

PROGRAM EVALUATION FOR AGENTS WORKSHEET

FOCUS THE EVALUATION

What program are you going to evaluate?	
What is the purpose of the evaluation? (program improvement, knowledge gained, behavior change, etc.)	
What outcomes do you plan to measure?	
Is there an evaluation survey in PEARS or will you have to create your own?	
If creating a new survey, what questions will you ask? (Maximum of 4-6 questions)	

COLLECT DATA

What strategy will you use to collect evaluation information? (see evaluation decision tree)	
Who is the target audience for the evaluation?	
When will you collect data? (before program, after program, immediately after, later)	
Will you provide reminders to increase the number of responses?	

ANALYZE AND INTERPRET

Do I need assistance in analyzing the survey responses?	
How much time will I need to write the impact report?	

USE THE INFORMATION

How will the results be shared?	
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