

Overview: Workshop Evaluation Form and Process

This tool and its accompanying document outlining the process for its use were created by the Centre for Career Action at the University of Waterloo for evaluating workshops.

This evaluation form is given each student at the completion of any Centre for Career Action workshop. To increase attendee comfort with giving honest feedback, the facilitator is not present during evaluation and forms are collected and delivered to the Centre rather than returned to the facilitator (see process document for details). We use the results to evaluate our success at enhancing attendees' knowledge and motivation. We also ask whether clients would refer others and ask them what words they would associate with the workshop. Based on feedback, we consider how to improve content and delivery. Results feed into our annual report.

This form is included as an example tool for Processes in Section 4, and for Outcomes in Section 5.

This tool and overview were submitted by The Centre for Career Action, University of Waterloo.