Evaluation Checklist

Adapted from SAMHSA for workplace evaluations

* Was there an initial assessment?
	+ Is the assessment helping to guide your policy and program?
* Did the assessment correctly identify organizational needs?
	+ Does the program have objectives that address the identified organizational needs?
* Are the right employees getting the program?
* Does the program seem to be working as it was intended?
	+ That is, is the content being delivered?
* Are the staff learning what you intended them to learn?
* Are the staff actually applying the knowledge gained?
* Is the organization achieving the established goals?
* What can you do better next time?