

Vocation Assessment Planning

Goals of Assessment: When we do assessment, we seek to answer questions such as:

- Are participants learning what we hope or think they are learning?
- Are we doing the things we planned to do?
- Are the projects, programs, or assignments meeting our goals?
- Can we change something to improve what we are doing?

1. Develop a Purpose Statement for Assessment

Useful questions:

- What do we want to know?
- Are we interested in growth or endpoints?
- What do we hope to be able to do with the information?

2. Identify Available Information and Stakeholders

Useful questions:

- What information do we already have access to or will have easy access to?
- Who will be reviewing and using the information? Is it for personal use, for partners in a project, for a department, for the campus, or for external reporting purposes?

3. Create a Strategy

Useful questions:

- How much time and how many resources can be realistically committed?
- What information will we need to gather?
- Are there any constraints on what we can gather or what we need to report?
- What will be done with the report, when, and by whom?

4. Plan an Approach*

Useful questions:

- What type of assessment will most likely help us access the information that we need?
- How will data be collected? What methodology will be utilized?
- **Who is the point person for data collection?**
- How will we analyze the data? What form will the results of the project take?

5. Complete the Data Analysis and Report (end of year)

Useful questions:

- What did we learn? What do we have to celebrate?
- What additional data might we need? What new questions do we have?
- Who needs to know about the results? What is the most useful form to share the information?
- What could we consider next based on the data we collected?

*<https://cic.edu/networks/netvue/netvue-resources-for-assessing-vocation/>