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)
THE CAREER SERVICES CENTER

ASSESSMENT MANUAL

BEST COPY AVAILABLE
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.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Annual Graduate Survey</td>
<td>1</td>
</tr>
<tr>
<td>The Employer Survey</td>
<td>2</td>
</tr>
<tr>
<td>The Annual Student User Survey</td>
<td>3</td>
</tr>
<tr>
<td>Weekly Monitor</td>
<td>3</td>
</tr>
<tr>
<td>The Student Interview Evaluation Form</td>
<td>4</td>
</tr>
<tr>
<td>The Recruiter Evaluation Form</td>
<td>5</td>
</tr>
<tr>
<td>The Career Course Questionnaire</td>
<td>6</td>
</tr>
<tr>
<td>(Pre and Post Test)</td>
<td></td>
</tr>
<tr>
<td>The Career Exploration Course Evaluation</td>
<td>6</td>
</tr>
<tr>
<td>Program Evaluation Form</td>
<td>7</td>
</tr>
<tr>
<td>Counseling Session Intake</td>
<td>8</td>
</tr>
<tr>
<td>Counseling Session Evaluation Form</td>
<td>8</td>
</tr>
</tbody>
</table>
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

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
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.

<table>
<thead>
<tr>
<th>Value to a person holding this position now</th>
<th>Value to a person holding this position 5 years from now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not at all Valuable</td>
<td>Somewhat Valuable</td>
</tr>
<tr>
<td>a. Courses in Business</td>
<td>1</td>
</tr>
<tr>
<td>b. Courses in foreign languages</td>
<td>1</td>
</tr>
<tr>
<td>c. Courses in humanities  (English, philosophy, etc.)</td>
<td>1</td>
</tr>
<tr>
<td>d. Courses in social sciences  (psychology, history, etc.)</td>
<td>1</td>
</tr>
<tr>
<td>e. Courses in mathematics</td>
<td>1</td>
</tr>
<tr>
<td>f. Courses emphasizing oral and written communication skills</td>
<td>1</td>
</tr>
<tr>
<td>g. Courses specific to the area of employment</td>
<td>1</td>
</tr>
<tr>
<td>h. General work experience</td>
<td>1</td>
</tr>
<tr>
<td>i. Specific paid work experience in this field or profession</td>
<td>1</td>
</tr>
<tr>
<td>j. An internship, co-op, or field experience</td>
<td>1</td>
</tr>
<tr>
<td>k. Involvement in professional association</td>
<td>1</td>
</tr>
<tr>
<td>l. Computer experience</td>
<td>1</td>
</tr>
<tr>
<td>m. Extracurricular activities</td>
<td>1</td>
</tr>
<tr>
<td>n. Knowing how to use the library to gather information</td>
<td>1</td>
</tr>
<tr>
<td>o. High grade point average</td>
<td>1</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Importance to successful job performance of a person holding this position.</th>
<th>This employee's performance compared to others you have employed in similar positions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Important</td>
<td>Somewhat Important</td>
</tr>
<tr>
<td>a. Planning projects</td>
<td>1</td>
</tr>
<tr>
<td>b. Speaking effectively</td>
<td>1</td>
</tr>
<tr>
<td>c. Writing effectively</td>
<td>1</td>
</tr>
<tr>
<td>d. Reading effectively</td>
<td>1</td>
</tr>
<tr>
<td>e. Listening effectively</td>
<td>1</td>
</tr>
<tr>
<td>f. Defining problems</td>
<td>1</td>
</tr>
<tr>
<td>g. Solving problems</td>
<td>1</td>
</tr>
<tr>
<td>h. Thinking creatively</td>
<td>1</td>
</tr>
<tr>
<td>i. Working cooperatively</td>
<td>1</td>
</tr>
<tr>
<td>j. Adjusting to new job demands</td>
<td>1</td>
</tr>
<tr>
<td>k. Being dependable and on time</td>
<td>1</td>
</tr>
<tr>
<td>l. Working with people from diverse backgrounds</td>
<td>1</td>
</tr>
</tbody>
</table>

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?
   4 Excellent

4. Would you hire this employee again for the same position, now that you have worked with him/her?
   4 Definitely

5. Would you recommend this employee for a promotion, now that you have worked with him/her?
   4 Definitely

6. Overall, how does this employee's general education (obtained in courses in social science, science, math, and English) compare with that of other employees in comparable positions?
   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?
   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?
   4 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

13
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
|   | STRONGLY AGREE | STRONGLY DISAGREE | DISAGREE | NEUTRAL | AGREE |
|---|----------------|-------------------|---------|---------|-------|---------|
| 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.

<table>
<thead>
<tr>
<th>1. Coordination of Pre-Visit Arrangements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Comfort of Interviewing facilities.</td>
</tr>
<tr>
<td>3. Cooperation of Placement Center Staff.</td>
</tr>
<tr>
<td>4. Students' Overall Preparation for Interview.</td>
</tr>
<tr>
<td>5. Students' Academic Preparation.</td>
</tr>
<tr>
<td>7. Students' Clarity of Career Goals.</td>
</tr>
<tr>
<td>9. Students' Ability to Respond to Questions.</td>
</tr>
<tr>
<td>10. Appropriateness of Students' Dress.</td>
</tr>
<tr>
<td>11. Overall Rating of KSU Placement Center Relative to Other Schools.</td>
</tr>
</tbody>
</table>

| Poor 1 | Below Average 2 | Average 3 | Above Average 4 | Excellent 5 |

12. Additional Comments Or Suggestions:

19
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.
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 ______ Employer Contacts

and/or internships ______ On-Campus Recruiting

____ Resume Writing Workshop ______ Drop-In

____ Job Search Workshop ______ Other ______ (Please specify)

____ Credential Service

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

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

1/93
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

<table>
<thead>
<tr>
<th></th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I know what I'm good at doing.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. I have many employable skills.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3. I have enough self-confidence.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4. I tend to keep trying when I run into a roadblock.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5. I have the ability to do what I really want to do.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>6. My career matches (or will match) who I am as a person.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7. I want to earn a lot of money.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8. I want to have some power.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>9. Most jobs involve primarily working with people or things or data. I'm clear about which I prefer.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10. I'm majoring (or will major) in something I really like.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>11. I have the money I need to get into the career I want.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>12. I'm clear about which careers interest me and which do not.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>13. I have knowledge of many of the majors available at KSU.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Statement</td>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------</td>
<td>-------</td>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>14. I need information about careers.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>15. I know what kind of career I can have, using my major.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>16. I am satisfied with the career help I've received from my advisor and/or professors.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>17. I understand the basics about jobs and careers.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>18. I know what I need to do to be qualified.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>19. I know where to find information about jobs in my field.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>20. Thinking about careers is a high priority for me right now.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>21. I know what decision(s) I have to make now so that I can eventually find a career for me.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>22. I am very good at making decisions.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>23. I can find the perfect career for me.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>24. I want this decision about a major/career to be my own.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>25. I chose (or will choose) my major because I am good at it.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>26. I'm well on my way to choosing a career.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>27. Even though no one is pressuring me, I feel I have to decide soon.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>28. Making any important decision, including choosing a career, makes me uptight.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Strongly agree</td>
<td>Agree</td>
<td>Disagree</td>
<td>Strongly disagree</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>-------</td>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>29. I need to get experience related to my career.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>30. I feel able to write a resume.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>31. I have lots of things to put in my resume.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>32. I feel confident in my interviewing skills.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>33. I know how to fill out job applications and/or write cover letters to emphasize my strengths.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>34. I know what services the Career Planning and Placement Center provides to help me find a position.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

1/93
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.
CAREER EXPLORATION COURSE EVALUATION

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
<table>
<thead>
<tr>
<th>Workshop Title</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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.

Poor

1 2 3 4 5

Excellent

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: ________________________

30
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

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
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<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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 ______________________

Additional Comments (Use back if necessary):

Counselor's Name: __________________________

Date of Appointment: ________________________

Your Name (optional): _______________________

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( ) Fr. ( ) Jr. ( ) Grad.  
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( ) Info on Grad School  
( ) Other ______________________

Additional Comments (Use back if necessary):