

Overview: Interview Workshop Evaluation Form

The Interview Workshop Evaluation Form was created by the Career Centre, Trent University.

This evaluation form is circulated electronically to all workshop attendees within 3 days of the workshop. It is sent to all attendees by email with a hyperlink to a Zoomerang survey. Within the form there are questions to help us assess processes and outcomes (learning, personal, impact). We use a 5 point scale. We have used this for two academic cycles and are now considering adding a satisfaction question.

For evaluation purposes, we convert the 5 options into ratings of 1, 2, 3, 4, or 5, with 1 being the lowest, and 5 being the highest. The Career Centre considers ratings of 1 or 2 to represent an unacceptable rating, and ratings of 3 - 5 to represent an acceptable rating. Unacceptable ratings indicate a gap in the Career Centre's efforts. The data is grouped in this way so that the Career Centre can better analyze and present results.

This form is included as an example tool for Processes in Section 4, and for Outcomes in Section 5.

This tool and overview were submitted by the Career Centre, Trent University.