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EVALUATING YOUR PROGRAM - APPENDIX A

Example pre-evaluation questions

The following provides some example questions that can be used for pre-evaluation purposes. Note that these are the same questions that are suggested for consultation (see [Appendix A: Consulting with staff](#)). The questions are grouped by health risk factor, and can be used to measure awareness levels, attitudes and behaviours.

This list is not exhaustive, and you may choose to add your own questions.

SMOKING

Attitudes/Behaviours

Which category best describes you?

- a) I smoke regularly with no intention to stop
- b) I smoke regularly but plan to stop
- c) I smoke occasionally with no intention to stop
- d) I smoke occasionally but plan to stop
- e) I don't smoke now
- f) I've never smoked

This question provides you with both the attitude of your staff and their smoking behaviour. As the consequences of smoking are widely recognised, it is often not necessary to obtain awareness levels, as with the other risk factors. If staff select response a) or c) consider how strategies such as awareness raising, healthy policies, or healthy workplace environments could influence this behaviour.

If staff select b) or d) it may indicate that you have an audience that are ready to change, and workplace strategies have a good chance of success.

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UNHEALTHY EATING AND DRINKING

Awareness	Attitudes	Behaviours
<p>How many serves of fruit* do you need to eat each day for good health?</p> <p>a) Less than 1 serve per day b) 1 serve per day c) 2 serves per day d) 3 or more serves per day</p> <p>How many serves of vegetables** do you need to eat each day for good health?</p> <p>a) Less than 1 serve per day b) 1 serve per day c) 2 serves per day d) 3 serves per day e) 4 serves per day f) 5 or more serves per day</p>	<p>Which category best describes you?</p> <p>a) Overall, my diet is not healthy and I do not intend to eat healthier in the next 6 months b) Overall, my diet is not healthy, but I am thinking about starting to eat healthier in the next 6 months c) Overall, my diet is healthy, but not regularly d) Overall, my diet is healthy regularly, but it has only become so within the last 6 months e) Overall, my diet is healthy regularly, and has been so for longer than 6 months</p>	<p>How many serves of fruit* do you usually eat per day?</p> <p>a) Less than 1 serve per day b) 1 serve per day c) 2 serves per day d) 3 or more serves per day</p> <p>How many serves of vegetables** or salad do you usually eat per day?</p> <p>a) Less than 1 serve per day b) 1 serve per day c) 2 serves per day d) 3 serves per day e) 4 serves per day f) 5 or more serves per day</p>
<p><i>These questions are based on the Australian Dietary Guidelines and will provide you with information about the awareness levels of your staff.</i></p> <p><i>If your staff do not select the highlighted responses, this may indicate limitations in staff awareness levels relating to healthy eating.</i></p>	<p><i>This question provides you with the attitude of your staff towards their eating behaviours. If staff select response a) consider how strategies such as awareness raising, healthy policies, or healthy workplace environments could influence this behaviour.</i></p> <p><i>If staff select b) or c) it may indicate that you have an audience that are ready to change, and workplace strategies have a good chance of success.</i></p>	<p><i>These questions provide you with information on staff behaviours. Compare the responses to the Australian Dietary Guidelines to establish if staff are eating a healthy diet.</i></p> <p><i>The highlighted answers reflect what is recommended in the guidelines. Workplace strategies can support workers to meet the national guidelines.</i></p>

*A serve of fruit is a medium piece or 2 small pieces of fresh fruit, or one cup of chopped or canned fruit. **A serve of vegetables is ½ a cup of cooked vegetables (fresh, frozen or tinned) or 1 cup of salad.

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ALCOHOL

Awareness	Attitudes	Behaviours
<p>How many standard drinks* of alcohol on any one day will increase your lifetime risk of harm from alcohol-related disease or injury?</p> <p>a) 2 or more c) 4 or more b) 3 or more d) 5 or more</p> <p>How many standard drinks* of alcohol on any one day will increase your risk of alcohol-related injury arising from that single occasion?</p> <p>a) None d) 4 or more b) 2 or more e) 5 or more c) 3 or more f) 6 or more</p>	<p>Which category best describes you?</p> <p>a) Overall, my alcohol consumption is not healthy, and I do not intend to drink less alcohol in the next 6 months b) Overall, my alcohol consumption is not healthy, but I am thinking about starting to drink less alcohol in the next 6 months c) Overall, my levels of alcohol consumption are healthy, but occasionally I drink too much d) Overall, my levels of alcohol consumption are healthy, but it has only become so within the last 6 months e) Overall, my levels of alcohol consumption are healthy, and this has been so for longer than 6 months</p>	<p>How often do you have a drink containing alcohol?</p> <p>a) Never d) Weekly b) Monthly or less e) Daily or almost daily c) Monthly</p> <p>How many standard drinks* do you have on a typical day when you are drinking?</p> <p>a) 1 – 2 d) 7 – 8 b) 3 – 4 e) 9 - 10 c) 5 - 6 f) More than 10</p>
<p><i>These questions are based on the Australian Guidelines to Reduce Health Risks from Drinking Alcohol and will provide you with information about the awareness levels of your staff.</i></p> <p><i>If your staff do not select the highlighted responses, this may indicate limitations in staff awareness levels relating to harmful drinking.</i></p>	<p><i>This question provides you with the attitude of your staff towards their alcohol drinking behaviours. If staff select response a) consider how strategies such as awareness raising, healthy policies, or healthy workplace environments could influence this behaviour.</i></p> <p><i>If staff select b) or c) it may indicate that you have an audience that are ready to change, and workplace strategies have a good chance of success.</i></p>	<p><i>These questions provide you with information on staff behaviours. Compare the responses to the Australian Guidelines to Reduce Health Risks from Drinking Alcohol to establish if staff are consuming alcohol at a harmful level.</i></p> <p><i>To reduce the health risks that arise from drinking alcohol, the less consumed the better. Workplace strategies can support workers to minimise alcohol consumption.</i></p>

*A standard drink is equal to 30mL (1 nip) of spirits, 100mL of wine, or a can or stubbie of mid strength beer. For a pictorial description of a standard drink [click here](#).

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PHYSICAL INACTIVITY

Awareness	Attitudes	Behaviours
<p>What is the minimum amount of moderate intensity* activity that you need to accumulate each week for good health?</p> <p>a) None b) At least 60 mins c) At least 150 mins d) At least 150 – 300 mins</p> <p>How many times a week do you need to do muscle strengthening activities for good health?</p> <p>a) None b) At least 1 day c) At least 2 days d) At least 3 days</p> <p>Prolonged, undisturbed sitting time is bad for your health.</p> <p>a) True b) False</p>	<p>Which category best describes you?</p> <p>a) Overall, I am not physically active and I do not intend to be more physically active in the next 6 months b) Overall, I am not physically active, but I am thinking about starting to be more physically active in the next 6 months c) Overall, I am physically active, but not regularly d) Overall, I am physically active regularly, but I have only become so within the last 6 months e) Overall, I am physically active regularly, and have been so for longer than 6 months</p>	<p>On how many days during the last week did you exercise at a moderate intensity* for at least 30 minutes?</p> <p>a) None b) 1 c) 2 d) 3 e) 4 f) 5 g) 6 h) 7</p> <p>Which best describes your sedentary time throughout the working day?</p> <p>a) I spend most of the day sitting b) I spend most of the day sitting, but regularly interrupt my sitting (for at least 2-4 minutes every hour) c) I spend most of the day standing</p>
<p>These questions are based on Australia's Physical Activity & Sedentary Behaviour Guidelines for Adults and will provide you with information about the awareness levels of your staff.</p> <p>If your staff do not select the highlighted responses, this may indicate limitations in staff awareness levels relating to physical activity.</p>	<p>This question provides you with the attitude of your staff towards their physical activity behaviours. If staff select response a) consider how strategies such as awareness raising, healthy policies, or healthy workplace environments could influence this behaviour.</p> <p>If staff select b) or c) it may indicate that you have an audience that are ready to change, and workplace strategies have a good chance of success.</p>	<p>These questions provide you with information on staff behaviours. Compare the responses to Australia's Physical Activity & Sedentary Behaviour Guidelines for Adults to establish if staff are sufficiently active.</p> <p>The highlighted answers reflect what is recommended in the guidelines, workplace strategies can support workers to meet the national guidelines.</p>

*Moderate intensity exercise will cause a slight, but noticeable increase in your breathing and heart rate.

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Example post-evaluation questions

Process evaluation

Process evaluation allows you to assess how well your program has been implemented. Questions can be either closed (yes/unsure/no) or open ended, providing an opportunity to gather more specific information. You can select relevant questions from the list below or come up with your own to suit your program.

Questions for the coordinator

1. How many people are participating in the program? (If the program has multiple aspects, e.g., healthy eating classes, Pilates classes, and free fruit, ask a separate question for each)
2. Are there target groups who are not engaging? If yes, is there anything more you could do to engage these groups/people?
3. Are necessary program functions being performed adequately?
4. Are there adequate resources (staff, time, skills) to implement and support program strategies?
5. Are resources used effectively?
6. Are resources used efficiently?
7. Is the project budget adequate?
8. Were all program strategies implemented? If not, why?
9. Is there adequate infrastructure and facilities to support program strategies and support healthy behaviours?
10. Is program engagement at some sites or locations significantly better or poorer than at others? Why?

Questions for staff

1. How satisfied are you with the program?
2. What do you like about the program?
3. Is there anything about the program that you don't like?
4. What do you think could improve the program?
5. What would encourage you to participate and get involved?
6. What other strategies would you like to see implemented in the workplace?
7. Are there any barriers preventing you from participating in the program?
8. Do you think there is adequate infrastructure and facilities to support you to be healthy at work? If not, what do you think would help?
9. Are you aware of the workplace health and wellbeing program?
10. How did you hear about the workplace health and wellbeing program?

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11. Do you believe the program is well organised?
12. Do you believe you are receiving an adequate amount of services?
13. Do you believe you are receiving the right type of services?
14. Are you satisfied with the quality of services?

Impact evaluation

Impact evaluation involves measuring whatever changes a program produces in the target group's knowledge, attitudes, beliefs, or behaviours. These questions should aim to assess whether or not the program objectives have been successful. Simply repeat the questions asked during pre-evaluation that are relevant to your selected objectives. For example, if you have an objective to increase healthy eating behaviours among staff, use the behaviour questions in the healthy eating and drinking section.

For an online version of this survey, contact Healthier Workplace WA at healthierworkplacewa@heartfoundation.org.au.

