

Evaluation Tools for CHP Programs

WHAT: Attached you will find 3 Evaluation tools.

- 1) Student Evaluation Survey
- 2) Staff Self-Evaluation
- 3) Staff Program Evaluation

WHY: Evaluations of your program will allow you to better understand how well you are serving your students needs. It is especially helpful to have this information BEFORE the end of the SEMESTER so that the information can inform program improvements that are still possible for this school year.

HOW: Just read through the sample surveys that are attached and customize them so that they are most meaningful for your school.

STUDENT SURVEY

A student survey lets you get direct feedback from a large number of students. Try to give one to every student in the program (some directors give one to every student in the school!). It's important to think through what your program's goals are, what information you need most and what is the easiest question to answer in order to get this information. Always ask what activities students like most, collect information about whether they are able to complete their homework, information about what they are learning after school, and information about their relationship with staff and other students.

STAFF SELF-EVALUATION

A self-evaluation works best because it allows staff the time to reflect and take ownership over what they need to improve. This is the most effective way to create necessary improvement in staff effectiveness. After receiving the completed self-evaluations, use the information to inform mid-year staff professional development. Schedule a 30 minute 1-1 meeting with each staff member. Discuss the self-evaluation, offer praise for their successes, make additional suggestions for areas of improvement, and create an action plan together.

STAFF PROGRAM EVALUATION

While the Staff Self-Evaluation is meant to improve staff performance, the Staff Program Evaluation is meant to improve program structure, staff meetings, and support that is offered from you as director. Use this to evaluate what needs to be prioritized and improved. In addition to this written evaluation, encourage programs to collect this information before staff professional development days and use it to inform conversations, topics, verbal evaluation, and program changes that may be a part of those meetings.