

Office of Career Services
Mock Interview Assessment & Learning Outcome

Fall 2008

Learning Outcome: After participation in a Mock Interview Workshop, students/alumni will state that the experience “better prepared” them for “real employment.”

Method: The Department of Radiological Sciences mandates that each graduating senior participate in a Mock Interview. Forty-four students participated in the Mock Interview session of which 34 completed an evaluation of the simulated interview. Each student was questioned by a trained HR professional from a local hospital, medical or business facility for a total of 20 minutes and received constructive feedback on ways they can improve and enhance their interviewing skills during the final 10 minutes of the 30 minute session.

Results: Thirty-two or 94% of the 34 students assessed, felt that the overall quality of the experience was “excellent” and the remaining 2 felt that it was “good.” Twenty-seven or 79% stated that they were “better prepared” to interview for “real employment” while 7 stated “somewhat.”

Changes as a result of assessment: In the future, we will explore videotaping the interviews so that students can see themselves during this process and perhaps be better able to pick up on things they can do to better the process.

Office of Career Services
Resume/Cover Letter/Interviewing Assessment & Learning Outcome

Fall 2008

Learning Outcome: Students who participate in a Resume/Cover Letter/Interviewing session and take the pre and post-test will improve their knowledge of the do's and don'ts of resume and cover letter writing.

Method: During a Resume/Cover Letter/Interviewing session with Dr. Kam Lau's IT Think Tank Meeting with students of which 22 were present, all students were given a pre and post assessment for Resume/Cover Letter/Interviewing upon entering the classroom. There were a total of 8 students who returned their pre-assessment and only 5 to return their post-assessments. The workshop was also attended by 5 faculty, 1 department head, and 1 dean all of whom added immensely to the discussion.

Results: The overall pre-test score averaged 67.5 and the post-test score averaged 80. This accounted for an increase of 12.5 points.

Changes as a result of assessment: We will certainly need to do more of these as well as look at tweaking the assessment and making sure students are clearly engaged and learning from this experience. We will perhaps add follow up questions to the presentation. Also, with this being a meeting, students were allowed to come and go as they pleased which accounted for less participation with pre and post assessments not being returned. We will also need to take a student worker to assist in handing out materials and taking materials up.

**Office of Career Services
December 2008 Graduation Survey**

Fall 2008

Learning Outcome: Students graduating from the university will acknowledge their usage and satisfaction with the services rendered by the Office of Career Services.

Method: On December 12, 2008 all students participating in the graduation rehearsal was given a survey to be completed for the Offices of Alumni Affairs and Career Services.

Results: A total of 292 graduating seniors took this voluntary survey. An overwhelming number, 199 or 68% stated that they utilized the Office of Career Services with the highest number reporting that they attended a career fair (57) followed by a tie for resume and job posting assistance (32).

110 or 38% reported that they completed a co-op or internship while enrolled.

44% or 128 students stated that they were employed at the time of graduation.

An overwhelming number of graduates had future plans to pursue graduate school (169 or 58%). This number coupled with those who will attend law school (7), medical school (7), and armed forces (3) account for an overall success rate of 64%.

Changes as a result: The assessment was recently revised by the Office of Institutional Development. The question of services utilized by CS was changed from a “yes/no” question to actual services received. This has helped get a more actual account of students utilizing services.

Office of Career Services
23rd Annual Coastal GA Universities Career Fair

Fall 2008

Learning Outcome: 85% students, alumni, and community participants who attend the career fair will state that the career fair was a good usage of their time and that they made good contacts that would aid them in their job search process.

Method: On October 23, 2008 124 students, alumni, and community participants out of a total of 246 completed a voluntary evaluation of the career fair.

Results: Of the 124 who completed the evaluation 114 or 92% reported that they made good contacts, while 117 or 94% stated that there was at least 1 potential employer present whom they felt would aid them in their job search process and 95% stated that it was a good use of their time. Also, a total of 32 or 26% stated that they were invited for a personal interview.

Changes as a result: Survey will continue as is.

Office of Career Services
Client Satisfaction Assessment & Learning Outcome

Spring 2009

Learning Outcome: The Client Satisfaction Survey was revised and implemented during Spring Semester 2009 to assess student's perceptions of the receptionist, the career advice given, the counselor's ability to advise and encourage the student to take control of their career development, and their overall satisfaction with the program.

Method: During Spring Semester 2009, students were randomly selected by the Staff Assistant to participate in the completion of a survey. This was done once students left the counselor's office to encourage honest and candid responses with anonymity.

Results: There were a total of 21 students who completed the survey. On a scale of 1-5, 5 being the best score the results were as follows:

- 100% of students gave the receptionist the highest score possible of 5.00.
- As to whether or not the services helped them perform better at AASU received the lowest average score of 4.35.
- An almost perfect score of 4.95 felt that the counselor was open and interested in them.
- All 21 students scored 5.00 when responding to the competence and knowledge of their counselor.
- They also gave an average score of 4.95 on recommending the counselor to others, returning for further assistance, and being encouraged to make their own decisions.
- Being able to take control of their own career received a 4.70 rating.
- The overall satisfaction of the quality of their counseling received a 4.90 rating.
- The total overall average score was 4.86 with a mean and mode score of 4.95.

Changes as a result of assessment: As a result of this assessment, we will not offer this survey to students whose first appointment is to take the Strong Interest Inventory. The score rating of 4.35, was certainly reflected in the fact that these students had not received anything that could possibly help them perform better at AASU. Their Strong Inventories had to be mailed to California for results, therefore not providing them with anything tangible at that point.

Disability Services and Office of Career Services
Assessment of Learning Outcomes for Jumpstart School to Career Workshop

Spring 2009

Learning Outcome: Students with Disabilities were better prepared to start the process of transitioning into the professional work world.

Method: The Jumpstart School to Career Workshop for students with disabilities was presented again by Disability Services and Career Services staff Spring Semester 2009 on April 10, at the Office of Career Services. Three students attended this session. The same program videos from Fall Semester 2008 were shown and more printed info regarding legal rights and filing a complaint were added. Essential functions information was provided verbally. Vocational Rehabilitation job placement services were explained. The learning outcomes assessment that was used in Fall 2008 was completed by the students present.

Results: Two of the three students strongly agreed and one agreed that the workshop helped them better understand the Americans with Disabilities Act with regards to their rights in employment issues. One student agreed and two strongly agreed that the information provided helped them understand the employer's perspective during the hiring process. All three students agreed that the workshop helped them improve resume and cover writing skills. When asked if the program helped them understand how to handle difficult questions regarding their disability during a job interview, all three strongly agreed that it did. The students present all strongly agreed that their knowledge of resources on and off campus was increased.

Changes as a result of assessment: All three students suggested that a representative from Vocational Rehabilitation Services would be a good guest speaker at future workshops. One student said that a Human Resources professional would be a good guest speaker. Both will be considered for future presentations.

**Office of Career Services
AASU Career Fair**

Spring 2009

Learning Outcome: 85% students, alumni, and community participants who attend the career fair will state that the career fair was a good usage of their time and that they made good contacts that would aid them in their job search process.

Method: On March 5, 2009 135 students, alumni, and community participants took part in answering the Participant Survey.

Results: 84% felt that there was a good distribution of employers present and 87% or 118 agreed that they made good contacts to aid them in future employment. 90% felt that it was a worthwhile usage of their time to attend.

Changes as a result: Survey will continue as is.

**Office of Career Services
May 2009 Graduation Survey**

Spring 2009

Learning Outcome: Students graduating from the university will report their degree earned, participation in an internship/coop, GPA, employment status and usage of services received by the Office of Career Services.

Method: On May 8, 2009 all students participating in the graduation rehearsal was given a survey to be completed for the Offices of Career Services and Alumni Affairs.

Results: As a result, 405 graduating seniors took this voluntary survey. There were a total of 282 responses to services utilized by Career Services. The highest response was reflected in those receiving assistance with their resume/cover letter followed by 55 having attended a career fair. Overall, 315 or 79% of the graduating class completed a bachelor's degree; 53 or 13% completed a master's degree, and 26 or 6% completed an associate's degree. Ten students reported Doctorate of Physical Therapy (DPT) degrees for the first time in the history of the university.

Changes as a result: We will continue to seek guidance from the Office of Institutional Research as to how we might obtain more consistent responses to the question of degree earned.