



University of Kentucky
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Evaluation Tips

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Do you get frustrated when you get a small return on follow-up evaluations?

The stakeholders or program participants need to believe that you will listen to them when they submit an evaluation. They need to know the purpose of the evaluation. This begins when you begin your program by telling them what they will learn and how they are to apply the knowledge. Include how the outcomes of the program will move toward the long-term goal for the participant and the community.

Do not take it personally when surveys are not returned immediately. Be patient and persistent. Continue to improve your evaluation tools asking the questions that provide the information needed. Share the outcomes of the evaluations so that participants and stakeholders realize that their input is important.