

Tool #2: Checklist for Ensuring Effective Evaluation Reports

Does the report...

- Provide interim and final reports to intended users in time for intended uses
- Tailor the report content, format, and style for the audience(s) by involving audience members
- Include an executive summary
- Summarize the stakeholders and how they were engaged
- Describe essential features of the program (perhaps in appendices)
- Explain the focus of the evaluation and its limitations
- Include an adequate summary of the evaluation plan and procedures
- Provide all necessary technical information (perhaps in appendices)
- Specify the standards and criteria for evaluative judgments
- Explain the evaluative judgments and how they are supported by the evidence
- List both strengths and weaknesses of the evaluation
- Discuss recommendations for action along with their advantages and disadvantages
- Ensure protections for program clients and other stakeholders
- Anticipate how people or organizations may be affected by the findings
- Present minority opinions or rejoinders where necessary
- Verify that the report is accurate and unbiased
- Organize the report logically and include an appropriate level of detail
- Remove technical jargon
- Use examples, illustrations, graphics, and stories

** Adapted from: Worthen, BR, Sanders, JR, Fitzpatrick, JL. Program evaluation: alternative approaches and practical guidelines. 2nd edition. Addison, Wesley Logman, Inc. New York. 1997.*