



## **Psych.E.In. MOOC 1**

### **Unit 7**

#### **3.2 Checklist to verify the quality of information**

##### **A - Written information**

1. Have you verified the source of your information?
2. Who is providing the information?
3. Is the source an expert or authority?
4. Is the person cited as an expert in the news or trade literature?
5. Has the person published articles in trade literature or peer-reviewed publications?
6. Did you review the credentials of the authors?
7. Did you examine links to and from other Websites/referenced sources?
8. Is there an email address listed to contact the author for additional information?
9. Is there an about section to give you some of this information?
10. Did you look for other publications by the author or publisher?
11. Is your information updated?

12. Does the source provide a balanced viewpoint?
13. Are the publishers of the site trying to convert you to a specific point of view?
14. Can you find two or more reliable sources that provide the same information?
  - Use primary sources (sources that originate information) for facts.
  - Secondary sources (sources that interpret facts) should provide cited references.
  - Look for cited references.
  - *Reliable* sources meet all the quality criteria.
15. Does information reflect reality?
16. Which criteria do you use to check when there are two conflicting answers?

## **B - Oral information**

17. Are you involving the key testimonial/stakeholders/significant person representing needs of your targets, including ethnicity, culture and religious differences?
18. Are you able to listen actively?
19. Do you openly listen to and consider the ideas and views of every other group member?
20. Are you able to support and integrate every group member's ideas and views even if they are not what you chose?

Sources: <https://virtualchase.justia.com/how-evaluate-information-checklist/>  
<https://training.fema.gov/emi.aspx>

