🔧 TOOL: Checklist: Developing High-Quality Evaluation Questions

Purpose: When you check your evaluation questions against these high-quality criteria, it helps ensure a more relevant and useful evaluation.

Instructions: Assess whether your own evaluation questions meet the checklist of criteria for high-quality questions.

If you answer no to any of the criteria, reflect on how to either revise your questions or address related evaluation issues.

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For each of your evaluation questions, can you answer yes to the following statements?

Do you need to revise your questions to better meet any of the criteria? If so, which questions, which criteria, and what changes can you suggest?

Yes/No	Criteria for a High-Quality Question
	Has more than one possible answer Don't phrase the question in a way that predetermines the answer.
	Reflects what key stakeholders want to know for themselves, not just for others Make sure the question reflects genuine personal interest, not just compliance with a request.
	Can be answered using measurable and observable data Don't set up a question that relies on intuition or hunches for answers.
	Compels key stakeholders to seek answers Make sure the question warrants the time, effort, and resources needed to pursue the answer.
	Makes apparent how and why stakeholders can use an answer to the question to take action Be clear when you are generating questions about how the answer will be useful for future decision-making.