

## Healthy Workplace Participatory Program Process Evaluation Rating Sheet

Design Team and Steering Committee members use this form to evaluate satisfaction with the program process. Team members should rate each metric, and sum their ratings to produce a score for each domain. Scoring can be done individually or as a group. The teams should develop consensus on which areas, if any, to target for improvement.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
<b>Organizational Support and Engagement</b> <i>Senior and middle managers provide authority, resources, and recognition to team members</i>					
a) Establishes policies to encourage management support	1	2	3	4	5
b) Publicizes program activities	1	2	3	4	5
c) Authorizes team members to meet during work time	1	2	3	4	5
d) Allocates resources to support interventions	1	2	3	4	5
Sum (out of 20 possible points) _____					
<b>Steering Committee (Senior Management) Engagement</b> <i>Managers actively support intervention design, implementation, &amp; evaluation</i>					
a) Asks DT to address a broad range of work and health issues	1	2	3	4	5
b) Provides timely feedback on proposed interventions	1	2	3	4	5
c) Consistent, active meeting participation	1	2	3	4	5
d) Selects, implements, and evaluates DT interventions	1	2	3	4	5
Sum (out of 20 possible points) _____					
<b>Design Team (Front-line Employee) Engagement</b> <i>Front-line employees actively involved in intervention planning</i>					
a) Formal DT committee or other means of front-line employee engagement in intervention planning	1	2	3	4	5
b) Communicates effectively with workforce and management (SC)	1	2	3	4	5
c) Consistent, active participation in meetings	1	2	3	4	5
d) Develops a strong business case for interventions	1	2	3	4	5
Sum (out of 20 possible points) _____					
<b>Program Facilitation Effectiveness</b> <i>Facilitator assures overall quality of program management</i>					
a) Coordinates meetings and creates detailed documentation	1	2	3	4	5
b) Provides for team training needs	1	2	3	4	5
c) Communicates with stakeholders at all levels of the organization	1	2	3	4	5
d) Maximizes utility of process evaluation tools	1	2	3	4	5
Sum (out of 20 possible points) _____					
<b>Intervention Planning and Implementation</b> <i>Interventions are integrated; resources are allocated for timely implementation and evaluation.</i>					
a) Interventions target organizational and individual behavior changes	1	2	3	4	5
b) Teams create a written implementation plan with roles for SC and DT	1	2	3	4	5
c) Teams develop and measure short term and long term outcomes	1	2	3	4	5
d) Teams monitor interventions for continuous improvement	1	2	3	4	5
Sum (out of 20 possible points) _____					
<b>Sum of all domains (out of 100 possible points) _____</b>					

### Healthy Workplace Participatory Program Process Evaluation Total Scores

Use this tally sheet to collect all team member scores, and calculate the average score of each domain.

Domain	Average Score
Organizational Support and Engagement	
Steering Committee Engagement	
Design Team Engagement	
Program Facilitation Effectiveness	
Intervention Planning and Implementation	