

**TURTLE MOUNTAIN COMMUNITY COLLEGE  
CAREER & TECHNICAL EDUCATION**

**GRADUATE WORK EVALUATION SURVEY**

**Business Name:** \_\_\_\_\_

Please rate the performance of our Vocational Education Graduate(s) of **Turtle Mountain Community College**. The information you give is confidential. No data will be associated with the name of the business.

**Definition of choices:**

- 4 – ABOVE AVERAGE** - Outstanding performance; exceeds requirements consistently.
- 3 – SATISFACTORY** – Average; acceptable performance; meets most requirements consistently.
- 2 – FAIR** – Performance below average; deficiencies are noted; improvement is needed; occasionally meets expected results.
- 1 – UNSATISFACTORY** – Unacceptable performance; consistently below expectations.
- 0 – NOT APPLICABLE** – Not required for employment. No chance to observe.

**Please place an (X) mark in the appropriate box that best describes the graduate’s performance in each area.**

<b>WORK ATTITUDE &amp; HABITS</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>DEPENDABLE?</b> Is punctual, is not excessively absent from job, generally dependable.					
<b>INITIATIVE?</b> Strives for increased responsibility, seeks out work, keeps busy, willing to put in extra time.					
<b>PROFESSIONAL MANNER?</b> Displays self-confidence, dresses appropriately, handles situations effectively, creates a positive image.					
<b>RECOGNIZES WHEN HELP/ADVICE IS NEEDED?</b> Asks pertinent questions, seeks clarification when needed.					
<b>PRACTICES SAFETY HABITS?</b> Follows prescribed safety standards, takes care of company property.					
<b>KNOWLEDGE AND SKILLS:</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>COMMUNICATION SKILLS?</b> Effectively presents facts and ideas, oral and written; good listening and nonverbal skills.					
<b>WORKS COOPERATIVELY WITH OTHERS?</b> Participates as a team member respects peers, subordinates, supervisors, and customers.					
<b>KNOWLEDGE OF TECHNICAL EQUIPMENT ON THE JOB?</b> Computers, business software, general office equipment that may include copiers, fax printers, etc.					

<b>RESOURCEFULNESS?</b> Portrays problem solving ability recognizes potential problems and makes corrections, adapts to new situations, finds sound alternatives.					
<b>INTEGRITY/ETHICS?</b> Exhibits discretion in handling confidential information, dedication to job/company, acts appropriately in situation when ethics are questioned.					
<b>ORGANIZED AND HANDLES MULTIPLE TASKS?</b> Adapts priorities to situation, uses good judgment, and completes tasks on time.					
<b>WORKS WELL UNDER SUPERVISION?</b> Accepts advice and supervision, listens and carries out supervisor's instructions, profits from constructive criticism.					
<b>OVERALL RATING OF OUR STUDENT?</b> Job knowledge, preparation for employment.					

1. Approximate number of **Turtle Mountain Community Graduates** who are currently employed? (Please check one answer)

1 to 4 \_\_\_\_\_

7 to 10 \_\_\_\_\_

4 to 6 \_\_\_\_\_

More than 10 \_\_\_\_\_

2. From your experience in working with our graduate(s), what would you suggest the college do to better prepare our students to enter today's workforce? (Please provide a written response)

3. Would you consider hiring additional TMCC graduates in the future? (Please check one answer)

\_\_\_\_\_ Yes

\_\_\_\_\_ Maybe

\_\_\_\_\_ No

**Thank you for completing our evaluation. Your cooperation is greatly appreciated.**