**Evaluation Recommendations**

**Develop**

1. **determine** the type of recommendations that stakeholders need/expect
2. **generate** recommendations throughout the evaluation
3. **link** recommendations to evaluation findings
4. **engage** stakeholders in developing and/or reviewing recommendations
5. **focus** recommendations on actions within the control of intended users
6. **provide** multiple options for achieving desired results

**Present**

7. **clearly distinguish** between findings and recommendations
8. **write** in clear, action-oriented language
9. **specify** the justification for each recommendation
10. **explain** the recommendations’ costs, benefits, and challenges
11. **be considerate**—exercise political and interpersonal sensitivity
12. **organize** recommendations (e.g., by timing, priority, focus)
13. **meet** with stakeholders to review and discuss recommendations in their final form

**Follow Up**

14. **facilitate** decision making and action planning around recommendations