

Participant Review Worksheet A: Instructions for Use

At the completion of a public engagement process, an immediate assessment of the participants' experience is important. The following questionnaire offers a set of 20 statements that participants respond to by checking: *strongly disagree*; *somewhat disagree*; *somewhat agree*; or *strongly agree*. These responses provide a snapshot of participant opinions about the public engagement process. These responses can also provide a starting point for discussions with participants and among process sponsors/conveners.

Participants generally take no more than five or six minutes to complete the questionnaire. It may be best to copy the two-page questionnaire on the front and back of a single page to keep pages from getting separated.

It is helpful if each participant can be asked to add up and give the totals for the responses in each category of their individual questionnaire. (**Note that these are totals of the number values, not how many times the participants selected a “1” or “2” as a response.**) This addition allows participants to have a sense of what aspects of the process worked better, or less well, for them. This will add a few minutes to the time needed for evaluation. However if you wish to give participants the time to talk about their responses with each other and discuss the optional questions, these totals will be helpful.

The questions for reflection and discussion may be used to ask each participant to individually reflect on their answers to the worksheet questions or as preparation for joint discussions among participants. Of course, discussions are possible only if participants are in the room together rather than filling out the worksheets later and returning them by mail or email. The forms can also be submitted to public engagement organizers to add to the evaluative information collected.

This Worksheet can be used after a one meeting or multi-step public engagement process. If there is more than one kind of process or approach used to engage the public, it will probably be best to review each independently.

Worksheet C, an online Excel document, contains a Participants Tally Sheet (see explanation under “Comparison Worksheet C”) that can be used to easily aggregate the participant responses to all 20 statements and automatically add these “scores” to the Comparison Sheet.

Participant Review Worksheet A:

Meeting _____

Date: _____

Location: _____

Step One: Please rank the following statements from 1 to 4 depending on if you (1) strongly disagree, (2) somewhat disagree, (3) somewhat agree or (4) strongly agree. Circle 1, 2, 3 or 4 for each item, add up the totals for each category. [Example: 2 responses for “Somewhat Agree” = 6, 3 responses for “Strongly Disagree” = 3; Total for category = 9. Do the same for each category.]

RATE YOUR EXPERIENCE				
CATEGORY 1: PREPARATION	Strongly disagree	Somewhat disagree	Somewhat agree	Strongly agree
1. The notice, advertisement or invitation to participate was clear and welcoming.	1	2	3	4
2. Information about the meeting topic, provided to me before or at the meeting, helped prepare me to participate more effectively.	1	2	3	4
3. The purpose of the meeting was clear to me	1	2	3	4
4. Before the meeting, I believed that any <i>individual</i> views offered would be taken seriously by policymakers.	1	2	3	4
5. Before the meeting, I believed that any <i>collective</i> views or recommendations developed would be seriously considered by policymakers.	1	2	3	4
SUBTOTAL	+	+	+	=
CATEGORY 2: PARTICIPANTS				
6. The participants in the meeting reflected the diversity of the people and views of our community.	1	2	3	4
7. The mix of participants was appropriate for the topic of the meeting.	1	2	3	4
8. I felt comfortable with the other participants.	1	2	3	4
9. Meeting participants treated each other respectfully.	1	2	3	4
10. Other participants were constructive in their comments.	1	2	3	4
SUBTOTAL	+	+	+	=

RATE YOUR EXPERIENCE	Strongly disagree	Somewhat disagree	Somewhat agree	Strongly agree
CATEGORY 3: PROCESS				
11. The agenda and process for the meeting were appropriate for the topic and helped make the meeting productive.	1	2	3	4
12. There was sufficient opportunity for me to express my views about what I thought was important.	1	2	3	4
13. There was sufficient opportunity for participants to exchange views and learn from each other.	1	2	3	4
14. There was sufficient opportunity for participants to develop joint views or recommendations.	1	2	3	4
15. The facilitator(s) provided a safe, fair and well-managed environment for participants.	1	2	3	4
SUBTOTAL		+	+	+
				=
CATEGORY 4: RESULTS				
16. I changed my thinking about the topic as a result of this public engagement process.	1	2	3	4
17. I believe that this meeting will result in better decisions on the topic discussed.	1	2	3	4
18. I understand how decision makers will use the results of this meeting.	1	2	3	4
19. If asked, I would participate again in meetings like this.	1	2	3	4
20. I would encourage other residents to participate in similar public engagement processes on this or other appropriate topics.	1	2	3	4
SUBTOTAL		+	+	+
				=
TOTAL				

Any comments you'd like to add? _____

Step Two (Optional): Questions for Reflection and/or Discussion:

1. Which individual statement(s) did you most strongly agree with? Why?

2. Which individual statement(s) do you most strongly disagree with? Why?

3. Which category of statements did you score highest? Why?

4. Which category of statements did you score lowest? Why?

5. For you, were there any surprising or unanticipated results from this public engagement process?

6. For you, what would have most improved this public engagement process?