Program Evaluation

BOSTON UNIVERSITY LIBRARIES
Intranet

◇ planning   ◇ info commons   ◇ subnets

Mentoring

Policies   Mentoring Checklist   New Employee Checklist   Evaluation

Mentoring Program Evaluation

The Mentoring Committee would like feedback about the Peer Mentoring program from both mentors and mentees. The Committee is interested in your evaluation at any point during this process. Please send your completed questionnaire via email if possible, or on paper, to Phyllis Payne (pcpayne@bu.edu) after you've finished meeting as mentor and mentee. We will consider all suggestions for improvements; please limit your responses to comments about the mentoring the process.

For Mentees:

- Has the Peer Mentoring Program helped with your transition to working at the Boston University Libraries? Please elaborate.

- What activities, explanations or introductions would you add and/or delete and why?

- Do you have a good beginning sense of how the Library and the University function? How did the Peer Mentoring program contribute to this understanding?

- How did you learn about instructional opportunities at BU?

- Do you understand the opportunities that BU offers for meetings, conferences and workshops for continuing education?

- Did you find the Peer Mentoring Checklist useful? Please elaborate.

- How has your participation in this program affected your relationships with other library staff members?

- How often did you meet with your mentor in person, by phone and/or by email? Was the number of meeting times sufficient? Was the method of communication effective? If not, what would work better?

- What other comments would you like to make?

For Mentors:

- How do you think that the Peer Mentoring Program helped your mentee with his/her transition to working at BU?

- What activities, explanations or introductions would you add and/or delete and why?

- What did you learn about BU or the Library that you didn't know before?

- Did you find the Peer Mentoring Checklist useful? Please elaborate.

- How often did you meet with your mentee in person, by phone and/or by email? Was this effective? If not, what would work better? Did you find it difficult to meet with the mentee four times a month?

- How would you evaluate your mentoring training?

- What other comments do you have?

○ Library Catalog   ○ Library Web   ○ BU Web   [   ]   Search

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UCI Libraries

New Employee Orientation Program Evaluation

Module 1

Thank you for participating in Module 1, *Introduction to the UCI Libraries: Developing & Sharing Knowledge.* To assist in providing a quality orientation program, please take a few minutes to complete this evaluation. All responses are confidential and anonymous.

Date of Session:_____

Please select the response that best describes your experience.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The session format was effective.					
2. The length of the program was adequate.					
3. The session provided me with a basic understanding of the UCI Libraries guiding documents.					
4. The session provided me with a basic understanding of the UCI Libraries Organizational Priorities.					
5. The material covered was easy to understand.					
6. The information shared is useful to me as a new employee.					
7. This program was effective at making me feel welcome to the organization.					

8. What is your overall evaluation of the orientation?   Excellent   Very good   Good   Fair   Poor

9. What aspects of Module 1 were most useful?
10. What improvements or changes would you suggest?
11. What questions do you have about the information presented that did not occur to you at the time? OR what did you like most? What did you like least?
12. Please share any additional comments or feedback about the orientation session.

Recruitment and Orientation Survey

Introduction

Please take a few moments to evaluate your hiring and orientation experience. Your input will help us to improve the effectiveness of NARA's hiring and orientation processes.

Recruitment

1. Your Name (Optional):

2. Title/Series/Grade (Optional):

3. Orientation Date:

* 4. How did you learn about this position? Please check one:

◯ USAJobs website

◯ Professional organization

◯ NARA website

◯ NARA Human Resources Office

◯ Federal, State, or Local employment office/Job Information Center

◯ Newspaper or other print publication service

◯ Mailing to your organization or school

◯ Private Employment Office/Information Service

◯ Job Fair or Recruitment Visit to your organization or school

◯ Word of mouth

◯ School or college counselor or other official

Other (please specify)

* 5. Are you on a student appointment?

◯ Yes

◯ No

* 6. How did you apply for your job?

◯ Mail

◯ Hand delivery

◯ Online through USAJobs

◯ Combination

Page 1

Recruitment and Orientation Survey

*7. Please indicate your satisfaction with the following aspects of your HIRING experience:

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
NARA's Career Website (www.archives.gov/careers)	○	○	○	○	○
Interaction with NARA through a career event	○	○	○	○	○
NARA's marketing materials (brochures, booklets, etc)	○	○	○	○	○
Vacancy announcements (user friendliness, clarity, etc.)	○	○	○	○	○
Application process (timeliness, efficiency, etc.)	○	○	○	○	○
Communication and interaction with NARA human resources staff	○	○	○	○	○
Overall, how satisfied were you with your RECRUITMENT/HIRING experience	○	○	○	○	○

Orientation

For this part of the survey, we are interested in your orientation experience.

8. Where was your orientation conducted?

○ DC/Metro area

○ Any location outside of the DC/Metro area

○ Not applicable. I did not recieve an orientation.

*9. Please indicate your satisfaction with the following aspects of the HUMAN RESOURCES SESSION (welcome, introduction, benefits, etc):

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
Content	○	○	○	○	○
Length of the session	○	○	○	○	○
Knowledgeable Personnel	○	○	○	○	○

*10. Please indicate your satisfaction with the following aspects of your SECURITY/BADGING PROCESS:

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
Timeliness	○	○	○	○	○
Knowledgeable Personnel	○	○	○	○	○

Page 2

Recruitment and Orientation Survey

* 11. Please indicate your satisfaction with the following aspects of the FACILITY TOUR:

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
Content	○	○	○	○	○
Length of the tour	○	○	○	○	○
Knowledgeable Personnel	○	○	○	○	○

* 12. Please indicate your satisfaction with the following aspects of the PHONE AND COMPUTER TRAINING:

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
Content	○	○	○	○	○
Length of the training	○	○	○	○	○
Knowledgeable Personnel	○	○	○	○	○

13. How satisfied were you with the following aspects of the pre-employment mailing/forms package that you received?

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Timeliness of receiving the package	○	○	○	○
Content of the package	○	○	○	○

14. How satisfied were you with these orientation items?

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Did Not Receive or N/A
Orientation Binder	○	○	○	○	○
Benefits Videos	○	○	○	○	○
Welcome Videos	○	○	○	○	○
Intro to NARA On-line Course	○	○	○	○	○

Comments

[   ]

* 15. Overall, how satisfied were you with the orientation process?

○ Very Satisfied   ○ Satisfied   ○ Dissatisfied   ○ Very Dissatisfied

16. If you were Dissatisfied or Very Dissatisfied with any part of the ORIENTATION AND/OR RECRUITMENT PROCESS, please explain:

[   ]

17. Additional Comments: Please share any positive or negative experience that stood out in your mind with regards to the orientation process.

[   ]

Thank you

Page 3

New Faculty Orientation (Part Four)   Employee Name: _____
                                                                              optional

SUPERVISOR: Part Four is optional. If completed, the employee will submit this form.

EMPLOYEE: Optional. If completed, submit this sheet separately to Fran Wilkinson (see below)

Improving the New Employee Orientation Process

Please provide any feedback for improving this process for future new employees. Although your suggestions and comments will be held as confidential, you are welcome to make an appointment with Fran Wilkinson, Deputy Dean, to discuss your experiences more directly. Just check the box below.
[ ] I would like to meet with Fran Wilkinson to discuss this process

Please make the following improvements to the UL's New Employee Orientation program:

Add _____

_____

_____

_____

Remove _____

_____

_____

_____

Change _____

_____

_____

_____

Comments _____

_____

_____

_____

SUBMIT COMPLETED FORM TO: Fran Wilkinson, Deputy Dean, Zimmerman 218

University Libraries Orientation Process for New Faculty   **5**

NCSU LIBRARIES

New Staff Orientation Evaluation

Please complete this form and either drop off at the Personnel Services office or email to Laura Blessing at laura_blessing@ncsu.edu.

Date: _____/_____/_____   **Name: _____**
(optional)

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
I have a better understanding of how my work relates to work done in other departments or units.					
I am more confident that I can find my way around the D.H. Hill building.					
I am more comfortable approaching staff in other departments with questions or to ask for help.					
I can explain the Libraries' vision statement in my own words.					
I can think of examples of projects, ideas, or activities that are consistent with the Libraries' mission and vision.					
I can think of ways that the Libraries promotes and values diversity among staff and users.					
I know who to contact to raise a concern related to diversity issues or make a suggestion for diversity programming.					
I believe that I know what computing tools and resources are available to me as a Libraries staff member.					
I know how and when to contact the IT Helpdesk.					

Did you feel that the Orientation program met its objectives?

In what ways do you feel better prepared to be more productive and work collaboratively in the Libraries?

Over -----------→

What did you like most about Orientation?

What did you like least about Orientation?

Did you find the Orientation comfortable?

Do you have any suggestions for making the Orientation a better experience?