

# Overview: Annual Statistical Report Template

This Annual Statistical Report Template was created by the Centre for Career Education at the University of Windsor. This is a template that a staff member can use to summarize important statistical data about all activities within his/her portfolio on an annual basis. The template provides basic process data about the number of applicants, number of students who are admitted, number who confirm their participation, number who are placed, number who complete the program, number of employers, etc., as well as some highlights of learning outcomes. This data can be used to monitor and report on the program annually.

We identified the key statistical information we need to monitor the program in between the three-year detailed review and the data we will most likely be asked to report on or that can be used for marketing and other purposes.

This template provides a consistent way for staff members to report on programs or services. It also clarifies what information is required and in what format. In addition, the template helps staff see how the assessment data they are gathering will be used (building buy-in) and provides a structure for making program changes (based on actual data and analysis rather than gut feelings).

*This tool and overview were submitted by The Centre for Career Education, University of Windsor.*