

Chapter 6: EMPLOYER SURVEY

Who takes it?

Employers of Truman alumni who provide their employer's contact information

When is it administered?

Triennially

What office administers it?

Assessment & Testing office

Who originates the survey?

Truman State University

When are the results typically available?

Fall

What type of information is sought?

The Survey of Employers first asks if the employer may be listed in a list of respondents and asks information about the employer. The respondent/employer is asked about filling positions and assessing aptitudes related to an entry-level position and reasons for difficulty in filling positions. The employer is asked to evaluate the preparedness of the Truman graduates related to skills and knowledge, whether employees with liberal arts backgrounds are better able to adapt to the work environment, and whether they would hire another Truman graduate. The employer is asked for suggestions for improving the preparation of Truman graduates and whether there are education needs Truman should attempt to meet. Lastly the employer is asked if they would be willing to be contacted about providing internship/volunteer/shadowing opportunities for Truman students and then allowed to add any additional comments.

From who are the results available?

Assessment & Testing Office in Violette Hall 1130

Are the results available by college/school or discipline?

No

Are the results comparable to data of other universities?

No

Survey of Employers Summary

The fiscal year 2012 Survey of Employers was mailed to employers of alumni who provided their employer contact information on their returned alumni survey. Returned alumni surveys from fiscal years 2009, 2010 and 2011 were used to contact employers. A total of 307 surveys were mailed and 31 were completed by employers of Truman graduates. Due to the response rate (10.4%) and the fact that some self-selection occurred, the results of the survey should be viewed cautiously. A complete SPSS report of the survey is available from the Assessment & Testing Office in Violette Hall 1130 and may be shared electronically as an SPSS or PDF file.

BACKGROUND INFORMATION

27 of the 31 respondents agreed to be listed in the list of employers. The business nature of the majority of organizations that responded was from Education and Government related entities. 49% of the respondents employ 100 or fewer employees full-time and 55.5% employ more than 200 employees full-time. 57.9% of the employers employ 25 or fewer employees part-time.

POSITION INFORMATION

Employers rated the following aptitudes as important to essential when filling an entry-level (with college degree) position: Work attitudes (cooperation, loyalty, support, initiative, etc.); Communication skills; Ability to get along with co-workers and clients; Adaptability; Basic work habits (honesty, promptness, diligence, dependability, etc.); Decision making skills; Ability to think critically; Productivity; Trainability; and Reading skills. Overwhelmingly the main reasons the employers felt they had difficulty filling positions were Applicants not qualified and Not enough applicants.

PREPAREDNESS OF TRUMAN GRADUATES

Truman graduates were rated as good in general with respect to preparedness, but they were rated as good (better than average) to excellent (unusually good) in preparedness in Overall

rating of Truman graduate(s); Ability to learn new skills; Getting along with co-workers, clients, or others; Developing a personal value system; Reading skills; Communication skills; Speaking and presentation skills; Basic work habits (honesty, promptness, diligence, dependability, etc.); General academic preparation; Writing skills; Applying concepts from area of study; Performing effectively in current position; Writing skills; and Work attitudes (cooperation, loyalty, support, initiative, etc.). Truman graduates were rated less than good in preparedness in Work experience; Understanding the importance of and utilizing historical information; Knowledge of legal aspects and governmental regulations associated with the organization; Using statistical information; Knowledge of the principles of management as pertinent to the particular organization; and Appreciating art and literature.

OTHER EMPLOYER RESPONSES

23.3% of the employers felt that employees with liberal arts backgrounds were better able to adapt to the work environment than employees without liberal arts backgrounds, however, 66.7% of the employers were not sure. 100% of the employers would consider hiring another Truman graduate provided the organization had openings. 62.1% of the employers were willing to be contacted about internship/volunteer/shadowing opportunities for current Truman students and 44.4% of them provided contact information.

LIST OF RESPONDENTS

Affton School District	Gateway EDI
Blitz Bardgett and Deutsch L.C.	Green Hills AEA
Bright Smiles LLC	Iowa State Penitentiary
Chariton Valley Telephone Corp.	James O'Donnell F. H.
Christian Foundation for Children and Aging	Kirksville Public Schools
Cintas Corporation	Kirksville R-2
City of Fairhope	Kirksville R-3 Schools
Cole R-1 Schools	Kirkwood School District
	Missouri State Government

Moore Fans LLC

Orchard Farm R-5 School District

Preferred Family Healthcare

ReDiscover

Smithville School District

Spain International School

State Farm Insurance Co.

Truman State University

University of Missouri Columbia

Molecular/ Microbiology and Immunology

Graduate Program

Wegmann, Stewart, Tesreau, Sherman,

Eden, Mikale, & Bishop, P.C.

POSITIONS NOTED AS BEING DIFFICULT TO FILL:

Archivist

Associate Attorney

Bilingual Spanish

Classroom Teacher

Computer Science

Counseling and Career Center

Faculty Level

Foreign Language and upper-level science
teaching positions

Funeral Director/Embalmer

Information Technology/Archival

Positions

IT Positions

Lawyer

Math and Science teachers

Medical/Mental Health positions

Part-time positions

Physics-Secondary Teacher

Program Manager-Substance Abuse

Public Workers

Sales Representative, Management Trainee, and

Service Representative

Special Education

Speech Language Pathologist

Teaching positions outside of core subjects, i.e.
foreign language

Technical Customer Service and High-Level IT
positions

OTHER REASON WHY POSITIONS ARE DIFFICULT TO FILL: OPEN-ENDED RESPONSES

Experience

Possess degree but not certification

Specialized Area of Practice

Staff Issues

Faculty who identify students who are excelling in Scientific courses should encourage these students to get involved in some research opportunities, either on campus or on summer learning experiences. Faculty should be made aware of opportunities for these students.

<http://lsurop.missouri.edu/index.php> and <http://undergradresearch.missouri.edu>. We would love to visit either a science course or Tri Beta club on campus.

SUGGESTIONS FOR IMPROVING THE PREPAREDNESS OF TRUMAN STATE UNIVERSITY

GRADUATES: OPEN-ENDED RESPONSES

Educational legal: Statute, decision and “ _____”- Illegible

In the business of hiring teachers I am a strong supporter of the MAE program. Generally speaking, when hiring a beginning teacher it is ideal to see them in action as an observer, intern, etc. I have hired some of my best teachers from Truman based on their skills set exhibited during these times in our building. If I had any suggestions for improvement it would be for those individual majoring in psychology, foreign language, English, or history who might desire to teach someday to pursue teaching certification while obtaining their original degree. Too many times I have not hired a quality person due to this deficiency.

Involve graduates/alumni in recruiting events.

Preparation cannot include too much English, History, and Philosophy.

Truman graduates are by far the best prepared of the "main universities" in the St. Louis region (SLU, UMSL, Lindenwood, Mizzou, Maryville). I am not a Truman graduate but our success rate with Truman hires coupled with the level of what I would call "readiness" outweighs their counterparts. Quite frankly, we look for Truman graduates.

When applying for positions, diversity is the key. Having multiple facets of both education and experience assists a well rounded candidate.

EDUCATIONAL NEEDS TRUMAN SHOULD BE ATTEMPTING TO MEET: OPEN-ENDED RESPONSES

Candidly-- Re 5 year Masters is wonderful, but it is not ideal in the financial times school districts live in. You must offer a B.S. Then perhaps a fast-track for M.S. for Truman grads. We cannot afford 1st year masters in most cases.

Degrees in Educational Leadership/Administration

Do not have experience with Truman

I believe that all the mandated observation hours, interview programs etc. serve the students well as they pursue their teaching degree. I know it is a great commitment on their part but it gives a first-hand view of what teaching is about and if it's for them.

Practical experiences are very important.

See number 9- Possibly seminars or workshops- short, frequent and repetitious. (Educational legal)

Using technology in teaching- stressing the role of the teacher as the facilitator of the learning process- move away from role of teacher as lecturer

FURTHER COMMENTS:

Currently I have 3 graduate students from Truman. Truman students are considered well prepared for Graduate school and are usually considered and offered acceptances to our program. I have had 2 Truman Grads. Both were excellent.

Throughout history we have employed multiple Truman graduates and while my survey may appear to be negative I do not think that it is an accurate description of my experiences with your graduates. Some have been exceptional and some have been less than desirable. My impression is that there is a difference regarding the department they are coming out of. I have found graduates from the education department to be great as well as multiple other departments, people from the Masters in Counseling department tend to have more difficulty applying knowledge in a "real world" setting, and work ethic or attitude is sometimes less than cooperative. Overall your graduates are welcome in our agency and we GREATLY appreciate that we have your graduates to choose from when seeking to fill a position; it is just a bit difficult to complete a survey that accurately depicts my experience with your graduates when that experience has been so varied.

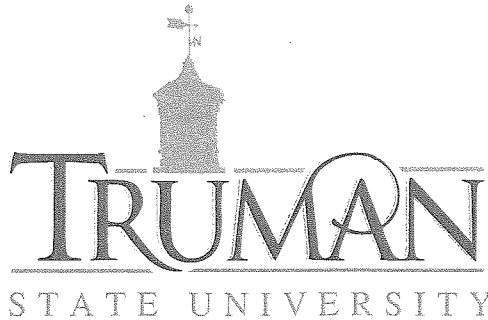
To my knowledge in the last 10 years we have hired 3 Truman graduates as teachers. I do not know them well enough to answer several questions under item #6 (rating preparedness) in this survey.

Your program does an excellent job preparing young people. I see clearly that the faculty takes responsibility for the student's success.

The full survey form and results follow.

SURVEY OF EMPLOYERS

Troy D. Paino
President
660.785.4100
660.785.4030 FAX



Office of the President
McClain Hall 200
100 East Normal Avenue
Kirksville, MO 63501-4221

Dear Employer:

Assessment is an integral part of curricular development and refinement at Truman State University. As an employer of a Truman graduate, we want to provide you the opportunity to share your insight and opinions concerning the preparedness of our graduates in meeting the needs and expectations of your business or workplace. The Survey of Employers assessment has a long history of serving as an indicator of institutional effectiveness, and your completion of the survey would be extremely helpful to us.

An effort has been made to make this questionnaire as brief as possible, as we understand the limitations on your time. Please know that your responses are extremely important as through our assessment program we are able to constantly evaluate our programs in order to renew our commitment to a quality education.

As an employer of a Truman graduate you have had a major impact on a former student, and we thank you for that involvement and support. Thank you also for taking the time to make a positive difference for future students. We look forward to receiving your response.

Sincerely,

Troy D. Paino
President

PLEASE DO NOT WRITE IN THIS AREA



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EMPLOYER INFORMATION

NOTE: This survey is being sent to employers of Truman State University graduates. Hence, the term "organization" as used here, refers to schools, businesses, industries, government agencies, and other institutions. When referring to graduates, please take into consideration all Truman graduates you employ.

The responses you provide will be treated confidentially and will not be shared with your employee(s).

Once you complete the questionnaire, please return it in the business-reply envelope provided. If possible, please return your survey within two weeks after receipt. Thank you!

Marking Instructions:

- ☐ Use number 2 pencil only.
- ☐ Make dark marks that fill the circle completely.
- ☐ Erase cleanly any mark you wish to change.
- ☐ Do not make any stray marks on this form.

Correct Mark



Incorrect Marks



May we include your company in a listing of respondents?

- ☐ Yes
- ☐ No

Respondent's Name _____

Position _____

Firm/Business/Institution _____

Address _____
(street)

(city) (state) (zip)

Phone (_____) _____ E-mail _____

1. The nature of your organization: (Please select the most appropriate response):

- | | |
|--|---|
| <input type="radio"/> Accounting | <input type="radio"/> Government-State |
| <input type="radio"/> Advertising | <input type="radio"/> Government-Municipal |
| <input type="radio"/> Aerospace | <input type="radio"/> Government-Armed Forces |
| <input type="radio"/> Agriculture, Forestry, Fisheries | <input type="radio"/> Health, Medical Services |
| <input type="radio"/> Architectural | <input type="radio"/> Household Services |
| <input type="radio"/> Communications | <input type="radio"/> Information Technology Services |
| <input type="radio"/> Construction & Contractors | <input type="radio"/> Insurance |
| <input type="radio"/> Consulting | <input type="radio"/> Law Firm, Legal |
| <input type="radio"/> Cultural-Fine Arts | <input type="radio"/> Manufacturing |
| <input type="radio"/> Design/Space Planning | <input type="radio"/> Mining |
| <input type="radio"/> Education-Elementary | <input type="radio"/> Publishing |
| <input type="radio"/> Education-Secondary | <input type="radio"/> Real Estate |
| <input type="radio"/> Education-Higher Education | <input type="radio"/> Recreation, Physical Fitness, Personal Services |
| <input type="radio"/> Engineering | <input type="radio"/> Research/Development |
| <input type="radio"/> Entertainment | <input type="radio"/> Retail Merchandising |
| <input type="radio"/> Finance | <input type="radio"/> Utilities |
| <input type="radio"/> Government-Federal | <input type="radio"/> Other (specify) _____ |

2. Approximately how many persons are employed in your organization at this time?

Full Time

- ☐ 0-25
- ☐ 26-50
- ☐ 51-100
- ☐ 101-200
- ☐ 201-500
- ☐ more than 500

Part Time

- ☐ 0-25
- ☐ 26-50
- ☐ 51-100
- ☐ 101-200
- ☐ 201-500
- ☐ more than 500

3. When you look to fill an entry-level (with college degree) position in your organization, how do you assess each of the following aptitudes?
Please mark the appropriate number preceding the item to indicate your answer.

Unable to judge	Not very useful	Useful	Important	Essential	
0	1	2	3	4	knowledge/skills specific to the position
0	1	2	3	4	work experience
0	1	2	3	4	reading skills
0	1	2	3	4	writing skills
0	1	2	3	4	communication skills
0	1	2	3	4	public speaking skills
0	1	2	3	4	mathematical and computational skills
0	1	2	3	4	computer skills
0	1	2	3	4	decision making skills
0	1	2	3	4	the application of professional ethics in decision-making
0	1	2	3	4	basic work habits (honesty, promptness, diligence, dependability, etc.)
0	1	2	3	4	work attitudes (cooperation, loyalty, support, initiative, etc.)
0	1	2	3	4	productivity
0	1	2	3	4	ability to get along with co-workers and clients
0	1	2	3	4	ability to think critically
0	1	2	3	4	trainability
0	1	2	3	4	adaptability
0	1	2	3	4	self-confidence
0	1	2	3	4	knowledge of the principles associated with the operational activities of your organization
0	1	2	3	4	knowledge of the principles of management as pertinent to your particular organization
0	1	2	3	4	knowledge of legal aspects and governmental regulations associated with your organization

4. Which type of position do you have the most difficulty filling?

5. Why do you think you have difficulty filling this position?
Please rank any reasons that apply using 1=low and 5=high applicability.

Low		High applicability			
1	2	3	4	5	not enough applicants
1	2	3	4	5	applicants not qualified
1	2	3	4	5	applicants display bad work attitudes/no ambition
1	2	3	4	5	low pay/benefits
1	2	3	4	5	location of job
1	2	3	4	5	work hours (# of hours or weekends vs. nights vs. days)
1	2	3	4	5	other (specify) _____

6. In evaluating your employees, how would you rate the preparedness of Truman State University graduates in each of the following areas?

Poor (barely acceptable)	Fair (average)	Good (better than average)	Excellent (unusually good)	
1	2	3	4	knowledge/skills specific to the position
1	2	3	4	work experience
1	2	3	4	reading skills
1	2	3	4	writing skills
1	2	3	4	communication skills
1	2	3	4	speaking and presentation skills
1	2	3	4	mathematical and computational skills
1	2	3	4	using statistical information
1	2	3	4	computer skills
1	2	3	4	applying scientific information and reasoning
1	2	3	4	decision-making skills
1	2	3	4	making informed and ethical decisions
1	2	3	4	exercising leadership
1	2	3	4	ability to think critically
1	2	3	4	ability to learn new skills
1	2	3	4	ability to adapt to novel situations
1	2	3	4	basic work habits (honesty, promptness, diligence, dependability, etc.)
1	2	3	4	work attitudes (cooperation, loyalty, support, initiative, etc.)
1	2	3	4	productivity
1	2	3	4	getting along with co-workers, clients or others
1	2	3	4	developing a personal value system
1	2	3	4	contributing as a citizen of the community
1	2	3	4	engaging in life-long habits of healthy, balanced living
1	2	3	4	self-confidence
1	2	3	4	appreciating diversity
1	2	3	4	appreciating art and literature
1	2	3	4	understanding the importance of and utilizing historical information
1	2	3	4	understanding of human behavior
1	2	3	4	understanding of cultural influences
1	2	3	4	knowledge of the principles associated with the operational activities of your organization
1	2	3	4	knowledge of the principles of management as pertinent to your particular organization
1	2	3	4	knowledge of legal aspects and governmental regulations associated with your organization
1	2	3	4	combining knowledge from multiple areas to solve problems
1	2	3	4	applying concepts from area of study
1	2	3	4	general academic preparation
1	2	3	4	general professional and/or career-position demeanor
1	2	3	4	performing effectively in current position(s)
1	2	3	4	overall rating of Truman graduate(s)

7. Do you find that employees with liberal arts backgrounds are better able to adapt to your work environment than employees without liberal arts backgrounds?

- ☐ Yes
☐ No
☐ Not sure

8. If you were in a position to hire and your organization had an opening, would you consider hiring another graduate of Truman State University?

- ☐ Yes
☐ No
☐ If no, why not? _____

9. What suggestions do you have for improving the preparation of Truman State University graduates? Feel free to enclose additional pages if necessary.

10. Are there educational needs you feel Truman should be attempting to meet but is not meeting at this time? Feel free to enclose additional pages if necessary.

11. Would you be willing to be contacted about providing internship/volunteer/shadowing opportunities for current Truman students?

- ☐ Yes ☐ No

If Yes, please list contact person and e-mail address if different than the respondent information on page 2:

Name

E-mail

12. Further comments (please include additional pages if needed):

THANK YOU FOR YOUR HELP!

SCANTRON Mark Reflex® EM-257164-3:654321

PLEASE DO NOT WRITE IN THIS AREA



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Survey of Employers
Fiscal Year 2012
10.4% Response Rate

EMPLOYER/ORGANIZATION INFORMATION

Frequencies

Statistics

May we include your company
in a list of respondents?

N	Valid	27
	Missing	4

May we include your company in a list of respondents?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	23	74.2	85.2	85.2
	No	4	12.9	14.8	100.0
	Total	27	87.1	100.0	
Missing	System	4	12.9		
Total		31	100.0		

Frequencies

Statistics

1. The nature of your
organization:

N	Valid	30
	Missing	1

1. The nature of your organization:

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Accounting	1	3.2	3.3	3.3
	Education-Elementary	1	3.2	3.3	6.7
	Education-Secondary	9	29.0	30.0	36.7
	Education-Higher Education	2	6.5	6.7	43.3
	Government-State	3	9.7	10.0	53.3
	Government-Municipal	1	3.2	3.3	56.7
	InformationTechnology Services	1	3.2	3.3	60.0
	Insurance	2	6.5	6.7	66.7
	Law Firm, Legal	2	6.5	6.7	73.3
	Manufacturing	1	3.2	3.3	76.7
	Utilities	1	3.2	3.3	80.0
	Other	6	19.4	20.0	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

Frequencies

Statistics

		2a. Approximately how many persons are employed in your organization full-time at this time?	2b. Approximately how many persons are employed in your organization part-time at this time?
N	Valid	27	19
	Missing	4	12
Mean		3.85	2.21

Frequency Table

2a. Approximately how many persons are employed in your organization full-time at this time?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0-25	6	19.4	22.2	22.2
	26-50	1	3.2	3.7	25.9
	51-100	4	12.9	14.8	40.7
	101-200	1	3.2	3.7	44.4
	201-500	10	32.3	37.0	81.5
	more than 500	5	16.1	18.5	100.0
	Total	27	87.1	100.0	
Missing	System	4	12.9		
Total		31	100.0		

2b. Approximately how many persons are employed in your organization part-time at this time?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0-25	11	35.5	57.9	57.9
	26-50	3	9.7	15.8	73.7
	101-200	2	6.5	10.5	84.2
	201-500	1	3.2	5.3	89.5
	more than 500	2	6.5	10.5	100.0
	Total	19	61.3	100.0	
Missing	System	12	38.7		
Total		31	100.0		

ASSESSMENT OF APTITUDES RELATED TO ENTRY-LEVEL POSITIONS

3. When you look to fill an entry-level (with college degree) position in your organization, how do you assess each of the following aptitudes?

Frequencies

Statistics

	N		Mean
	Valid	Missing	
3a. knowledge/skills specific to the position	30	1	3.30
3b. work experience	30	1	2.73
3c. reading skills	30	1	3.50
3d. writing skills	30	1	3.50
3e. communication skills	30	1	3.77
3f. public speaking skills	29	2	2.72
3g. mathematical and computational skills	30	1	2.80
3h. computer skills	30	1	3.37
3i. decision making skills	30	1	3.60
3j. the application of professional ethics in decision-making	29	2	3.66
3k. basic work habits (honesty, promptness, diligence, dependability, etc.)	30	1	3.80
3l. work attitudes (cooperation, loyalty, support, initiative, etc.)	30	1	3.70
3m. productivity	30	1	3.47
3n. ability to get along with co-workers and clients	30	1	3.63
3o. ability to think critically	30	1	3.47
3p. trainability	30	1	3.47
3q. adaptability	30	1	3.53
3r. self-confidence	30	1	3.13
3s. knowledge of the principles associated with the operational activities of your organization	29	2	2.69
3t. knowledge of the principles of management as pertinent to your particular organization	29	2	2.41
3u. knowledge of legal aspects and governmental regulations associated with your organization	30	1	2.40

Frequency Table

3a. knowledge/skills specific to the position

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	7	22.6	23.3	23.3
	Important	7	22.6	23.3	46.7
	Essential	16	51.6	53.3	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3b. work experience

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	11	35.5	36.7	36.7
	Important	16	51.6	53.3	90.0
	Essential	3	9.7	10.0	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3c. reading skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	3	9.7	10.0	10.0
	Important	9	29.0	30.0	40.0
	Essential	18	58.1	60.0	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3d. writing skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	4	12.9	13.3	13.3
	Important	7	22.6	23.3	36.7
	Essential	19	61.3	63.3	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3e. communication skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	1	3.2	3.3	3.3
	Important	5	16.1	16.7	20.0
	Essential	24	77.4	80.0	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3f. public speaking skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	13	41.9	44.8	44.8
	Important	11	35.5	37.9	82.8
	Essential	5	16.1	17.2	100.0
	Total	29	93.5	100.0	
Missing	Unable to judge	1	3.2		
	System	1	3.2		
	Total	2	6.5		
Total		31	100.0		

3g. mathematical and computational skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Not very useful	2	6.5	6.7	6.7
	Useful	8	25.8	26.7	33.3
	Important	14	45.2	46.7	80.0
	Essential	6	19.4	20.0	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3h. computer skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	5	16.1	16.7	16.7
	Important	9	29.0	30.0	46.7
	Essential	16	51.6	53.3	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3i. decision making skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	2	6.5	6.7	6.7
	Important	8	25.8	26.7	33.3
	Essential	20	64.5	66.7	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3j. the application of professional ethics in decision-making

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	3	9.7	10.3	10.3
	Important	4	12.9	13.8	24.1
	Essential	22	71.0	75.9	100.0
	Total	29	93.5	100.0	
Missing	System	2	6.5		
Total		31	100.0		

3k. basic work habits (honesty, promptness, diligence, dependability, etc.)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	1	3.2	3.3	3.3
	Important	4	12.9	13.3	16.7
	Essential	25	80.6	83.3	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3l. work attitudes (cooperation, loyalty, support, initiative, etc.)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Important	9	29.0	30.0	30.0
	Essential	21	67.7	70.0	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3m. productivity

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	2	6.5	6.7	6.7
	Important	12	38.7	40.0	46.7
	Essential	16	51.6	53.3	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3n. ability to get along with co-workers and clients

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	1	3.2	3.3	3.3
	Important	9	29.0	30.0	33.3
	Essential	20	64.5	66.7	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3o. ability to think critically

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	2	6.5	6.7	6.7
	Important	12	38.7	40.0	46.7
	Essential	16	51.6	53.3	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3p. trainability

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	2	6.5	6.7	6.7
	Important	12	38.7	40.0	46.7
	Essential	16	51.6	53.3	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3q. adaptability

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	1	3.2	3.3	3.3
	Important	12	38.7	40.0	43.3
	Essential	17	54.8	56.7	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3r. self-confidence

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	6	19.4	20.0	20.0
	Important	14	45.2	46.7	66.7
	Essential	10	32.3	33.3	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

3s. knowledge of the principles associated with the operational activities of your organization

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Useful	12	38.7	41.4	41.4
	Important	14	45.2	48.3	89.7
	Essential	3	9.7	10.3	100.0
	Total	29	93.5	100.0	
Missing	Unable to judge	1	3.2		
	System	1	3.2		
	Total	2	6.5		
Total		31	100.0		

3t. knowledge of the principles of management as pertinent to your particular organization

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Not very useful	2	6.5	6.9	6.9
	Useful	16	51.6	55.2	62.1
	Important	8	25.8	27.6	89.7
	Essential	3	9.7	10.3	100.0
	Total	29	93.5	100.0	
Missing	Unable to judge	1	3.2		
	System	1	3.2		
	Total	2	6.5		
Total		31	100.0		

3u. knowledge of legal aspects and governmental regulations associated with your organization

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Not very useful	1	3.2	3.3	3.3
	Useful	19	61.3	63.3	66.7
	Important	7	22.6	23.3	90.0
	Essential	3	9.7	10.0	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

DIFFICULTY FILLING POSITION

Question 4 asked Which type of position do you have the most difficulty filling?
(Open-ended question)

5. Why do you think you have difficulty filling this position?

Frequencies

Statistics

	N		Mean
	Valid	Missing	
5a. not enough applicants	28	3	3.86
5b. applicants not qualified	28	3	3.57
5c. applicants display bad work attitudes/no ambition	27	4	2.41
5d. low pay/benefits	28	3	3.04
5e. location of job	28	3	3.00
5f. work hours (# of hours or weekends vs. nights vs. days)	28	3	2.46
5g. other	4	27	3.00

Frequency Table

5a. not enough applicants

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Low applicability	3	9.7	10.7	10.7
	2	2	6.5	7.1	17.9
	3	2	6.5	7.1	25.0
	4	10	32.3	35.7	60.7
	High applicability	11	35.5	39.3	100.0
	Total	28	90.3	100.0	
Missing	System	3	9.7		
Total		31	100.0		

5b. applicants not qualified

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Low applicability	3	9.7	10.7	10.7
	2	2	6.5	7.1	17.9
	3	8	25.8	28.6	46.4
	4	6	19.4	21.4	67.9
	High applicability	9	29.0	32.1	100.0
	Total	28	90.3	100.0	
Missing	System	3	9.7		
Total		31	100.0		

5c. applicants display bad work attitudes/no ambition

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Low applicability	8	25.8	29.6	29.6
	2	8	25.8	29.6	59.3
	3	6	19.4	22.2	81.5
	4	2	6.5	7.4	88.9
	High applicability	3	9.7	11.1	100.0
	Total	27	87.1	100.0	
Missing	System	4	12.9		
Total		31	100.0		

5d. low pay/benefits

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Low applicability	5	16.1	17.9	17.9
	2	4	12.9	14.3	32.1
	3	9	29.0	32.1	64.3
	4	5	16.1	17.9	82.1
	High applicability	5	16.1	17.9	100.0
	Total	28	90.3	100.0	
Missing	System	3	9.7		
Total		31	100.0		

5e. location of job

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Low applicability	9	29.0	32.1	32.1
	2	1	3.2	3.6	35.7
	3	4	12.9	14.3	50.0
	4	9	29.0	32.1	82.1
	High applicability	5	16.1	17.9	100.0
	Total	28	90.3	100.0	
Missing	System	3	9.7		
Total		31	100.0		

5f. work hours (# of hours or weekends vs. nights vs. days)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Low applicability	10	32.3	35.7	35.7
	2	4	12.9	14.3	50.0
	3	7	22.6	25.0	75.0
	4	5	16.1	17.9	92.9
	High applicability	2	6.5	7.1	100.0
	Total	28	90.3	100.0	
Missing	System	3	9.7		
Total		31	100.0		

5g. other

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Low applicability	2	6.5	50.0	50.0
	High applicability	2	6.5	50.0	100.0
	Total	4	12.9	100.0	
Missing	System	27	87.1		
Total		31	100.0		

PREPAREDNESS OF TRUMAN GRADUATES

6. In evaluating your employees, how would you rate the preparedness of Truman State University graduates in each of the following areas?

Frequencies

Statistics

	N		Mean
	Valid	Missing	
6a. knowledge/skills specific to the position	26	5	3.31
6b. work experience	26	5	2.77
6c. reading skills	26	5	3.46
6d. writing skills	26	5	3.42
6e. communication skills	26	5	3.46
6f. speaking and presentation skills	26	5	3.46
6g. mathematical and computational skills	26	5	3.15
6h. using statistical information	26	5	2.88
6i. computer skills	26	5	3.35
6j. applying scientific information and reasoning	25	6	3.08
6k. decision-making skills	26	5	3.27
6l. making informed and ethical decisions	26	5	3.35
6m. exercising leadership	25	6	3.16
6n. ability to think critically	26	5	3.35
6o. ability to learn new skills	26	5	3.50
6p. ability to adapt to novel situations	26	5	3.27
6q. basic work habits (honesty, promptness, diligence, dependability, etc.)	26	5	3.46
6r. work attitudes (cooperation, loyalty, support, initiative, etc.)	26	5	3.42
6s. productivity	25	6	3.40
6t. getting along with co-workers, clients or others	26	5	3.50
6u. developing a personal value system	25	6	3.48
6v. contributing as a citizen of the community	24	7	3.29
6w. engaging in life-long habits of healthy, balanced living	25	6	3.08
6x. self-confidence	25	6	3.36
6y. appreciating diversity	25	6	3.28
6z. appreciating art and literature	24	7	2.96
6aa. understanding the importance of and utilizing historical information	24	7	2.79
6ab. understanding human behavior	24	7	3.04
6ac. understanding of cultural influences	24	7	3.04
6ad. knowledge of the principles associated with the operational activities of your organization	24	7	3.13

Statistics

	N		Mean
	Valid	Missing	
6ae. knowledge of the principles of management as pertinent to your particular organization	24	7	2.88
6af. knowledge of legal aspects and governmental regulations associated with your organization	25	6	2.84
6ag. combining knowledge from multiple areas to solve problems	26	5	3.19
6ah. applying concepts from area of study	26	5	3.42
6ai. general academic preparation	26	5	3.46
6aj. general professional and/or career-position demeanor	26	5	3.35
6ak. performing effectively in current position(s)	26	5	3.42
6al. overall rating of Truman graduate(s)	26	5	3.54

Frequency Table

6a. knowledge/skills specific to the position

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Fair	3	9.7	11.5	11.5
Good	12	38.7	46.2	57.7
Excellent	11	35.5	42.3	100.0
Total	26	83.9	100.0	
Missing System	5	16.1		
Total	31	100.0		

6b. work experience

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Fair	8	25.8	30.8	30.8
Good	16	51.6	61.5	92.3
Excellent	2	6.5	7.7	100.0
Total	26	83.9	100.0	
Missing System	5	16.1		
Total	31	100.0		

6c. reading skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	12	38.7	46.2	50.0
	Excellent	13	41.9	50.0	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6d. writing skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	13	41.9	50.0	53.8
	Excellent	12	38.7	46.2	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6e. communication skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	12	38.7	46.2	50.0
	Excellent	13	41.9	50.0	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6f. speaking and presentation skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	12	38.7	46.2	50.0
	Excellent	13	41.9	50.0	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6g. mathematical and computational skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	2	6.5	7.7	7.7
	Good	18	58.1	69.2	76.9
	Excellent	6	19.4	23.1	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6h. using statistical information

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	6	19.4	23.1	23.1
	Good	17	54.8	65.4	88.5
	Excellent	3	9.7	11.5	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6i. computer skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Good	17	54.8	65.4	65.4
	Excellent	9	29.0	34.6	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6j. applying scientific information and reasoning

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	4	12.9	16.0	16.0
	Good	15	48.4	60.0	76.0
	Excellent	6	19.4	24.0	100.0
	Total	25	80.6	100.0	
Missing	System	6	19.4		
Total		31	100.0		

6k. decision-making skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	2	6.5	7.7	7.7
	Good	15	48.4	57.7	65.4
	Excellent	9	29.0	34.6	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6l. making informed and ethical decisions

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	15	48.4	57.7	61.5
	Excellent	10	32.3	38.5	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6m. exercising leadership

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	3	9.7	12.0	12.0
	Good	15	48.4	60.0	72.0
	Excellent	7	22.6	28.0	100.0
	Total	25	80.6	100.0	
Missing	System	6	19.4		
Total		31	100.0		

6n. ability to think critically

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Poor	1	3.2	3.8	3.8
	Good	14	45.2	53.8	57.7
	Excellent	11	35.5	42.3	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6o. ability to learn new skills

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	11	35.5	42.3	46.2
	Excellent	14	45.2	53.8	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6p. ability to adapt to novel situations

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	17	54.8	65.4	69.2
	Excellent	8	25.8	30.8	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6q. basic work habits (honesty, promptness, diligence, dependability, etc.)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	12	38.7	46.2	50.0
	Excellent	13	41.9	50.0	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6r. work attitudes (cooperation, loyalty, support, initiative, etc.)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Poor	1	3.2	3.8	3.8
	Good	12	38.7	46.2	50.0
	Excellent	13	41.9	50.0	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6s. productivity

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	4.0	4.0
	Good	13	41.9	52.0	56.0
	Excellent	11	35.5	44.0	100.0
	Total	25	80.6	100.0	
Missing	System	6	19.4		
Total		31	100.0		

6t. getting along with co-workers, clients or others

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	11	35.5	42.3	46.2
	Excellent	14	45.2	53.8	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6u. developing a personal value system

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	4.0	4.0
	Good	11	35.5	44.0	48.0
	Excellent	13	41.9	52.0	100.0
	Total	25	80.6	100.0	
Missing	System	6	19.4		
Total		31	100.0		

6v. contributing as a citizen of the community

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	2	6.5	8.3	8.3
	Good	13	41.9	54.2	62.5
	Excellent	9	29.0	37.5	100.0
	Total	24	77.4	100.0	
Missing	System	7	22.6		
Total		31	100.0		

6w. engaging in life-long habits of healthy, balanced living

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Poor	1	3.2	4.0	4.0
	Fair	3	9.7	12.0	16.0
	Good	14	45.2	56.0	72.0
	Excellent	7	22.6	28.0	100.0
	Total	25	80.6	100.0	
Missing	System	6	19.4		
Total		31	100.0		

6x. self-confidence

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	4.0	4.0
	Good	14	45.2	56.0	60.0
	Excellent	10	32.3	40.0	100.0
	Total	25	80.6	100.0	
Missing	System	6	19.4		
Total		31	100.0		

6y. appreciating diversity

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Good	18	58.1	72.0	72.0
	Excellent	7	22.6	28.0	100.0
	Total	25	80.6	100.0	
Missing	System	6	19.4		
Total		31	100.0		

6z. appreciating art and literature

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	3	9.7	12.5	12.5
	Good	19	61.3	79.2	91.7
	Excellent	2	6.5	8.3	100.0
	Total	24	77.4	100.0	
Missing	System	7	22.6		
Total		31	100.0		

6aa. understanding the importance of and utilizing historical information

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Poor	1	3.2	4.2	4.2
	Fair	5	16.1	20.8	25.0
	Good	16	51.6	66.7	91.7
	Excellent	2	6.5	8.3	100.0
	Total	24	77.4	100.0	
Missing	System	7	22.6		
Total		31	100.0		

6ab. understanding human behavior

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	2	6.5	8.3	8.3
	Good	19	61.3	79.2	87.5
	Excellent	3	9.7	12.5	100.0
	Total	24	77.4	100.0	
Missing	System	7	22.6		
Total		31	100.0		

6ac. understanding of cultural influences

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	2	6.5	8.3	8.3
	Good	19	61.3	79.2	87.5
	Excellent	3	9.7	12.5	100.0
	Total	24	77.4	100.0	
Missing	System	7	22.6		
Total		31	100.0		

6ad. knowledge of the principles associated with the operational activities of your organization

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Poor	1	3.2	4.2	4.2
	Good	18	58.1	75.0	79.2
	Excellent	5	16.1	20.8	100.0
	Total	24	77.4	100.0	
Missing	System	7	22.6		
Total		31	100.0		

6ae. knowledge of the principles of management as pertinent to your particular organization

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Poor	1	3.2	4.2	4.2
	Fair	3	9.7	12.5	16.7
	Good	18	58.1	75.0	91.7
	Excellent	2	6.5	8.3	100.0
	Total	24	77.4	100.0	
Missing	System	7	22.6		
Total		31	100.0		

6af. knowledge of legal aspects and governmental regulations associated with your organization

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Poor	1	3.2	4.0	4.0
	Fair	5	16.1	20.0	24.0
	Good	16	51.6	64.0	88.0
	Excellent	3	9.7	12.0	100.0
	Total	25	80.6	100.0	
Missing	System	6	19.4		
Total		31	100.0		

6ag. combining knowledge from multiple areas to solve problems

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	19	61.3	73.1	76.9
	Excellent	6	19.4	23.1	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6ah. applying concepts from area of study

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	2	6.5	7.7	7.7
	Good	11	35.5	42.3	50.0
	Excellent	13	41.9	50.0	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6ai. general academic preparation

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	2	6.5	7.7	7.7
	Good	10	32.3	38.5	46.2
	Excellent	14	45.2	53.8	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6aj. general professional and/or career-position demeanor

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Poor	1	3.2	3.8	3.8
	Good	14	45.2	53.8	57.7
	Excellent	11	35.5	42.3	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6ak. performing effectively in current position(s)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	13	41.9	50.0	53.8
	Excellent	12	38.7	46.2	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

6a. overall rating of Truman graduate(s)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Fair	1	3.2	3.8	3.8
	Good	10	32.3	38.5	42.3
	Excellent	15	48.4	57.7	100.0
	Total	26	83.9	100.0	
Missing	System	5	16.1		
Total		31	100.0		

Frequencies

Statistics

7. Do you find that employees with liberal arts backgrounds are better able to adapt to your work environment than employees without liberal arts backgrounds?

N	Valid	30
	Missing	1

7. Do you find that employees with liberal arts backgrounds are better able to adapt to your work environment than employees without liberal arts backgrounds?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	7	22.6	23.3	23.3
	No	3	9.7	10.0	33.3
	Not sure	20	64.5	66.7	100.0
	Total	30	96.8	100.0	
Missing	System	1	3.2		
Total		31	100.0		

HIRING & FUTURE OPPORTUNITIES and OPPORTUNITY TO SUGGEST IMPROVEMENTS AND INDICATE EDUCATIONAL NEEDS

Frequencies

Statistics

8. If you were in a position to hire and your organization had an opening, would you consider hiring another graduate of Truman State University?

N	Valid	30
	Missing	1

8. If you were in a position to hire and your organization had an opening, would you consider hiring another graduate of Truman State University?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	30	96.8	100.0	100.0
Missing	System	1	3.2		
Total		31	100.0		

Question 9 asked What suggestions do you have for improving the preparation of Truman State University graduates? (Open-ended question)

Question 10 asked Are there educational needs you feel Truman should be attempting to meet but is not meeting at this time? (Open-ended question)

Frequencies

Statistics

11. Would you be willing to be contacted about providing internship/volunteer/shadowing opportunities for current Truman students?

N	Valid	29
	Missing	2

11. Would you be willing to be contacted about providing internship/volunteer/shadowing opportunities for current Truman students?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	18	58.1	62.1	62.1
	No	11	35.5	37.9	100.0
	Total	29	93.5	100.0	
Missing	System	2	6.5		
Total		31	100.0		