## Evaluation: Using Existing Institutional Indicators:

### Program/Unit:

<table>
<thead>
<tr>
<th>Intended Users and Uses</th>
<th>Guiding question(s)</th>
<th>Institutional Indicators</th>
<th>Reporting and Actual Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who</strong> will be using the findings?</td>
<td><strong>What</strong> do you want to know?</td>
<td><strong>What</strong> information from CalAnswers (or other institutional data) did you look at in order to answer each question?</td>
<td>Who do you need to communicate the findings to?</td>
</tr>
<tr>
<td><strong>How</strong> will you use the evaluation findings?</td>
<td>I want to know (or further explore) if/how/what/why/when...</td>
<td></td>
<td>Best format that is usable, accessible, and appropriate? By when?</td>
</tr>
<tr>
<td><strong>By when</strong> do you need to intend to use the findings?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Audience:

- Who plans to use the results?
- How will you use the results?
- When do you intend to use the results?

### Purpose:

- [] inform
- [] discuss
- [] decide

### Format:

- [] oral presentation
- [] meeting
- [] workshop
- [] brochure
- [] newsletter
- [] poster
- [] website communication
- [] executive summary
- [] full report

### What decisions and actions were made based on the findings?