GUIDELINES FOR CHOOSING THE APPROPRIATE JOB AID FORMAT

DESCRIPTION	CHECKLIST	PROCEDURES LIST	DECISION GUIDE	FORM/ WORKSHEET	REFERENCE SOURCES
Involves a list of items to review or evaluate a program, process, or function	X				
Requires that steps be performed sequentially		X			
Requires decision-making			X		
Different actions are required based on the alternative selected			X		
Involves a conceptual flow of information, processes, or procedures			X		
Requires quick action, but is not complex – visuals would be preferred			X		
Involves numerous steps each of which is dependent on a prior action		X	X		
A list of references, resource materials, videos, or compilation of selected information or tools					X
Requires that specific information be collected				X	
Need to provide guidance for documenting responses or procedures				X	