

# Output Evaluation Checklist

Systematically evaluate AI-generated content

## Quick Evaluation (2 minutes)

For each AI output, check:

- Accurate: Facts and procedures correct?
- Relevant: Matches our context and audience?
- Complete: All necessary parts included?
- Appropriate: Tone and difficulty right?
- Usable: Can I work with this or start over?

Decision:

- Good: Move to detailed review
- Needs revision: Give specific feedback to AI
- Start over: Revise prompt and regenerate

## Detailed Review (10-15 minutes)

For content you'll use:

Accuracy (Critical):

- All facts verified against sources
- Procedures match current process
- No hallucinated statistics or citations
- Technical terms used correctly
- Examples are realistic

Alignment:

- Matches learning objectives
- Appropriate for audience level
- Fits course structure and flow
- Connects to assessments
- Supports job performance

Quality:

- Clear and well-organized
- No bias or stereotypes
- Inclusive language and examples
- Grammar and spelling correct
- Professional tone maintained

## Decision Matrix

Based on review:

- 90-100% good → Use with minor edits
- 70-89% good → Significant revision needed

50-69% good → Partial rewrite  
Below 50% → Regenerate with better prompt

Track patterns: If AI consistently fails on certain tasks, adjust approach or do manually.