**Appendix I**

**Work Sample Cover Page**

Applicants should submit one work sample related to one of the case studies included in their Statement of Qualifications that showcases the final results or key findings from the project. The work sample should be on a case study that included a quantitative component. The work sample should demonstrate the applicant’s ability to present findings from statistical analyses in a clear and accessible way; generate effective data visualizations (e.g. graphs, tables and/or maps); and tailor information for a specific audience. Appropriate work samples include, but are not limited to, a published report, a project brief, a short report, or a slide deck presentation. You may submit an excerpt of a longer product to adhere to the maximum page- or slide- length requirement.

**Submission Guidelines**

Please submit only one of the following:

* One (1) PDF document no more than four pages (excluding the cover sheet)

Or

* One slide deck with no more than 12 slides

**Cover Sheet**

Please include this cover page with the following section filled out:

|  |  |
| --- | --- |
| **Applicant Name or Organization:** |  |
| **Project Name:** |  |
| **Start and End Dates (Month, Year):** |  |
| **Type of Document:** *(e.g., Research Report, Project Brief, Slide Deck Presentation, etc.)* |  |
| **Name and Type of Primary Audience(s):** *(Internal staff; Board or Council; External Partners, etc..)* |  |
| **Name and Type of Secondary Audience(s), if any:**  *(e.g., Other stakeholders or secondary groups who may have received or used the findings)* |  |
| **Connection to Case Study:**  *Please describe how this work sample connects to the findings and overall objectives of the project, as outlined in your case study.* |  |