



'Engage for Health' Evaluation Instructions

**** This is not a part of the Training Session Evaluation. It has important instructions. You will also need to complete the cover sheet and include it when you send in the forms****

Thank you for participating in our assessment of the *'Engage for Health'* program. This is an initiative-wide evaluation, so it is important that all of us follow standard instructions so that all participants' responses can be included. Please be sure to do the following when you use these forms:

1. These forms are paper-and-pencil forms, so please print enough copies of the form for your anticipated crowd.
2. Do not change any questions on this form, with the exception of putting your library's name and the presentation date under "Library and Branch" and Date of session.
3. These forms must be printed front-and-back on a single sheet of paper. Questions 1-4 are pre-session questions and are copied on the front. Questions 5-8 are post-session questions and on the back. This allows us to match pre- and post-session responses without asking for names. So this step is critical!
4. Have participants complete the front of the session evaluation form before you start the session, but let them keep the forms. Have them complete the back of the form after you complete the session.
5. Gather all of the forms and return them by email or send print copies to NNLM MAR. You can scan and email the documents or mail the print versions to the address on the cover sheet. Be careful to follow these important instructions for the option you choose:
 - If you scan the forms, be sure your scanner is programmed for a double-sided document. The front side of a form for a given participant should be immediately followed by the back of that participant's form. This will allow us to compare pre-session and post-session responses of each participants.
 - If you mail the forms, be sure to keep a copy for your files.
 - Include a completed cover sheet with each set of evaluation forms.
 - For scanned documents, please maintain all original forms until notified by an NNLM staff member that we have the data in the format needed.

Questions, contact: put 'Engage for Health' in subject line

NNLM MAR at nnlmmar@pitt.edu

Lydia Collins at lydia@pitt.edu