



SAMPLE EVALUATION TOOLS



This section provides examples of information you could collect to evaluate your workplace wellness activities. It is not necessary to collect all of this evaluation data. You may choose to distribute a survey by email or paper or to collect evaluation data through recording employee's verbal feedback in interviews or a focus group and writing a short summary. A template of questions to collect some of this information from employees is provided. Feel free to adapt the questions to suit your wellness activities.

Awareness Raising Activities – Example Evaluation Data to Collect

- The number of employees who were sent and/or reported seeing the wellness information.
- The percentage who learned new information to improve their health and the things that they learned.
- The percentage who reported being motivated to make changes to improve their health and the things that they were motivated to do.
- The recommendations of different ways to share similar wellness information with their employees.

Awareness Raising Activities – Example Employee Feedback Questions

Our workplace is committed to the health and well-being of our employees. We are seeking your input to evaluate our recent awareness raising communications about (insert wellness topic). Your participation is voluntary. Your responses will be kept confidential and anonymous.

1. Did you see the workplace wellness posters/ brochures/ emails about (insert wellness topic)?
 Yes
 No (Thank you, you can skip to question #5)
2. Where did you see the wellness posters/ brochures/ emails about (insert wellness topic)?
3. Did the posters/ brochures/ emails about (insert wellness topic) teach you new or useful information to improve your health?
 Yes, what: _____
 No



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4. Did the posters/ brochures/ emails about (insert wellness topic) motivate you to make any changes to improve your health (i.e., join a recreation program, get the flu shot, etc.)?
 Yes, how: _____
 No
5. Do you have any recommendations of better ways to share this type of wellness information with employees in the future?
6. What other wellness topics would you like to be the focus of future workplace wellness initiatives?

Thank you for your feedback.

Education and Skill-Building Activities – Example Evaluation Data to Collect

Remember, these are only examples of information you could collect to provide evidence of evaluating your workplace wellness activities. It is not necessary to collect all of this evaluation data. A template of questions to collect some of this information from employees is provided but feel free to adapt to suit your activities.

- The number of employees who were sent and/or reported seeing the invitation to attend the education activity.
- The ways employees heard about the education or skill-building activity.
- The number of employees who registered and attended the education or skill-building activity.
- The percentage who were satisfied or very satisfied with the education or skill-building activity.
- The things employees liked and did not like about the education or skill-building activity.
- The percentage who would participate in a similar education or skill-building activity again.
- The changes or incentives that could motivate employees to participate in a similar wellness activity in the future.
- The factors that made it challenging to participate in the wellness activity.
- The percentage who reported learning new information to improve their health and the things that they learned.
- The percentage who reported being motivated to make changes to improve their health and the things that they were motivated to do.
- The recommendations of different ways to share similar wellness information to employees in the future.
- Change in employee motivation or in the workplace culture as a result of the education or skill-building activity.



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Education and Skill-Building Activities – Example Employee Feedback Questions

Our workplace is committed to the health and well-being of our employees. We are seeking your input to evaluate our recent wellness education event (insert event title) on (insert date). Your participation is voluntary. Your responses will be kept confidential and anonymous.

1. Did you hear that our workplace hosted a wellness education or skill-building activity called (insert event title) on (insert date)?
 - Yes
 - No (Thank you, you can skip to question #11)

2. How did you hear about the wellness education or skill-building activity (insert event title)?
 - Email
 - Posters in the workplace
 - Intranet posting
 - (List other methods used to promote the event)

3. How satisfied were you with the (insert event title) event? (circle one)
Very satisfied satisfied neutral dissatisfied very unsatisfied

4. What did you like or not like about the (insert event title) event?

5. Would you participate in a similar wellness activity again?
 - Yes
 - Maybe with possible changes, such as _____
 - No

6. What type of incentives would motivate you to participate in the future?
(Include relevant examples or leave it as an open response with no examples.)
 - a. Being entered into a draw for a prize or gift card for participating



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- b. Scheduling the event on work time
 - c. Scheduling the event during break or lunch time
 - d. Scheduling the event before/ after work or on the weekend
 - e. Locating the event on-site
 - f. No cost
 - g. Cost subsidized by the employer
7. Where there factors about the (insert event title) event that made it challenging to participate?
(Include relevant examples or leave it as an open response with no examples.)
- h. Timing of the event
 - i. Cost
 - j. Other: _____
8. Did the (insert event title) event teach you new or useful information to improve your health?
- Yes, what: _____
- No
9. Did the (insert event title) event motivate you to consider making any changes to improve your health (list possible examples if appropriate)?
- Yes, how: _____
- No
10. Have you made any changes to improve your health as a result of attending the (insert event title) event? (Include this question only if you send the survey out at time-period after the event.)
- Yes, how: _____
- No
11. Do you have any recommendations of better ways to provide education or skill-building opportunities for employees on (insert wellness topic) in the future?



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12. What other wellness topics would you like to be the focus of future workplace wellness initiatives?

Thank you for your feedback.

Supportive Environment Activities – Example Evaluation Data to Collect

Remember, these are only examples of information you could collect to provide evidence of evaluating your workplace wellness activities. Depending on your type of supportive environment, some of the education/ skill-building evaluation questions may be more appropriate. It is not necessary to collect all of this evaluation data for environmental support activities. A template of questions to collect some of this information from employees is provided below.

- The number of employees who were aware of the supportive environment.
- The ways employees heard about the supportive environment in the workplace.
- The number of employees who registered and attended (i.e., flu clinic)/ regularly use the supportive environment (i.e., fridges for employee lunches).
- The percentage who were satisfied or very satisfied with the supportive environment.
- The things employees liked and did not like about the supportive environment.
- The changes or incentives that could motivate employees to use the supportive environment more.
- The factors that made it challenging to participate in the supportive environment.
- The percentage who reported learning new information to improve their health and the things that they learned.
- The percentage who reported being motivated to make changes to improve their health, what they were motivated to do and what they actually did to improve their health.
- The recommendations of different ways to share similar wellness information to employees in the future.
- The change in employee motivation or in the workplace culture as a result of the supportive environment.
- The change in employee sick day usage or employee turnover since the supportive environment was implemented.



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Environmental Support Activities – Example Employee Feedback Questions

Our workplace is committed to the health and well-being of our employees. We are seeking your input to evaluate our wellness supportive environment (insert description). Your participation is voluntary. Your responses will be kept confidential and anonymous.

1. Are you aware that our workplace has (describe supportive environment) to support employee wellness?
 Yes
 No (Thank you, you can skip to question #11)
2. How did you hear that our workplace has (describe supportive environment) to support employee wellness?
 Email
 Posters in the workplace
 Intranet posting
(List other methods used to promote the event)
3. Do you use the (describe supportive environment) regularly?
 Yes
 Maybe with possible changes, such as _____
 No
4. How satisfied were you with the (describe supportive environment) to support employee wellness? (circle one)
Very satisfied satisfied neutral dissatisfied very unsatisfied
5. What did you like or not like about the (describe supportive environment)?
6. What type of incentives would motivate you to use the (describe supportive environment) more? (Include relevant examples or leave it as an open response with no examples.)
7. Where there factors about the (describe supportive environment) that make it challenging to use? (Include relevant examples or leave it as an open response with no examples.)



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8. Does the (describe supportive environment) provide you with new information to improve your health?
- Yes, what: _____
- No
9. Does the (describe supportive environment) motivate you to consider making any changes to improve your health (list possible examples if appropriate)?
- Yes, how: _____
- No
10. Have you made any changes to improve your health as a result of the (describe supportive environment)? (Include this question only if you send the survey out at time-period after the event.)
- Yes, how: _____
- No
11. Do you have any recommendations of better ways to provide the (describe supportive environment) in the future?
12. What other wellness topics would you like to be the focus of future workplace wellness initiatives?

Thank you for your feedback.