

Evaluation Instruments Checklist

Description

The Evaluation Instruments Checklist provides a list of instruments that can be used to evaluate training at the following four levels:

- **Results/ROI:** A measure of the organizational results/return on investment generated by the training.
- **Application:** A measure of the on-the-job application of skills after the training.
- **Learning:** A measure of the skills learned during training.
- **Reaction:** A measure of learner reaction to the training and confidence in the skills learned.

How can you use it?

- As a quick reference guide of evaluation instruments.
- To select when to use a particular instrument.
- When preparing an evaluation plan.

Tip

Strive to evaluate training at all four levels of evaluation. Evaluating reaction alone does not provide a true measure of the training's success.

Note

The Evaluation of Training workshop shows you how to evaluate and communicate the effectiveness of your training using a variety of instruments.

Evaluation Instruments Checklist

Levels	Instruments	Used			✓
		Before Training	During Training	After Training	
Results/ROI	Performance Monitoring	✓		✓	<input type="checkbox"/>
	Impact Survey	✓		✓	<input type="checkbox"/>
	Climate Diary	✓		✓	<input type="checkbox"/>
	Critical Incident			✓	<input type="checkbox"/>
Application	Performance Contract	✓		✓	<input type="checkbox"/>
	Work Samples	✓		✓	<input type="checkbox"/>
	Observation	✓		✓	<input type="checkbox"/>
	Interviews	✓		✓	<input type="checkbox"/>
	Surveys	✓		✓	<input type="checkbox"/>
	Records	✓		✓	<input type="checkbox"/>
Learning	Pre-test	✓			<input type="checkbox"/>
	Final Test		✓		<input type="checkbox"/>
	Group Test		✓		<input type="checkbox"/>
	Post-test			✓	<input type="checkbox"/>
Reaction	Expectation Survey	✓			<input type="checkbox"/>
	Expectation Interview	✓			<input type="checkbox"/>
	Reaction Survey		✓		<input type="checkbox"/>
	Reaction Interview		✓		<input type="checkbox"/>