform the decision making process. It is often used by interview teams when selecting a candidate for any position or when selecting new materials/textbooks.

1. The criteria are selected by the group and a rating scale is defined. In most cases a scale of 1 to 5 is used with 5 being the most desirable.

2. Weights are assigned to each criteria depending on its importance relative to the other criteria.

3. Each potential solution is also given a rating for each criterion, and the rating is multiplied by the weight of the criterion.

4. The weighted ratings are totaled. In this case, a 5 on the scale was most desirable so the solution with the highest total is judged the best option. (I typically use the .5 to 2.0 rating scale.)

Remember that this is only a tool to collect data so be sure to discuss the final outcome before making the final decision, especially if the ratings are close.

**Criteria Rating Solutions**

There are a number of general criteria that can be considered when judging solutions. What other criteria might you consider. Criteria are personalized to each process.

* **Control** Is the group in a position to implement the solution?
  + - **Effectiveness** To what extend does the solution solve the problem? (How likely is it to achieve the desired state?)
    - **Customer Satisfaction** Will the solution result in increased satisfaction of parents, community members, staff, students, Central Office or others?
    - **Time** How long will it take to implement the solution? (Some solutions may take less time than others.)
    - **Cost of Quality** To what extent will the solution reduce the cost of non-conformance?
* **Cost** Are the financial resources available to support the initiative?
* **Acceptability** Will those responsible for implementing the solution accept the solution?

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| **Criteria & Scale** | Weighting | Potential Solutions | | | | | |
| Brainstorm Criteria | **.5 -`- 2.0** |  |  |  |  |  |  |
| 1 2 3 4 5 |  |  |  |  |  |  |  |
| 1 2 3 4 5 |  |  |  |  |  |  |  |
| 1 2 3 4 5 |  |  |  |  |  |  |  |
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| 1 2 3 4 5 |  |  |  |  |  |  |  |
| 1 2 3 4 5 |  |  |  |  |  |  |  |
| 1 2 3 4 5 |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |