The Tryout Evidence Record

Explain the decision with observed work.

A selection decision needs stated criteria, a fair opportunity, and an honest record of missing evidence.

Example: a candidate misses a drill explanation. The staff repeats the instruction and observes the task before assessing it, then checks the record against the published criteria.

01 Set the process

Use the program's actual requirements.

Program purpose and roles

Authorized selection criteria

Family explanation channel

Decision date and route

02 Plan observation

Give the criteria a fair test.

Activity for each criterion

Instruction to give candidates

Evaluator assignment

Opportunity difference to address

The Tryout Evidence Record / Review & follow-through

03 Review evidence

Do not replace blanks with guesses.

Recorded task observation

Missing observation

Evaluator conflict to route

Additional authorized check

04 Communicate clearly

Protect each child's privacy.

Decision and supporting criterion

Private communication method

Useful development next step

Question or review route