



Organizational Evaluation Process Inventory

Instructions: Read each statement below and rate your organization on each action. When you have completed the ratings, total the ratings.

Rating Scale

1 = Never 2 = Seldom 3 = Occasionally 4 = Usually 5 = Always

Action	Rating
A. At the beginning of the project, we: 1. Define the business and/or instructional reasons for doing the evaluation.	① ② ③ ④ ⑤
2. Determine how we will use the results.	① ② ③ ④ ⑤
3. Set clear expectations about the decisions that can be made or can't be made with the information collected.	① ② ③ ④ ⑤
4. Ascertain that our client is committed to taking action based on the results.	① ② ③ ④ ⑤
5. Determine if the organization can support the study (effort, resources, capabilities).	① ② ③ ④ ⑤
6. Determine who will need which results (e.g. training, product development, documentation).	① ② ③ ④ ⑤
7. Decide in what format the information will be presented (e.g. print report, graphics, presentation only).	① ② ③ ④ ⑤
8. Look for and use information from previous and concurrent studies as well as other existing information and documentation.	① ② ③ ④ ⑤
9. Make sure all the stakeholders are involved at the appropriate level in the study.	① ② ③ ④ ⑤
10. Know what kind of information the organization prefers and finds credible (e.g. interviews with key people vs. numbers).	① ② ③ ④ ⑤
RATING SUBTOTAL	



Rating Scale

1 = Never 2 = Seldom 3 = Occasionally 4 = Usually 5 = Always

Action	Rating
<i>B. During the project, we:</i>	
11. Do quality checks.	① ② ③ ④ ⑤
12. Use as large a sample as possible.	① ② ③ ④ ⑤
13. Only use the instruments that are valid and reliable.	① ② ③ ④ ⑤
14. Know the capabilities and limitations of the database software.	① ② ③ ④ ⑤
15. Pilot test our instruments with representatives of each sub population.	① ② ③ ④ ⑤
16. Test the administration process as well as the instrument.	① ② ③ ④ ⑤
17. Determine who in the organization is responsible for the success of the administration.	① ② ③ ④ ⑤
18. Work through a subset of the data early in order to identify potential problems.	① ② ③ ④ ⑤
19. Share a draft of the report with stakeholders and solicit feedback.	① ② ③ ④ ⑤
20. Include stakeholders in customizing "actionable" recommendations.	① ② ③ ④ ⑤
B. RATING SUBTOTAL	
RATING TOTAL (A & B)	



Directions for Scoring

Organizational Evaluation Process Inventory

Total the ratings you gave for each item on the Organizational Evaluation Process Inventory. When you have calculated the total, refer to the scoring criteria below.

Scoring Criteria

80-100	Ready for Success Your process includes most of the important components to measure business impact. You should feel confident in your ability to be successful.
60-79	Adjust and Try Again You may be missing some important pieces of infrastructure that will interfere with your ability to be successful. Adjust your process or gather the appropriate information and try again.
40-59	Change Agent Needed A successful evaluation effort requires significant infrastructure, beginning with serious analysis work. Before you attempt to evaluate your program, you will need to make adjustments to your process.
0-39	Serious Work Ahead Are your programs and processes mature enough to do evaluation work? Put your efforts into building the program pieces for now. You will see a payoff in more effective programs before you even begin an evaluation effort!