Center for Career Development
Washington College
Assessment and Reporting, Revised August, 2013

SUMMARY

The Center for Career Development will survey students and alumni 3 times per year in order to ascertain career and graduate school information. We will use this data in order to plan for future events, programs and offerings.

Our main data collection survey will be our April/May ***Cap and Gown Survey,*** which will be administered to all seniors as part of graduation rehearsal.

Approximately 6-9 months later, we will send a similar Survey via email to recent graduates to gather updated information on the prior graduating class. This is a 6-9 month out ***Follow Up Survey*****.** This information will be compiled and used to write a report as part of the Career Center End of Year report.

Further, in order to streamline our internship processes and serve students and faculty better, we will send a pre-summer internship survey in late spring to gather information on internships to distribute to the President's Office and other interested offices. Another email *Internship Survey* with basic experiential questions will be sent in the fall – this will be sent to all sophomores, juniors and seniors after their summer experiences in not-for-academic credit internships.

CENTER FOR CAREER DEVELOPMENT ASSESSMENT OUTLINE

I. Cap and Gown Survey (May)
II. Six to Nine month Follow Up Survey (January-February)
III. Spring, pre-summer internship survey (April)
IV. Fall Internship Survey (September)
V. Additional information and assessment:
    a. Programs and workshops
        i. These will be regularly assessed and monitored
            1. We will use this data for our End of Year Report
            2. Student Learning outcomes will measured here
    b. Employer information will be compiled in *Jobs By George and Internships.com* via the Career Center web site
        i. Employer surveys for campus recruiting
VI. Alumni survey
    a. Fall 2013, 5 year out survey conducted in partnership with Institutional Research office
VII. Reporting
    a. End of Year Report (May-June)
    b. Quarterly BVG reports
    c. Student Learning Outcomes for Middle States