

Evaluative Thinking Checklist

The following items are indicators of an organization that uses evaluative thinking regularly in their daily operations. Tick those that you believe apply to your own organization.

- We educate our staff about the value of evaluation and how to participate effectively in evaluation efforts.
- We regularly conduct evaluations of our programs and services.
- We involve program staff, organization leaders, and other stakeholders as appropriate in developing program evaluation plans and collecting and analyzing our program evaluation data.
- We foster the use of technology to support our evaluation efforts.
- We refer to evaluation findings regularly when making decisions.
- We modify our organizational structure(s) as needed in response to evaluation findings.
- We use the results of program evaluation to drive the continuous improvement of our programs.
- We use the results of previous program evaluations in our strategic planning.
- We use data to set staff goals and make staffing decisions.
- We share the results of program evaluations with our leaders, staff, clients, board members and funders as appropriate.
- We ensure there are key staff with evaluation expertise to address the organization's evaluation needs and there are staff members whose job or job components are dedicated to evaluation.
- We hire external evaluation consultants when needed.
- We provide or obtain regular training in evaluation for our program staff.

- We provide training for a sufficient number of staff members to ensure that evaluation use is a standard practice within the organization.
- We include attention to evaluation in all management-level succession planning. New managers are expected to value and, where possible, be knowledgeable about evaluation.
- We conduct regular client needs assessments and design client services in response to determined needs.
- We assess client satisfaction regularly and use these results in the development of new programs.
- We identify gaps in community services before planning new programs.
- We regularly incorporate evaluation results into the program planning process.
- We involve multiple stakeholders when developing and revising program plans.
- When developing written program plans we include logic models for each program.
- We follow program plans where possible and ensure that there are strategies in place to modify program plans if needed.
- We take time to assess the effectiveness of our organization's marketing and communication plan (i.e., determine whether an accurate message is getting out and whether delivery of the message is furthering the mission of the organization).
- We ensure assessment processes are place to make decisions about technology maintenance, upgrades, and acquisition.
- We ensure our technology systems include software for managing and analyze evaluation data (e.g., Excel, SPSS).
- We ensure our technology systems are able to provide data to evaluate client outcomes.
- We ensure our technology systems are able to provide data as necessary (e.g., financial information, time tracking) to evaluate our organizational outcomes.
- We ensure our technology systems are regularly assessed to see if they support evaluation.

Adapted from: Baker, A. & Bruner, B. (2006). *Evaluation Capacity and Evaluative Thinking in Organizations (ETHOS) assessment tool*. Retrieved from: http://www.evaluativethinking.org/docs/EvalCap_EvalThink.pdf.