Evaluation Data for Renew Washington Grants 2009 Cycle

Library & Abstract	Quantitative	Qualitative
Columbia County R.L.D.: ▪ Purchase materials to improve access to employment, education & career materials.	▪ Items checked out/searches made. ▪ # of people attending classes.	
Everett Public Library: Everett will: ▪ Purchase Resume Maker software. ▪ Hire someone to help provide technological assistance and basic technology courses designed to assist public.		Patron satisfaction measures: ▪ Program, class workshop evaluations handed out at close of class to measure effectiveness of presenter, of content and overall satisfaction of attendee. ▪ Minimum of three surveys done to judge patron satisfaction with on-demand tech help.
Sno-Isle Libraries: ▪ Provide 30 notebook computers dedicated to the job seeker with resources for skills building and job search. The 2 hour per day computer reservation limit will be waived to create a less stressful environment for the job seeker. ▪ Provide additional high demand print materials and assistance with interview skills to better serve the job seekers who need practice before employment interviews.	▪ Online evaluation tool will be included with each notebook computer ▪ Benchmark circulation of the print materials that are added to the collections. ▪ Track number of times notebook computers are used during the grant cycle.	▪ Online evaluation will be sent to staff in community libraries who participated in project to learn if the process and procedures were useful to them.
Port Townsend Library will: ▪ Increase collections, train staff, and create a comprehensive program to guide the unemployed in dealing with the social, psychological and financial aspects of job loss and find new employment directions.	▪ Attendance will be noted for all workshops ▪ Port Townsend will be successful if the following results occur. ▪ Completion of three workshop Series during the year; ▪ Printing and distribution of a Work Transitional Guidebook; ▪ Commencement and continuation of Work Transitional Groups in the	▪ Attendees will be asked what aspects of workshops were helpful. ▪ Staff input will be sought.

	community, extending beyond the grant's time frame with library staff or volunteer support; ▪ Additional resources at the library, including new collection materials, staff training, and dedicated space for job seekers and materials; ▪ Information and resources that can be shared with community partners, neighboring libraries and others; ▪ Follow up comments, suggestions, etc., through use of an evaluation form; ▪ Securing additional funds (if possible) to present workshops and other program elements beyond the grant 's time frame; ▪ More community awareness of the library as a resource for the needs of the unemployed and under-employed in the community through information disseminated to schools, businesses, other key institutions and the general public.	
Mount Vernon City Library ▪ Purchase additional material for print and media collections. ▪ Purchase Winway software. ▪ Purchase flash drives so customers can store their work on them. ▪ Provide public education speakers on resume writing, job search skills, living on a budget.	▪ Success in attaining these outcomes will be measured by: --Monitoring/gathering of circulation statistics for representative items purchased with grant funds. ▪ "Snapshot" counts of circulation in targeted Dewey areas before grant-funded materials arrive and then during and at the conclusion of the grant period 1) the number of times WinWay software is accessed; 2) the number of flash drives distributed; 3) the number of and total attendance at Public Education programs;	**Mount Vernon City Library** ▪ Purchase additional material for print and media collections. ▪ Purchase Winway software. ▪ Purchase flash drives so customers can store their work on them. ▪ Provide public education speakers on resume writing, job search skills, living on a budget.

	4) a count and documentation of the number of times the grant project and/or the library as a core response-entity to Hard Times problems appears in local media. This last desired outcome speaks directly to the success attained in establishing the library as necessary, timely and relevant in Hard Times and All Times.	
Skagit Valley Community College: ▪ Expand career information though an online program and new print, media, and electronic materials in the library.	**Success Indicators:** ▪ Patrons show use of online tools and print materials in Hard-Times-Grant-related areas ▪ Counseling and Career Services staff and employees implement online tools, camcorder and other materials in their training sessions. ▪ Project plan is completed on time and within budget. ▪ Increased collaboration between SVC Library and Counseling and Career Services on matters related to shared collections, training and other services. ▪ Increased use of SVC library services by community patrons. ▪ Referrals of SVC patrons to Mount Vernon City Library programming	

	Data collected to support the evaluation - Usage statistics for database use. - Circulation statistics for print, media and electronic materials in library. - Number of mock interview sessions conducted in library conference rooms. Feedback from counseling and career services and library staff and faculty on the impact of this grant on their services and collaboration between the departments. - Feedback from Mount Vernon City Library regarding workshop participation. - Gather statistics on the number of patrons referred to Mount Vernon City Library. - Increase in number of community patrons at SVC library. **Tools used to collect data** - Database administrative statistics tools - Circulation and patron status statistics taken from SVC Library's integrated library system. - Questionnaire provided to library and counseling and career services staff asking for feedback on the grant and how it has impacted collaboration. - Questionnaire for Mount Vernon City Library staff regarding usage and referrals.	

Eastern Washington University:		
• Develop & implement interactive resource guide to career resources. • Purchase of 15 web cameras to improve interview skills **Problem:** They will complete the website, but there won't be much evaluation available because few will have had time to use the materials before the grant ends. The majority of their students aren't there in the summer.	**Outcome 1:** EWU Libraries will hire interns from the Technical Communications program to develop an interactive resource guide for EWU students to use independently in job-seeking activities. This resource guide will provide "one-stop shopping" for career resources from across the institution so students can find and use and prepare for the interview process. **Indicators:** Students use the interactive resource guide; students are satisfied with the resource guide; faculty teaching senior capstone courses include the resource guide in their curriculum **Data:** Number of views of site; student feedback; faculty feedback **Tools:** Google analytics of Web site hits; student evaluations from Career Services courses; survey of faculty teaching capstone courses **Outcome 2:** EWU Libraries will purchase 15 Web cameras to circulate to EWU students to use with InterviewStream software to practice with and get feedback on their interview skills. The Web-based InterviewStream software is made available through EWU Career Services; the Web cameras will increase student access to the resource, which requires video interaction. **Indicators:** Students use Web cameras with Interviewstream to improve interview skills; students are satisfied with camera use **Data:** Circulation statistics; student feedback **Tools:** Millennium reports; student course evaluations **Outcome 3:** EWU Libraries will partner with EWU Career Services on three in-	

	service training events to share knowledge about each other's resources and services in order to assist students in the use of or referral to employment resources and services at Eastern Washington University. **Indicators:** Library faculty refer students to Career Services and vice versa; increased use of career-related library resources (such as Learning Express); attendance at in-service trainings; satisfaction of participants at in-service trainings **Data:** Number of referrals from reference librarians; database usage statistics; feedback from participants **Tools:** Desktracker (software used to track information transactions at EWU Libraries); database reports; workshop evaluation survey	
Timberland Regional Library: **Improve Staff Skills:** ▪ Lead patrons directly to needed resources ▪ Guide patrons in resource use **Spotlight Relevant Collections:** ▪ Identify and update job, education, and business resources **Make Tools Accessible:** ▪ Train staff on teaching technology use ▪ Solve technology bottlenecks		Timberland employs outcome-based measures to develop, refine and evaluate programs and activities. We will continue to use pre- and post- evaluations to measure the degree to which we have achieved the intended outcomes in this program. We will use two instruments to measure the achievement of outcomes, one for patron activity, and one for staff activity. The statements in our abstract will form the core of our outcome measures: ▪ To what extent has staff improved in guiding patrons directly to the resources they want and need? ▪ To what extent has staff improved their ability to guide patrons in the proper

		- use of library resources? - Are career, adult education, and small business resources prominently identified and accessible? - Does staff willingly and correctly instruct patrons in technology use? Is staff aware of bottlenecks in the ability of patrons to access and use library resources relating to careers, adult education and small business, and adept at directing patrons to ways around those bottlenecks? Since we will be pre- and post- testing on these criteria, an indicator of success will be an improved service score.
Tacoma Public library: The Tacoma Public Library (TPL) is: - Creating a comprehensive employment resource center with state-of-the-art technology, books, periodicals, databases, and skill-building assistance. It will offer employment search educational opportunities and feature a speaker's series of well-regarded experts in the field of career transition and placement.	The Employment Resource Center will be successful if it is consistently used by job seekers. - Goal for the Center is to be in use 90% of the time by the end of the grant period. - Seek feedback, through surveys, regarding use of the center and the Speaker's Series. --BrainFuse Job Now software has excellent reporting capabilities allowing TPL to track the use of program. We will develop baseline statistics and track weekly/monthly use of the computers.	- Survey patrons to find out if the Center helped them improve their computer skills
Fort Vancouver Regional Library: FVRL will: - Provide three new job related databases - Training for staff in partnership with	<u>Database usage</u> - Statistics on all three database usage will be monitored throughout the grant period.	<u>How well the service met the needs of the people served</u> - We will survey patrons before and –

WorkSource, --Classes for patrons on basic computer skills, free email, resume making, job hunting & using library job-related resources, and 10 Netbooks in branches ▪ Provide an open lab at the main library specifically for online job applications and employment-related use.	People served ▪ --Attendance at all the job-related classes. ▪ --Number of patrons who use the computer lab at the main library during the open hours specifically for job-related activities. ▪ --Keep statistics at the information desk on referrals made to the three new databases, sign up for a job-related class or use of a Netbook.	We will survey patrons before and after class with questions to determine knowledge and skills gained because of the classes. ▪ We will use evaluation forms from classes and from the Book-a-librarian service to modify the curriculum over time as well as to measure the impact of the classes and library services on patrons' job-seeking abilities and accessibility to resources. ▪ In classes, we would also encourage our patrons to write or email us with their success stories in finding jobs afterwards. ▪ An online survey will be put on our in-house Electronic Resources station homepage in July 2010 to evaluate patrons' opinions on the usefulness of the databases. ▪ A similar evaluation form will be used for patrons who take advantage of the open lab or check-out the Netbooks to measure the impact of such services on their job-search process.

Camas Public Library: Camas will: ▪ Add relevant employment-related materials to its collections, instructional program offerings and computer infrastructure.	▪ The number of attendees at classes offered will be tracked. ▪ Participant evaluations will be collected; this includes a survey of marketing techniques. Pre- and post-tests will be employed for some topics to indicate the success of the class. ▪ Success would be indicated by materials that get lots of use and do not sit on the shelf. ▪ Success will also be indicated by the number of volumes added to the collection. Approximately 75% of funds will be expended by January 31. ▪ The number of Wi-Fi users will be monitored. An increase in the number of users and a decrease in the number of "complaints" will be an indicator of success. Again, success stories will be collected. ▪ Database use statistics will be gathered and monitored throughout the life of the grant. Marketing techniques will be modified as necessary to encourage	▪ Pre- and post-tests will be employed for some topics to indicate the success of the class.
Seattle Public Library SPL will: ▪ Provide a series of live and virtual services to address the needs of three groups of Library users: job seekers, workers worried about losing their job, and employers dealing with personnel issues related to the tough economic times.	The following methods of evaluation will be used to determine the effectiveness of this project: 1) Event attendance and feedback—The Library will carefully monitor the number of patrons that attend Bob Rosner's public programs at the Central Library. At each event, we will ask attendees to complete a short evaluation that will give us feedback on the presenter, the information presented, and if it was useful.	The Library will also convene all the project staff and contractors at the end of the project to assess the internal and external effectiveness of the project.

	The survey information will be aggregated and reported.	
	2) Number of podcast downloads—The Library will be able to see exactly how many times the podcasts of Rosner's public presentations were downloaded by patrons.	
	3) Number of video downloads—The Library will be able to determine how many times the videos on the Workplace 911 blog pages were viewed.	
	4) Number of visits to the Workplace 911 blog pages—The Library will be able to track how many patrons visit the blog pages.	
	5) Number of strategies shared by those who visit the Workplace 911 blog pages—The Library will be able to track the number of people who offer their own strategies on the blog pages.	
	6) Offering a short online survey on the Job Resources Web page which patrons can complete to give us feedback on the Web-based project elements.	
	Evaluation methods #2-5 outlined above will be carried out by our Web office's analytic tools.	
	The Library will also convene all the project staff and contractors at the end of the project to assess the internal and external effectiveness of the project.	
Whatcom County Library: WCLS will:	Advisory committee evaluates: • Project Coordinators reports on	Advisory committee evaluates:

▪ Work with local agencies to share resources and link staff and expertise for outreach to immigrant and minority populations. The goal is to build connections via the library as hub to guide residents on the path to education, employment, and self sufficiency	outreach connections made, number of groups contacted, number of programs and trainings held, and number of locations participating. Indicators of success include contacting at least 3 groups per community with numbers reflecting community size and demographics and at least 3 programs per branch again varying by location. • Estimated number of new library card holders; • Website quality and use; number of hits • Data and reports from the branch staff and target groups. Branch staff evaluates: • Satisfaction with number and types of programs and trainings to be gathered by survey • Number of community groups networked Target Group evaluates Evaluation of Program, evaluation of training by participants, Website - number of hits	▪ Project Coordinator's Performance Review based on the job description Branch staff evaluates: ▪ Effectiveness of outreach within their communities, estimate of new library users Qualitative— Project Coordinator will gather stories and photos, encourage target group to share their stories and publish these on the website and if possible in hard copy. How did this project impact their lives? Were there any changes that might not have been possible without this project? A publication developed by the Whatcom Community College "International Voices" and includes photos and stories written by participants in the WCC-ESL Immigrant program. This is an example of how the collaboration between agencies can result in enhanced communication to the larger population.
Spokane Community College: Library will: ▪ Add key career databases, ▪ Update and enhance its print and online career and job-seeking resources/materials, ▪ Offer job-seeking/career success workshops, ▪ Offer presentations about local job opportunities, ▪ Expand services in the certification testing/proctoring center	**Formative Evaluation:** The purpose of formative evaluation is to validate or ensure that the goals of the project are being achieved and to improve the project, if necessary, by means of identification and subsequent remediation of problematic aspects. In that regard, SCC will do the following: 1) Three databases will be added to the library's database offerings which, at present provide little information to meet career	**Summative Evaluation:** Summative evaluation is a method of judging the worth of a program at the end of the program activities. The ultimate goal of the project is to give students and community members the information and the skills to acquire gainful employment. Although it may be more difficult to capture, the librarians and media staff can

▪ Offer resume-building software in our computer lab and on our check-out laptops	and employment needs. The databases are *ProQuest Entrepreneurship*, *LearningExpress Library* and *Ferguson's Career Guidance Center.* The use of the databases will be tracked, recorded and analyzed monthly. *NetLibrary* ebooks and streaming video will also be added to the library's website. Access/usage of the ebooks and streaming videos will also be tracked. 2) The library will update its online ebook and film career and employment information, including job-seeking information and interview techniques. NetLibrary ebooks and streaming video will also be added to the library's website. Access/usage of the ebooks and streaming videos will also be tracked. 3) The librarians will add career and employment workshops to their success workshop offerings. The number of students and community members who attend the workshops can be tracked and recorded. The attendees will also complete evaluation forms to give the librarians feedback on the workshop's usefulness. The feedback from each workshop will inform the next iteration. 4) As part of the year's offerings, the Hagan Center will offer four presentations on current job opportunities in key	ask the persons who are in the workshops, using the resume software, or attending the presentations to report back to the library with any stories of success, particularly if they secured employment and/or interviews. A reporting mechanism to report such successes will be added to the project website, for ease of reporting.

| | areas of the local economy, including green jobs, entrepreneurship and health care. The presentations will be available to students and the community. Participants will be given program evaluations to complete and the data collected on each presentation will be used to inform the next presentation.

5) SCC will greatly expand the type of certification tests available to our students and the community in the certification testing/proctoring center by becoming a *Prometric* Test provider. The number and types of tests given will be tracked, reported and analyzed. The company also solicits evaluations from those who use the service. The results of these evaluations are shared with the college. Any constructive comments will be used to improve and enhance the testing/proctoring service on an ongoing basis.

6) *WinWay Resume Deluxe*, a leading resume writing software, will be added to the library's 30 station computer lab, The number of students and community members who use this software can be tracked, recorded and analyzed monthly.

The user numbers obtained and comments gathered from each service will be to adjust each part of the | |

	project, including	
Puyallup Public Library: ▪ Provide a set of classes for job hunters who need assistance creating a resume for an effective job search. ▪ Provide additional equipment for our computer lab ▪ Purchase flash drives for participants ▪ Use of paid staff and human resources professionals for instruction.	The goal of the project is to run three 2 session classes (1 1/2 hours per session) for a total of 9 hours of instruction for 36 people per month. This target will be measured by successful pre registration and completion records. Post class evaluation forms will be collected from all participants measuring class satisfaction and provide feedback for class improvement. We also intend to complete a thirty day follow-up, through telephone contact (with student's permission) with 25% of those taking the class to obtain additional feedback. One of the key measurements will be how many students completed the class with a quality resume. Feedback from instructors and volunteer human resources personnel will also be collected through a survey so we can further assess outcomes.	--Post class evaluation forms will be collected from all participants measuring class satisfaction and provide feedback for class improvement. --Complete a thirty day follow-up, through telephone contact (with student's permission) with 25% of those taking the class to obtain additional feedback
Spokane Public Library: Spokane Public Library's Downtown Branch will be designated a WorkSource Connection Site by WorkSource Spokane. The Computer Lab will be open 10 hours a week with a WorkSource trained employee available to assist job seekers. Books, videos and software recommended by WorkSource will be purchased for all branches.	The Library will conduct measures to show the success of the Work Source, Spokane Public Library collaboration. These measures include; ▪ Daily Count of Computer Lab Attendees ▪ Length of time attendees use Computer Lab	▪ Feedback from Work Source users on Spokane Public Library's Computer Lab and staff's helpfulness ▪ Pre and Post assessment of Knowledge gained from using Computer Lab collaboration
Liberty Lake: The patrons of Liberty Lake Municipal Library will:	Evaluation will be guided by The Logic Model for Program Planning and	Library staff will focus on establishing relationships with regional job resource

▪ Use and be instructed in the use of an array of tools for the purpose of conducting job hunts through finished application, and/or skill building in computer proficiency, or exploration of educational opportunity by the creation of a Job Search & Career Skills Center. ▪ Sponsor classes through which the job-seeker or skills-challenged patron will acquire the resources to move forward into the workforce or educational opportunities through tools he or she would not otherwise generally have available to them.	Evaluation developed by Paul F. McCawley, University of Idaho Extension. Staff will utilize four broad assessment questions to guide the project evaluation: 1) Do patrons who access the Liberty Lake Municipal Library's Career Center and Job Resource Program report an increase in their ability to utilize technology and resources to find a job? 2) What do participants gain from their experiences at the Library's Career Center or from the job resource classes? 3) How do they use or intend to use what they have learned with their children, other family members, and other adults? 4) What do participants see as the greatest impact of their participation in the classes? To answer these questions, library staff will gather information about patrons participating in the Liberty Lake Municipal Library's Job Resource Program throughout the cycle of classes, as part of the instructional process. Data gathering instruments will include: attendance logs; participant profile sheets; goal setting forms; weekly reading logs; class reflection forms; mid-point reflection conversations; writing activities; and end of class evaluation forms.	centers to enable the program to expand over time. As relationships grow with partnering agencies, improved internal collaboration and referrals will allow staff to provide appropriate services for adults as part of an enhanced family job resource effort. **Short term outcomes**: ▪ Patrons will acquire knowledge about the library's Career Center and Classes and the ability to use resources found there. ▪ Patrons will acquire the computer and/or job searching skills needed to qualify for employment. ▪ Patron attitude and motivation concerning their job or educational future will be elevated resulting from of the skills and knowledge acquired. **Medium term outcomes:** ▪ Patrons will continue to use these and other resources for knowledge and skill acquisition. ▪ Library policies will adapt and change to accommodate needs of patrons using these tools. **Long term outcomes:**

		▪ Patrons who use these resources will find jobs, complete courses, learn basic computer skills and/or pursue education. ▪ The indicators of success will be increased skills for patrons, a positive change in their life, an improved condition through the ability to get a better job and changed attitudes and values to help parents become better providers and role models for their children.
Pierce County Library: The Job Resource Skill Center project is designed to offer one-stop shopping for Pierce County job seekers and small business entrepreneurs in five key libraries, making available a full range of support services including free resources, personal assistance and the computer access needed to be successful in today's job market.	Using data compiled from cardholder use, surveys and staff observation, we plan to monitor indicators of success for each element in the program. Once the project is established, evaluations relating to the use of job-related materials and satisfaction of library service will be made on a 6-month basis. By constructing a free, seamless framework of job and business information that everyone in all walks of life can use inside or outside the library, we will have built a sustainable community asset that is available not only during this economic crisis but for years to come. The objectives are: **Access to Technology** The Job Resource Skill Center Project will increase the number of computer classes from 91 to 120 annually and the number of residents attending those classes from 357 to 450 (approximately 30% increase).	The Job Resource Skill Center Project will successfully provide relevant information to achieve a satisfaction rating of 90% in surveys completed after reference assistance. Reference librarians will collect anecdotal information on the specific situations, skills and results of job search or business endeavors while assisting Job Resource Skill Center customers. The Job Resource Skill Center Project will successfully provide relevant information in computer classes to achieve a satisfaction rating of 90% in surveys completed after each class.

	Advisory Assistance The Job Resource Skill Center Project will show an increase in the number of job search and business questions from 150 per week to 300 (100% increase). Resources The Job Resource Skill Center Project will increase the use of print and electronic resources in job related and business categories from 24,000 to 31,200 (30% increase). The Job Resource Skill Center Project will increase the number of people who access the Job Resource Skill Center webpages from 1,200 unique visitors 1,500 per month (approximately 30% increase).	
King County Library System: King County InfoBiz is an online resource center for struggling small business owners and entrepreneurs that will allow users to access streaming how-to videos, tutorials, and podcasts presented by local business experts. The project is a partnership between community agencies providing content, and KCLS filming, editing and organizing that content.	* This project will have difficulty evaluating as it will have just completed filming. There may not be much time for customers to have accessed the materials.	Goal is to provide an online resource center for struggling small business owners and entrepreneurs that will provide users easy access to streaming how-to videos, tutorials, and podcasts presented by local business experts. ▪ During the grant period, we will host a minimum of 10 videos on the site, and will provide Spanish language translations for each. Through a variety of outreach methods, we will inform the community of this resource and monitor its use and effectiveness. Through tracking of use and feedback from librarians, patrons, and community agencies, we will modify the

		components as needed to best meet the needs of the users.
		▪ Provide users an opt-in method to share their experiences with others and to inform KCLS about how their businesses are progressing or what additional resources are needed. This online community will allow for continuous feedback on the project.
		▪ Use Google Analytics to track the usage of InfoBiz on the KCLS website. This will measure the number of hits, the videos watched, the length of time for watching videos, and total length of time on the website.
		▪ At the conclusion of each video will be a survey, and users will be able to comment on the value and effectiveness of the information.
		▪ Request feedback from our partner organizations regarding how many of their clients discovered their services through the site and/or use it as a resource.

		▪ During library programs, we will survey participants to see if viewing the videos influenced their attendance. These methods will enable the library to continuously monitor and evaluate the effectiveness of the individual videos and the program overall.
Whitman County Library: Whitman County Library Occupational Resource Connections collaborative program series will: ▪ Add computer classes and increase public access to computers. ▪ Provide direct resume instruction, interviewing and job application techniques. --Host training sessions from key employment organizations and by providing and training participants on the use of valuable online databases like Bridges and WOIS.	WORC program success indicators include positive partner and resident feedback from pre-program surveys, follow up surveys and career specific research tasks completed in workshop. WORC indicators for program success include: ▪ Computer classes completed. ▪ **Measure**: Program participant statistics will be compiled in the final report ▪ Residents will identify available career resources and agency services and has a better understanding of online career resources, including WCL web site links. ▪ **Measure**: WCL will track career resource and online usage. At the completion of the WORC grant cycle, WCL will have a comprehensive web site page unifying career resources and better trained staff able to refer or/and address career requests. Our goal is to empower citizens to be proactive career builders.	A multi-level evaluation will be conducted to assess the WORC program. Outcome Based Evaluation techniques such as preprogram survey, statistical analysis, partner evaluation, and program participant survey will be utilized. ▪ Public will have increased access to computers. ▪ **Measure**: WCL will record increased computer time and usage countywide. ▪ Direct resume instruction taught by WCL. ▪ **Measure:** WCL will record program attendance and statistical information of resume building participants. Individuals will have resume saved electronically or on USB flash drive. ▪ Residents will have better interviewing skills. ▪ **Measure:** Survey

			completed by WORC participants, survey information to be included in the final report.
			▪ WORC participants will locate available jobs and complete job application.
			▪ **Measure:** Have a completed tangible career work search saved on a USB drive or electronic portfolio. Survey conducted at completion of class.
			▪ Partner agency presentation and partnership.
			▪ **Measure**: Program survey will be completed by WCL and agency partners, assessing program, the results will be included in the final narrative report.
			▪ Residents will be taught to navigate, use, and utilize Bridges and WOIS databases.
			▪ **Measures**: Upon completion of WORC programs an assessment will be conducted to address the following skill development and statistical report of database usage will be tracked each month:
			▪ Completion and assessment work interests and values

		- surveys. - Find careers that match both interests and values. - Find careers that match both education, skill, and desired income level. - Build a plan around careers they are interested in. - Locate and identify possible job opportunities. - Have a completed tangible career work saved on a USB drive or electronic portfolio.