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?