**Evaluation Readiness Assessment**

**Overview and Instructions**

# 1. Overview of Assessment

The purpose of the Evaluation Readiness Assessment (ERA) is to help State Workforce Agencies (SWA) and other entities gage their overall readiness to conduct rigorous evaluations. Specifically, agencies can use the ERA to assess their current operational environment against evaluation readiness benchmarks and guidance derived from the DOL/ETA Evaluation Toolkit: Key Elements for State Workforce Agencies.[[1]](#footnote-1)

Agencies can use the assessment results to identify and explore factors inhibiting evaluation capacity and areas where additional resources and/or technical assistance (TA) are needed.

The ERA consists of the following five sections:

1. Evaluation Culture and Awareness
2. Funding Strategies
3. Data Management
4. Staff Skills, Capacity and Knowledge
5. Strategic Planning

# 2. Instructions for Completing the Assessment

Each section contains an overarching question followed by a series of statements aligned to the evaluation topic of the section. Agencies should review each statement carefully and assign a rating on a scale of 1—5 to indicate the extent to which the statement is currently addressed by the agency. Each statement includes a reference to the appropriate section of the Evaluation Toolkit where more detailed information and guidance can be found.

After completing the assessment, the agency should implement the following next steps:

* Identify strengths and opportunities for improvement within each evaluation readiness topic area based on the assigned ratings.
* Hold facilitated meetings to review and discuss the assessment results as a team (e.g., state or local workforce board, WIOA implementation workgroup, or partner coalition).
* Develop and implement an action plan to address any opportunities for improvement identified during the team discussions.

1. U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Research, Division of Research and Evaluations. *Evaluation Toolkit: Key Elements for State Workforce Agencies [DRAFT]*. Spring 2018 [↑](#footnote-ref-1)