

Part 3: Conducting Engagement and Evaluating Impact

Section 3: Evaluation Through an Iterative Process

This tool is an example, meant to be built upon with your own look, feel, and context.

Community Engagement Toolkit Activity:

Engagement Evaluation Worksheet

Who:

- Community members/stakeholders (community experts who will be filling out the survey)
- Engagement team/grantees (distribute the survey)
- Community advisory team (distribute the survey)
- Community organization partners (if they are conducting engagement on behalf of the team to their established networks) (distribute the survey)

When:

- After engaging with people, to gauge their reactions and gather data to improve the process.

You will likely continue to learn and uncover more information throughout the entirety of the engagement and “project” timeline; this activity should be used repeatedly.

Context:

Evaluation doesn't begin at the end of a community engagement process. Throughout the implementation of an engagement plan, evaluation should be an ongoing practice. Continued evaluation allows for a check-in process which tells you how the process is progressing.

Activity Questions
Is the engagement process meeting deadlines?
Who are the active participants?
Has recruiting new community members into the process been effective?
Are expectations clear across the board?
What is working, and where is there room for improvement?

Evaluation and Feedback For:

Thank you for participating in . In order to help us better our activities and experiences, please provide us with feedback on by filling out this quick questionnaire.

1. Overall how satisfied were you with ?

Very Satisfied

Somewhat Satisfied

Neither Satisfied nor Dissatisfied

Somewhat Dissatisfied

Very Dissatisfied

2. On a scale from 1 -5, 5 being the highest, how well did **Insert Name** support inclusive community engagement?

1

2

3

4

5

3. How clear were the ideas and concepts we presented?

Extremely Clear

Very Clear

Moderately Clear

Not Very Clear
Not Clear At All
4. Do you have any feedback for the facilitators?
5. Do you have any other comments or feedback?

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