

DOCUMENT RESUME

ED 370 017

CG 025 347

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 TITLE The Career Services Center Assessment Manual.
 INSTITUTION Kent State Univ., Ohio.
 PUB DATE [94]
 NOTE 32p.
 PUB TYPE Tests/Evaluation Instruments (160) -- Guides --
 General (050)

EDRS PRICE MF01/PC02 Plus Postage.
 DESCRIPTORS Career Choice; Career Counseling; Career Development;
 Career Education; Career Exploration; *Career
 Guidance; *College Outcomes Assessment; *College
 Students; *Counseling Services; Education Work
 Relationship; Employment Patterns; Higher Education;
 Questionnaires; School Guidance; *Student Personnel
 Services; Surveys
 IDENTIFIERS *Kent State University OH

ABSTRACT

This manual is a collection of assessment measures which provide Kent State University (KSU) staff with information about service, usage, satisfaction, and development of the Career Planning and Placement Center. The results of these assessments are collected during the year and reviewed over the summer. No data are presented here. Results are reported in separate documents or as part of the Annual Report and are shared with interested individuals from various departments. The following questionnaires are reproduced in this manual: (1) The Annual Graduate Survey, which assesses the career status of recent graduates; (2) The Employer Survey, which asks employers to evaluate KSU graduates in their employ; (3) Annual Student User Survey, a telephone survey where seniors rate services provided by the career office; (4) Weekly Monitor, which assesses the number of visitors to the Services Center; (5) Student Interview Evaluation; (6) Recruiter Evaluation Form; (7) Career Course Questionnaire (Pre and Post Test), which measures career course success; (8) Career Exploration Course Evaluation; (9) Workshop and Outreach Evaluation Forms; (10) Counseling Session Intake Form, which records the outcomes of counseling appointments; and (11) Counseling Session Evaluation Form. (RJM)

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THE CAREER SERVICES CENTER

ASSESSMENT MANUAL

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THE CAREER SERVICES CENTER

ASSESSMENT MANUAL

DAVID BAUMGARTNER Ph.D

INTRODUCTION

The Career Planning and Placement Assessment Manual is a collection of tools that provide information to the staff about service, usage, satisfaction, and development. The results of these assessments are collected during the year and reviewed over the summer. The various outcomes are reported in separate documents or as part of the Annual Report. These documents are shared with interested individuals from various departments.

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Title: **The Annual Graduate Survey**

Respondents: **Recent graduates of KSU**

- Purposes:**
1. **Provides information useful in career decision-making for students and alumni.**
 2. **Provides information for academic and faculty advisors.**
 3. **Provides information and feedback to academic departments.**
 4. **Serves as a resource document for students, alumni, and faculty, whereby salaries, job titles, employers et cetera can be researched for various majors and occupational clusters.**
 5. **Meets proposed Federal and accrediting agency guidelines.**
 6. **A method of maintaining contact with students and providing support after graduation.**

Methods: **Questionnaire
Direct Inquiry**

Sample Size: **2,000 - 3,000**

THE ANNUAL GRADUATE SURVEY QUESTIONNAIRE
The Career Planning and Placement Center

— Complete
— Partial
— Relative

Please answer each question as completely as possible.

Background Information

Name _____
Street & Number _____
City _____ State _____ Zip Code _____
Phone (____) _____
Male _____ Female _____ Age _____ Married _____ Single _____
Asian _____ African American _____ Caucasian _____ Hispanic _____ Other _____
Major _____
Degree (circle one) BA BS BGS BBA MBA MSW MS MA MED MAT PhD Other _____

Employment Information

I am: Employed full-time _____ Employed part-time _____
Continuing my education full-time _____ or part-time _____
In the military _____
Not looking for a job _____
Unemployed _____
Other (please specify) _____

I am employed by _____

My employer's address is _____

My job title is _____

My starting salary is _____ per year

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GRAD

I am continuing my education full-time _____ or part-time _____ at:

School/university/college _____

Address _____

My course of study is: _____

My career goal is: _____

Did you have a job when you graduated? Yes _____ No _____

How many months did it take you to find employment after graduation?

Circle one: 1 2 3 4 5 6 7 8 9 10 11 12 other _____

At this point in your life are you satisfied with your career? Yes _____ No _____

How many times (X) did you use CPPC? (circle one)

1x 2x 3x 4x 5x or more

How did you learn of your present position?

CPPC (Placement Center) _____ Your College/School _____ Newspaper _____

Search Firm _____ Friends _____ Other _____

Would you like a professional staff person from the CPPC and your college/school to contact you about your career? Yes _____ No _____

Title: **The Employer Survey**

Respondents: **Employers of Kent State University graduates**

- Purposes:**
1. **Looks at the value of special coursework as a function of job performance.**
 2. **Looks at the value of special traits in reference to the positions held by the employee and how important each trait is to job performance.**
 3. **Compares Kent State University graduates (employees) to others.**

Method: **Questionnaire**

Sample Size: **500**

**KENT STATE UNIVERSITY
CAREER PLANNING AND PLACEMENT CENTER
AND THE OFFICE OF ACADEMIC ASSESSMENT AND EVALUATION SERVICES
EMPLOYER SURVEY**

In this Questionnaire you will be asked about the job performance of Kent State University graduates whom you employ. This survey does not pertain to a certain individual; only graduates in general. Be assured that in no way will your responses be associated with you, your company, or your employee(s).

1. When you think about this employee's current position, how valuable is each of the following areas of preparation to successful job performance of a person who holds this position now. Will each area be more or less valuable for a person holding this job five years from now? Please Circle the number of your response.

Value to a person holding this position now

Value to a person holding this position 5 years from now

Not at all Valuable Somewhat Valuable Very Valuable

Less Valuable More Valuable Extremely Valuable

| | Not at all Valuable | Somewhat Valuable | Very Valuable | Less Valuable | More Valuable | Extremely Valuable |
|--|---------------------|-------------------|---------------|---------------|---------------|--------------------|
| a. Courses in Business | 1 | 2 | 3 | 1 | 2 | 3 |
| b. Courses in foreign languages | 1 | 2 | 3 | 1 | 2 | 3 |
| c. Courses in humanities (English, philosophy, etc.) | 1 | 2 | 3 | 1 | 2 | 3 |
| d. Courses in social sciences (psychology, history, etc.) | 1 | 2 | 3 | 1 | 2 | 3 |
| e. Courses in mathematics | 1 | 2 | 3 | 1 | 2 | 3 |
| f. Courses emphasizing oral and written communication skills | 1 | 2 | 3 | 1 | 2 | 3 |
| g. Courses specific to the area of employment | 1 | 2 | 3 | 1 | 2 | 3 |
| h. General work experience | 1 | 2 | 3 | 1 | 2 | 3 |
| i. Specific paid work experience in this field or profession | 1 | 2 | 3 | 1 | 2 | 3 |
| j. An internship, co-op, or field experience | 1 | 2 | 3 | 1 | 2 | 3 |
| k. Involvement in professional association | 1 | 2 | 3 | 1 | 2 | 3 |
| l. Computer experience | 1 | 2 | 3 | 1 | 2 | 3 |
| m. Extracurricular activities | 1 | 2 | 3 | 1 | 2 | 3 |
| n. Knowing how to use the library to gather information | 1 | 2 | 3 | 1 | 2 | 3 |
| o. High grade point average | 1 | 2 | 3 | 1 | 2 | 3 |

2. Please assess in two ways the following traits in reference to the position held by this employee. How important is each trait to successful job performance? Compared to others, please rate this employee's performance.

Importance to successful job performance of a person holding this position.

This employee's performance compared to others you have employed in similar positions.

| | Not important | Somewhat important | Very important | Poor | Fair | Good | Excellent |
|---|---------------|--------------------|----------------|------|------|------|-----------|
| a. Planning projects | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| b. Speaking effectively | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| c. Writing effectively | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| d. Reading effectively | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| e. Listening effectively | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| f. Defining problems | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| g. Solving problems | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| h. Thinking creatively | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| i. Working cooperatively | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| j. Adjusting to new job demands | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| k. Being dependable and on time | 1 | 2 | 3 | 1 | 2 | 3 | 4 |
| l. Working with people from diverse backgrounds | 1 | 2 | 3 | 1 | 2 | 3 | 4 |

1. Overall, how satisfied do you think this employee is with the type of work he/she is doing?
 1 Very Dissatisfied 2 Dissatisfied 3 Satisfied 4 Very Satisfied

2. Overall, how satisfied do you think this employee is with his/her pay?
 1 Very Dissatisfied 2 Dissatisfied 3 Satisfied 4 Very Satisfied

3. Overall, which of the following best describes this employee's job performance?
 1 Poor 2 Fair 3 Good 4 Excellent

4. Would you hire this employee again for the same position, now that you have worked with him/her?
 1 Definitely not 2 Probably Not 3 Probably 4 Definitely

5. Would you recommend this employee for a promotion, now that you have worked with him/her?
 1 Definitely not 2 Probably Not 3 Probably 4 Definitely

6. Overall, how do you this employee's general education (obtained in courses in social science, science, math, and English) compares with that of other employees in comparable positions?
 1 Poor 2 Fair 3 Good 4 Excellent 5 No Opinion

7. Overall, how does this employee's quality of education in his/her area of specialization (or major) compare with that of other employees in comparable positions?
 1 Poor 2 Fair 3 Good 4 Excellent 5 Major Not Relevant in this Job

8. Overall, to what extent does this employee possess the characteristics you would expect from a college graduate?
 1 Does Not Meet My Expectations 2 Meets My Expectations 3 Exceeds My Expectations

Title: **Student User Survey**

Respondent: **Seniors**

Purposes:

1. **Evaluate services provided by the office**
2. **Collect positive information and constructive criticism**
3. **Maintain contact with students.**

Method: **Direct Inquiry (telephone survey)**

Sample Size: **200 - 750**

STUDENT USER SURVEY

Please CIRCLE your answer to the following:

1. Number of times you visited the Career Planning and Placement Center

1 2 3 4 5 6 7 8 9 10 More

LOW

HIGH

- | | | | | | |
|---|-----|---|---|---|----|
| 2. Quality of Workshops | 1 | 2 | 3 | 4 | 5 |
| 3. Quality of Counseling | 1 | 2 | 3 | 4 | 5 |
| 4. Professionalism of Staff | 1 | 2 | 3 | 4 | 5 |
| 5. Quality of Resources (Library) | 1 | 2 | 3 | 4 | 5 |
| 6. Courteous Service | 1 | 2 | 3 | 4 | 5 |
| 7. Would you recommend CPPC to a friend? | YES | | | | NO |
| 8. Are you better off because you used the Career Planning & Placement Center? | YES | | | | NO |
| 9. In your opinion, do you think there is an adequate number of staff at CPPC? | YES | | | | NO |

Positive Statements

Constructive Criticism

Title: **Weekly Monitor**

Respondents: Freshmen, Sophomores, Juniors, Seniors, Alumni, Graduate Students, Employers and others.

Purposes:

1. Assess the number of visitors to the Career Planning & Placement Center.
2. Break down of users.

Method:

1. One day per week, office visitors are asked their class standing, or if they are Graduate students, Alumni, or other. A tally is made of these responses. The weekly monitor day rotates each week, (ie. Monday one week, Tuesday the next week, and so on).

Sample: 5,000 - 7,000

Title: Student Interview Evaluation

Respondents: On-Campus Recruiting Interviewees

Purposes:

1. Discover students' satisfaction with CPPC services.
2. Collect information on the on-campus interviews.

Method: Student fills out questionnaire after interview.

Sample Size: 3,000 - 5,000

**KENT STATE UNIVERSITY
CAREER PLANNING AND PLACEMENT CENTER**

STUDENT INTERVIEW EVALUATION

| | <u>STRONGLY DISAGREE</u> | <u>DISAGREE</u> | <u>NEUTRAL</u> | <u>AGREE</u> | <u>STRONGLY AGREE</u> |
|--|------------------------------|-----------------|----------------|--------------|---------------------------|
| 1. The interview was what I expected. | 1 | 2 | 3 | 4 | 5 |
| 2. The interviewing facilities were comfortable. | 1 | 2 | 3 | 4 | 5 |
| 3. The CPPC staff were cooperative and helpful. | 1 | 2 | 3 | 4 | 5 |
| 4. Overall, I was prepared for the interview. | 1 | 2 | 3 | 4 | 5 |
| 5. Academically, I was prepared for my interview. | 1 | 2 | 3 | 4 | 5 |
| 6. My knowledge of the organization was good. | 1 | 2 | 3 | 4 | 5 |
| 7. My career goals are well defined. | 1 | 2 | 3 | 4 | 5 |
| 8. My communication skills during the interview were good. | 1 | 2 | 3 | 4 | 5 |
| 9. I responded well to the interviewer's questions. | 1 | 2 | 3 | 4 | 5 |
| 10. I was appropriately dressed. | 1 | 2 | 3 | 4 | 5 |
| 11. Various CPPC workshops and programs helped prepare me for the interview. | 1 | 2 | 3 | 4 | 5 |

- | | | | | | |
|--|---|---|---|---|---|
| 12. On-Campus recruiting has been helpful in a variety of ways. | 1 | 2 | 3 | 4 | 5 |
| 13. I would recommend CPPC to others. | 1 | 2 | 3 | 4 | 5 |
| 14. I would recommend On-Campus recruiting to others. | 1 | 2 | 3 | 4 | 5 |
| 15. As a result of this interview, I am interested in the position. | 1 | 2 | 3 | 4 | 5 |
| 16. At the end of the interview I had a clear idea of what the next step in the process was. | 1 | 2 | 3 | 4 | 5 |
| 17. I was nervous. | 1 | 2 | 3 | 4 | 5 |
| 18. The interviewer made me feel comfortable. | 1 | 2 | 3 | 4 | 5 |
| 19. The interview was a good experience. | 1 | 2 | 3 | 4 | 5 |

Please list any questions you were asked which you thought were inappropriate.

Your College/School _____

Your Major _____

Please circle the appropriate category:

You are **WHITE** **BLACK** **ASIAN** **OTHER (Please specify)** _____
 You are **MALE** **FEMALE**

Thank you for your valuable input!! Please leave this form with the receptionist.

Title: **Recruiter Evaluation Form**

Respondents: **Recruiters that interview students in the On-Campus Recruiting Program.**

Purposes:

- 1. To obtain feedback on the Career Planning & Placement Center services to recruiters.**

- 2. To obtain feedback on the student interviewees.**

Method: **Questionnaire is filled out by employer after interviews with students.**

Sample Size: **200 - 300**

**KENT STATE UNIVERSITY
CAREER PLANNING AND PLACEMENT CENTER
RECRUITER EVALUATION FORM**

We would appreciate your completing this evaluation form. The information you provide will help us analyze our services and make future improvements.

| | Poor 1 | Below Average 2 | Average 3 | Above Average 4 | Excellent 5 |
|---|-------------------|--------------------------------|----------------------|--------------------------------|------------------------|
| 1. Coordination of Pre-Visit Arrangements. | | | | | |
| 2. Comfort of Interviewing facilities. | | | | | |
| 3. Cooperation of Placement Center Staff. | | | | | |
| 4. Students' Overall Preparation for Interview. | | | | | |
| 5. Students' Academic Preparation. | | | | | |
| 6. Students' Knowledge of Organization. | | | | | |
| 7. Students' Clarity of Career Goals. | | | | | |
| 8. Students' Communication Skills. | | | | | |
| 9. Students' Ability to Respond to Questions. | | | | | |
| 10. Appropriateness of Students' Dress. | | | | | |
| 11. Overall Rating of KSU Placement Center Relative to Other Schools. | | | | | |

12. Additional Comments Or Suggestions:

Title: Career Exploration Course Pre & Post Test

Respondents: Career Exploration Course students

Purpose: 1. To measure career course success.

Method: The test is given prior to the career course, and again at the end of the 14-week course.

Sample Size: Number of students enrolled in the career course per semester.

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CAREER PLANNING AND PLACEMENT CENTER QUESTIONNAIRE

PART I

Please supply the following information as accurately as possible:

Age _____ Sex _____ Race _____ Marital Status _____

ACT score _____ SAT score _____

Number of credits completed (approx.) _____ Major _____
(If undecided, please indicate)

When did you declare a major? (e.g., junior year) _____

Cumulative GPA _____ GPA in major _____

Please check one: I am a

_____ Freshman _____ Sophomore _____ Junior _____ Senior

_____ Alumnus _____ Other _____
(specify)

Please check all the Career Planning and Placement Center services you have used or are currently using. NOTE: DO NOT INCLUDE CAREER COURSE.

- | | |
|--|---------------------------------------|
| _____ Career Counseling | _____ Residence Hall Program |
| _____ Skill Identification | _____ Career Library |
| _____ Information on full-time jobs | _____ Interviewing Workshop |
| _____ Information on part-time jobs and/or internships | _____ Employer Contacts |
| _____ Resume Writing Workshop | _____ On-Campus Recruiting |
| _____ Job Search Workshop | _____ Drop-In |
| _____ Credential Service | _____ Other _____ (Please specify) |

When I think of my career, some of my concerns are _____



CAREER PLANNING AND PLACEMENT CENTER QUESTIONNAIRE

PART II

This questionnaire contains statements that you may or may not agree with. Please indicate how strongly you agree with each statement by ranking it on a scale of 1 to 4 as follows:

- Please circle:
- (1) if you strongly agree
 - (2) if you agree
 - (3) if you disagree
 - (4) if you strongly disagree

| | <u>Strongly agree</u> | <u>Agree</u> | <u>Disagree</u> | <u>Strongly disagree</u> |
|---|-----------------------|--------------|-----------------|--------------------------|
| 1. I know what I'm good at doing. | 1 | 2 | 3 | 4 |
| 2. I have many employable skills. | 1 | 2 | 3 | 4 |
| 3. I have enough self-confidence. | 1 | 2 | 3 | 4 |
| 4. I tend to keep trying when I run into a roadblock. | 1 | 2 | 3 | 4 |
| 5. I have the ability to do what I really want to do. | 1 | 2 | 3 | 4 |
| 6. My career matches (or will match) who I am as a person. | 1 | 2 | 3 | 4 |
| 7. I want to earn a lot of money. | 1 | 2 | 3 | 4 |
| 8. I want to have some power. | 1 | 2 | 3 | 4 |
| 9. Most jobs involve primarily working with people or things or data. I'm clear about which I prefer. | 1 | 2 | 3 | 4 |
| 10. I'm majoring (or will major) in something I really like. | 1 | 2 | 3 | 4 |
| 11. I have the money I need to get into the career I want. | 1 | 2 | 3 | 4 |
| 12. I'm clear about which careers interest me and which do not. | 1 | 2 | 3 | 4 |
| 13. I have knowledge of many of the majors available at KSU. | 1 | 2 | 3 | 4 |

| | Strongly agree | agree | Disagree | Strongly disagree |
|---|-------------------|-------|----------|----------------------|
| 14. I need information about careers. | 1 | 2 | 3 | 4 |
| 15. I know what kind of career I can have, using my major. | 1 | 2 | 3 | 4 |
| 16. I am satisfied with the career help I've received from my advisor and/or professors. | 1 | 2 | 3 | 4 |
| 17. I understand the basics about jobs and careers. | 1 | 2 | 3 | 4 |
| 18. I know what I need to do to be qualified. | 1 | 2 | 3 | 4 |
| 19. I know where to find information about jobs in my field. | 1 | 2 | 3 | 4 |
| 20. Thinking about careers is a high priority for me right now. | 1 | 2 | 3 | 4 |
| 21. I know what decision(s) I have to make now so that I can eventually find a career for me. | 1 | 2 | 3 | 4 |
| 22. I am very good at making decisions. | 1 | 2 | 3 | 4 |
| 23. I can find the perfect career for me. | 1 | 2 | 3 | 4 |
| 24. I want this decision about a major/career to be my own. | 1 | 2 | 3 | 4 |
| 25. I chose (or will choose) my major because I am good at it. | 1 | 2 | 3 | 4 |
| 26. I'm well on my way to choosing a career. | 1 | 2 | 3 | 4 |
| 27. Even though no one is pressuring me, <u>I</u> feel I have to decide soon. | 1 | 2 | 3 | 4 |
| 28. Making any important decision, including choosing a career, makes me uptight. | 1 | 2 | 3 | 4 |

| | Strongly agree | Agree | Disagree | Strongly disagree |
|--|-------------------|-------|----------|----------------------|
| 29. I need to get experience related to my career. | 1 | 2 | 3 | 4 |
| 30. I feel able to write a resume. | 1 | 2 | 3 | 4 |
| 31. I have lots of things to put in my resume. | 1 | 2 | 3 | 4 |
| 32. I feel confident in my interviewing skills. | 1 | 2 | 3 | 4 |
| 33. I know how to fill out job applications and/or write cover letters to emphasize my strengths. | 1 | 2 | 3 | 4 |
| 34. I know what services the Career Planning and Placement Center provides to help me find a position. | 1 | 2 | 3 | 4 |

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Title: Career Exploration Course Evaluation

Respondents: Career Exploration Course students

Purpose: To obtain specific feedback from students about the Career Exploration Course

Method: Student fills out an anonymous questionnaire following the 14-week course.

Sample Size: Number of students enrolled in career course per semester.

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CAREER EXPLORATION COURSE EVALUATION

SEMESTER/YEAR: _____

INSTRUCTOR: _____

I. This course was:

- 1) Very Helpful 2) Helpful 3) Somewhat Helpful 4) Of Little Value

II. Compared to other courses at KSU, I feel this course was:

- 1) More Valuable 2) About the Same Value 3) Less Valuable

III. The amount of homework was:

- 1) Too much 2) About the Right Amount 3) Too Little

IV. The instructor was:

- 1) Very Helpful 2) Helpful 3) Somewhat Helpful 4) Of Little Value

V. The course should be offered for:

- 1) 4 credits 2) 3 credits 3) 2 credits 4) 1 credit 5) No credits

VI. The course met for:

- 1) Too Much Time 2) The Right Amount of Time 3) Too Little Time

VII. Would you recommend this course to a friend?

Yes

No

Your personal comments are extremely important to us. Please fill out the following sections as completely and honestly as you can.

Comments on the quality of instruction: _____

Comments on the quality of class and group discussions: _____

Comments on the relevancy of the course content: _____

Comments on the effect this course has had on your personal and career choices: _____

Title: **Workshop and Outreach Evaluation Forms**

Respondents: **Workshop and Outreach attendees**

Purpose: 1. **Feedback on workshop content and effectiveness.**

Method: **Attendees fill out form and hand in when they leave presentation.**

Sample Size: **4,000 - 5,000**

Kent State University
The Career Planning and Placement Center

Workshop Title _____ Date _____

| | | | | |
|-------------------|----------|---------|-------|----------------|
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 1 | 2 | 3 | 4 | 5 |

Please circle appropriate number.

The information was significantly useful.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

The presenter was effective.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

This workshop was worthwhile.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

Overall rating of workshop.

| | | | | |
|-------------------------------|---|---|---|------------------------------------|
| <input type="checkbox"/> Poor | | | | <input type="checkbox"/> Excellent |
| 1 | 2 | 3 | 4 | 5 |

Feel free to make additional comments on the back.
Thank you for participating in this workshop and filling out this evaluation form!

Kent State University
The Career Planning and Placement Center

Workshop Title _____ Date _____

| | | | | |
|-------------------|----------|---------|-------|----------------|
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 1 | 2 | 3 | 4 | 5 |

Please circle appropriate number.

The information was significantly useful.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

The presenter was effective.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

This workshop was worthwhile.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

Overall rating of workshop.

| | | | | |
|-------------------------------|---|---|---|------------------------------------|
| <input type="checkbox"/> Poor | | | | <input type="checkbox"/> Excellent |
| 1 | 2 | 3 | 4 | 5 |

Feel free to make additional comments on the back.
Thank you for participating in this workshop and filling out this evaluation form!

Kent State University
The Career Planning and Placement Center

Workshop Title _____ Date _____

| | | | | |
|-------------------|----------|---------|-------|----------------|
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 1 | 2 | 3 | 4 | 5 |

Please circle appropriate number.

The information was significantly useful.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

The presenter was effective.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

This workshop was worthwhile.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

Overall rating of workshop.

| | | | | |
|-------------------------------|---|---|---|------------------------------------|
| <input type="checkbox"/> Poor | | | | <input type="checkbox"/> Excellent |
| 1 | 2 | 3 | 4 | 5 |

Feel free to make additional comments on the back.
Thank you for participating in this workshop and filling out this evaluation form!

Kent State University
The Career Planning and Placement Center

Workshop Title _____ Date _____

| | | | | |
|-------------------|----------|---------|-------|----------------|
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 1 | 2 | 3 | 4 | 5 |

Please circle appropriate number.

The information was significantly useful.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

The presenter was effective.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

This workshop was worthwhile.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

Overall rating of workshop.

| | | | | |
|-------------------------------|---|---|---|------------------------------------|
| <input type="checkbox"/> Poor | | | | <input type="checkbox"/> Excellent |
| 1 | 2 | 3 | 4 | 5 |

Feel free to make additional comments on the back.
Thank you for participating in this workshop and filling out this evaluation form!

Title: **Counseling Session Intake Form**

Respondents: CPPC Counselors

Purposes:

1. To collect information from counselors.
2. To document the visit.
3. To record outcomes of counseling appointment.

Method: Counselee fills out form prior to visit. Counselor completes form after visit.

Sample Size: 1,000

KENT STATE UNIVERSITY
CAREER PLANNING AND PLACEMENT CENTER
COUNSELING SESSION INTAKE

TODAY'S DATE: _____

NAME: _____ STUDENT/SOC. SEC. NUMBER: _____

STREET ADDRESS: _____ APARTMENT/BOX #: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME TELEPHONE #: _____ WORK TELEPHONE #: _____

CHECK ONE: () Male () Female

YEAR IN SCHOOL (Please check one): () Freshman () Junior () Graduate Student

() Sophomore () Senior () Alumni/ae

Honors Student: ___ Yes ___ No

GPA: _____

Graduation Date: _____

Academic Major: _____ Desired Academic Major: (if applicable) _____

RESIDENCE HALL STUDENT: ___ Yes ___ No (If yes, please indicate which hall): _____

RACIAL BACKGROUND (Please check one):

- () African-American () Caucasian () Hispanic () Native American
() Asian () Other (Please specify): _____

AGE: _____

REASONS FOR SCHEDULING APPOINTMENT (Please check all that apply):

- () Undecided about Major () Need Information on Graduate School
() Undecided about Career-Need Career Info. () Resume Assistance
() Information on CPPC workshops/services () Interviewing Skills
() Orientation to Career Library () Mock Interview
() Information on Career Exploration Course () Job Search Information/Employer Contacts
() Cover Letter/Application Assistance () Need Information on Internships
() SIGI Plus Follow-up () Career Testing
() Need Information on On-Campus Recruiting () Need Information on Credentials Service

HOW DID YOU HEAR ABOUT THE CAREER PLANNING AND PLACEMENT CENTER? (Please check all that apply):

- () Newspaper Article () Faculty/Academic Advisor () Student Organization Meeting
() Family Member () Undecided Student Program () Another Student/Alumnus
() Flier on Campus () Attended Residence Hall Program () University Administrator

CPPC USE ONLY

DATE OF APPOINTMENT: _____ TIME OF APPOINTMENT: _____

COUNSELOR NAME: _____ COMPLETED BY: _____

Title: **Counseling Session Evaluation Form**

Respondents: **Counselees**

Purpose: 1. **To evaluate counseling service.**

Method: **Counselee is asked to complete after session.**

Sample Size: **1,000 - 1,500**

Kent State University
The Career Planning and Placement Center
Counseling Session Evaluation

| | | | | |
|------------------------|---------------|--------------|------------|---------------------|
| Strongly Disagree 1 | Disagree 2 | Neutral 3 | Agree 4 | Strongly Agree 5 |
|------------------------|---------------|--------------|------------|---------------------|

Please circle appropriate number.

The counselor was caring.

1 2 3 4 5

I felt the service was professional in nature.

1 2 3 4 5

I was given resources and direction.

1 2 3 4 5

I felt good that I came to CPPC.

1 2 3 4 5

I would recommend this service to fellow students.

1 2 3 4 5

Additional Comments (Use back if necessary):

Counselor's Name: _____

Date of Appointment: _____

Your Name (optional): _____

Year in School:

- Fr. Jr. Grad.
 Soph. Sr. Alum

Reasons for scheduling appointment:

- Undecided about career Undecided about major
 Needed career information
 Resume information Job Search strategies
 Info on CPPC services Interview Skills
 Mock Interview Info on Grad School
 Other _____

Kent State University
The Career Planning and Placement Center
Counseling Session Evaluation

| | | | | |
|------------------------|---------------|--------------|------------|---------------------|
| Strongly Disagree 1 | Disagree 2 | Neutral 3 | Agree 4 | Strongly Agree 5 |
|------------------------|---------------|--------------|------------|---------------------|

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