

Creating an Evaluation Form

Here are some examples of questions you may want to consider including in your evaluation form.

Questions to Determine Overall Experience

- What did you like best about the community kitchen? What did you not like the most about the community kitchen?
- What would you like to share about this program? Stories? Benefits? Dislikes?
- Would you recommend this program to a friend? Why or why not?

Discovering Participants' Outcomes

- Did you make any of the recipes at home? Why or why not?
- Have you made new friends in this program? Did you do anything else with them other than the community kitchen?
- What did you learn? Has anything changed for you as a result of participating in this Community Kitchen?
- Has attending this group been beneficial to you? If yes, in what way? If no, why?
- What other information or resources would you like to have experienced in this workshop?

Improvement

- How would you improve this community kitchen?
- Are there any other recipes or types of food that you would have liked to have made in the community kitchen? If yes, please list.
- What do you think of the kitchen facility? Did it work well for community kitchen activity?
- Do you feel the group works well together? If not, what changes would you suggest?

Once you have determined what questions you want to ask, you can decide how you want to ask the questions. You can design your evaluation form using a rating system, a checkmark system, open-ended questions, or a combination of these. Here are some examples of the different systems:

Rating System

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The workshop met with your expectations.	1	2	3	4	5

Checkmark System

After this workshop, how would you rate your knowledge and understanding of food safety and canning?

- Very knowledgeable
- More than before the workshop
- Same as before the workshop
- Somewhat but a bit confused
- Totally confused

Open Ended Questions:

Did you find the format of the class easy to follow? Please give suggestions to improve how the class was conducted.

Is there other canning information you would like to see provided in the workshop?

What other items would you like to learn to can? Please list.