
Survey Checklist

Use this checklist **when developing or reviewing participant surveys** for your program evaluation to ensure that your data collection efforts are effective and yield meaningful insights.

- **SELECT APPROPRIATE OUTCOME MEASURES**
Review program materials or contact the developer for recommended measures. If these are not provided, use the program logic model to select valid, reliable measures aligned with the desired outcomes.
- **EXPLAIN THE SURVEY PURPOSE TO PARTICIPANTS**
Participants understand why the survey is being administered and know how their responses will be used.
- **KEEP SURVEY FOCUSED AND MANAGEABLE**
The survey is short and directly supports evaluation goals. The estimated completion time is reasonable for participants.
- **ENSURE CONSISTENCY FOR COMPARISON**
Use the same questions and consistent survey methods for the pre- and post-surveys, as well as across cohorts. Ensure any changes are applied consistently. Use the same unique participant ID methods to match participants' pre- and post-surveys for analyses.
- **PROTECT CONFIDENTIALITY**
Responses are kept confidential whenever possible and steps are taken to minimize response bias and encourage honest feedback.
- **DESIGN WITH PARTICIPANTS IN MIND**
Language is clear, accessible, and appropriate for the participant population. Survey format and delivery method meet participant's needs.

