

HOST EVALUATION OF PARTICIPANT & ORGANIZATION

Managing organization should asks hosts to complete this evaluation as a culminating activity of the career development experience. The evaluation should be separate from the professional skills assessment and should cover:

- ✓ Performance of the participant to meet their goals and expectations
- ✓ Reflection on the supports and guidance they provided for participants
- ✓ Communication and resources provided by the managing organization
- ✓ Feedback and suggestions for the CDE program
- ✓ Likelihood of participating in the future

Managing organizations can also use this evaluation as a tool to capture testimonial that can be shared to communicate the impact of the career development experience more broadly.

Consider distributing the evaluation as an online form for results to be analyzed and compared most effectively across hosts. Managing organizations should follow-up with hosts to discuss their responses, especially those that differ greatly from other input provided.

Thank you for hosting a participant to complete a career development experience with [managing organization]! You have served a valuable and meaningful role to push participants beyond their comfort zones and acquire new skills to pursue a meaningful career. 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!

Host Name: _____

Host Site Address: _____

Participant Name: _____

Dates of CDE: _____ to _____
(MM/DD/YYYY) (MM/DD/YYYY)

Form Completed By: _____
(Host supervisor or someone who worked directly with the participant)

ONBOARDING PROCESS

Did you receive a host guidebook?

- Yes No

If you did receive a host guidebook, how useful was this resource to prepare you for the CDE?

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

Did you participate in a host orientation?

- Yes No

If you did participate in a host orientation, how useful was the information provided?

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

Did you receive an "About Me" profile for your participant before they started their CDE?

- Yes No

If you did receive an "About Me" profile, how helpful was this information?

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

How was communication with the managing organization before your participant began the CDE?

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

PARTICIPANT PERFORMANCE

To what extent was the participant interested in and enthusiastic about the experience?

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

How would you rate the participant's ability to complete tasks and projects as assigned?

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

To what extent did the participant's performance benefit your company/organization?

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

Did the participant take initiative during the CDE?

- Yes No

How was the participant's overall performance?

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

Did the participant seem to benefit from the overall experience?

- Yes No

Do you feel that the experience helped inform the participant's career pathway?

- 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

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

- Yes No

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

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

Would you recommend this program to others?

- Yes No

Would you participate in a CDE again?

- Yes No

ADDITIONAL INFORMATION

The following questions are for hosts 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 and supports provided for the participants 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 contact directly.

How would you describe the participant?

What do you feel were the main strengths of your participant?

Describe any areas of improvement for the participant.

How did you see the participant grow in their essential employability and technical competences?

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?

Are there any best practices that you would like to share regarding working with participants to complete a CDE?

How would you describe the [managing organization]'s career development experience to another host?

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