

# PARTICIPANT EVALUATION OF HOST & ORGANIZATION

The following template is for the managing organization to provide to participants as a culminating activity of career development experiences. This evaluation should be separate from the professional skills assessment and cover:

- ✓ Self-assessment of their performance to meet the goals and expectations of the program
- ✓ Feedback on the supports and guidance they received from the host
- ✓ Communication and support provided by the managing organization
- ✓ Feedback and suggestions for the CDE program
- ✓ How the experience has informed their future career pathway

Managing organizations should follow-up with participants to discuss their responses, especially those that differ greatly from other input provided. Managing organizations can also use this evaluation to capture testimonials that can communicate the impact of the career development experience more broadly.

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Congratulations on completing a career development experience with [managing organization]! We hope that you had a valuable experience that pushed you to take on new challenges and further discover your strengths and interests as it relates to your career interests. Please use this form to reflect on and evaluate your experience. Your feedback is essential to help us improve the implementation of career development experiences and the meaning they have for both participants and hosts. Thank you for being a partner in this work and we look forward to hearing from you!

Participant Name: \_\_\_\_\_

Host Name: \_\_\_\_\_

Host Site Address: \_\_\_\_\_

Dates of CDE: \_\_\_\_\_ to \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

## ONBOARDING PROCESS

Did you receive any essential employability competencies training before your CDE?

- Yes  No

Did you receive any onboarding materials?

- Yes  No

If you did receive onboarding materials, how useful was the information?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

Based on any information you received before starting your CDE, did you understand the purpose and expectations of the program?

- Yes  No

How would you rate the support and guidance you received from your managing organization point of contact before you started your CDE?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

How prepared did you feel to start at your host site?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

## EXPERIENCE AT HOST

To what extent did the CDE build your awareness of the variety of careers in the host's industry?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

How well did the CDE inform your personal plan for your career pathway?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

To what extent did you engage in tasks that were directly related to your career area of interest?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

Did you feel like a part of the team with host staff?

- Yes  No

Did you feel that you produced valuable work that contributed positively to the host?

- Yes  No

To what extent were you able to build a network of host staff that you will stay in contact with?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

## HOST SUPERVISOR

Did you feel that your host supervisor wanted you to succeed?

- Yes  No

To what extent did you feel you could go to your host supervisor with any questions or needs?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

Did you and your host supervisor have regular check-ins?

- Yes  No

To what extent did your host supervisor guide and help you resolve any challenges you had?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

Did your host supervisor provide any insight or advice on your future plans for your career?

- Yes  No

Do you plan on staying in contact with your host supervisor after the CDE?

- Yes  No

## MANAGING ORGANIZATION

How helpful were the resources and supports provided?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

How would you describe the level of communication you received throughout?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

Was it clear who to contact during the CDE?

- Yes  No

Overall, how would you rate your experience with the managing organization?

- Did not meet expectations  Fell short of expectations  Met expectations  Exceeded expectations

Would you recommend this program to others?

- Yes  No

## ADDITIONAL INFORMATION

The following questions are for participants to provide a more detailed account of their career development experience. Please answer as openly and honestly as possible. Your responses are critical to direct future program improvements to ensure a successful CDE. If there are any items that you would prefer to discuss in-person or over the phone, please reach out to your managing organization point of contact directly.

How would you describe the experience to complete a CDE with the host you were placed at?

What types of tasks did you discover that you enjoy or excel at completing?

If you were the CEO of your host organization, what would you change and why?

What about your CDE was the most surprising for you, and why?

What was the most rewarding moment for you of the CDE?

Do you have any suggestions for improving the career development experience?

Describe your relationship with your managing organization point of contact – what resources and/or supports did they provide?

How have your future plans for your career been impacted by your CDE?

What advice would you give to future participants for a CDE?

Please use this space to provide any additional comments, feedback, or questions.