

## Embedding Evaluation Checklist

<b>Does everyone who should be involved</b> (staff and/or volunteers)...	I've no idea	No, definitely not!	To some extent	Yes, absolutely!
... know the language of evaluation (activities, outcomes, indicators)?				
... get included in creating evaluation plans?				
... understand the outcomes set for their work and how this fits with the aims of the wider organisation				
... know what information they need to collect, when and why?				
... know who is responsible for analysing and reporting on outcome information?				
... have the skills to do their part?				
... know who to ask about evaluation systems if they get stuck (eg their manager / the organisation's evaluation leader)?				
... have sufficient time to record evaluation information (eg by building reflection time into each delivery session)?				
... have easy ways to record the difference they are making?				
... have time to reflect with the team on what the evidence means?				
... receive appropriate information about evaluation at induction?				
... know that there is further evaluation support from ESS (eg free support guides, workshops, evaluation leaders network etc)?				

<b>Does your organisation...</b>	I've no idea	No, definitely not!	To some extent	Yes, absolutely!
... understand the value of evaluation?				
... have proportionate evaluation plans in place?				
... have evaluation as a standing item in team meetings?				
... include evaluation in staff paperwork (eg support and supervision / appraisal templates)				
... routinely build time for evaluation into project plans and funding applications?				
... use what it learns from evaluation to celebrate?				
... use what it learns from evaluation to improve?				
... share what it learns with other organisations so they don't have to reinvent the wheel?				