**Impact Evaluation**

(How well did the initiative achieve its specific objectives?)

|  |
| --- |
| Compare the SMART objectives you set in Step 2 to data collected after the initiative… |
| **Indicators** | **Baseline** | **Post Initiative** |
| Objective 1Indicators of success(examples include change in knowledge, skills, behaviours, attitude etc.) |  |  |
| Objective 2Indicators of success |  |  |
| Objective 3Indicators of success |  |  |
| Objective 4Indicators of success |  |  |

**Short-term Outcome Evaluation**

(How did the initiative effect broader short-term outcomes?)

|  |
| --- |
| Compare Baseline Assessments completed in Step 2 to Post-Initiative/Evaluation Assessments… |
| **Indicators** | **Baseline** | **Post Initiative** |
| Employee Health Status |  |  |
| Employee Participation |  |  |
| Objective Analytics |  |  |
| Financial Review |  |  |

**Longer-term Outcome Evaluation**

(How did the initiative effect broader longer-term outcomes?)

|  |
| --- |
| At the start of the initiative, what were the gaps identified (in Step 2) between your current situation (policies, practices & workplace culture) and desired achievement? |
|  | **Baseline** | **Post Initiative** |
| Physical work environment |  |  |
| Employee personal health resources |  |  |
| Company community involvement |  |  |
| Psychosocial work environment |  |  |
| Core values |  |  |
| Other assessments |  |  |
| How successful has the organisation been over the last 3-5 years at transitioning to a Healthy Workplace? |  |  |

**Process Evaluation for Implementors**

(How can *implementation* of this initiative be improved for the future?)

|  |
| --- |
| Implementors of the initiative (e.g., the Healthy Workplace Team) should hold a debrief meeting or complete an internal survey. Compare the Action Plan from Step 3 to how the initiative was implemented in real life… |
|  | 1 2 3 4 5Poor >> Excellent | Suggestions to improve? |
| Efficiency of Inputs | How efficiently were space and facilities used? |  |  |
| How efficiently were resources allocated? |  |  |
| How efficiently was budget utilised? |  |  |
| How efficiently was time managed? |  |  |
| Efficiency of Activities | How engaged were employees? |  |  |
| How well did we communicate with employees and management? |  |  |
| How well was the initiative implemented as originally intended? |  |  |
| How well did we carry out initiative activities? |  |  |
| Efficiency of Outcomes | How well did the initiative achieve its specific objectives? |  |  |
| How well did the initiative feed into wider organisational goals? |  |  |
| How well did we connect the initiative with other workplace systems? |  |  |
| Were there any unexpected benefits? |  |
| Were there any unforeseen challenges? |  |
| Additional comments? |

**Process Evaluation for Participants**

(How can we make the initiative more *valuable for participants* for the future?)

|  |
| --- |
| Participant feedback is crucial to fine-tune your initiatives and ensure satisfaction and suitability…  |
|  | 1 2 3 4 5Poor >> Excellent | Suggestions to improve? |
| Logistics | How suitable were the venue, facilities and resources for your experience? |  |  |
| How suitable was the timing of the event with your schedule? |  |  |
| How well was the event communicated to you? |  |  |
| Did you feel comfortable attending the event (flexibility/encouragement by management, workplace culture etc,) |  |  |
| Content | How well did the initiative address your concerns? |  |  |
| How useful/helpful was the content?  |  |  |
| How suitable was the style/format of the event? |  |  |
| To what extent did you enjoy the event overall? |  |  |
| How suitable was the duration of the event? |  |  |
| Future Events | To what extent are you likely to participate in more events like this? |  |  |
| Are there any changes you would like to see for future events? |  |
| Is there anything that would encourage your engagement in future events? |  |
| Additional comments? |