2015 Proofreader Training Survey

Directions: Please respond to the following questions regarding the orientation and training sessions you experienced in the first few weeks of your employment with the bureau. Just "save as" with a fictitious name, print, seal in the envelope I'll provide, and leave on Reta's desk. We *promise* that we won't be able to figure out who you are, even in a small group of six. What we *will* be able to do, however, is appreciate your insights and suggestions for improvement, because we're always looking for ways to do better and make the transition to "hands-on" proofing as comfortable, competent, and confidant as possible for everybody. Thanks, DBCs!

	In General	
No.	Question	Response
1	Overall, how do you view your experience as a temporary proofreader with the BLR?	
2	What did you enjoy most?	
3	What did you enjoy least?	
4	If you could change anything about your work experience with us, what would it be?	
5	What was the most challenging aspect of the work?	
6	Did you expect to enjoy working at the BLR? Why or why not?	
	First Impressions	
1	On Day One, what were your biggest concerns?	
2	Did any of the orientation/training sessions of the first week help with those concerns? If so, which ones?	
3	Initially, which aspects of the work were most unclear to you?	
4	How were those questions resolved?	
5	Which of the sessions of the first week helped you the most?	
6	At the end of the first week of orientation and training, how did you feel about the work you anticipated doing?	
	Orientation and Training Specifics	
1	Overall, which orientation and training sessions did you find most helpful?	
2	Which were less helpful?	
3	Overall, did you find that the orientation and training was adequate? If not, what do you feel was lacking?	
4	Are there any additional topics that were not presented that should be?	
5	Are there additional presenters who should be included in the training sessions? If so, who and what topic should be included?	

Arkansas Bureau of Legislative Research
Statutory Review Section
Proofreader Training: October 2015

6	Did you find that any of the sessions overlapped too much or were redundant? Which ones?	
7	Were there any sessions that "glossed over" important information too quickly? Which ones?	
8	Was the time allotted to practice with "hands on" adequate? If not, how much more time should be allotted?	
9	Which type of instruction was most helpful to you—training room presentation, conference room discussion, working in pairs, working alone, reading, etc.?	
10	Are there additional demonstrations that would be helpful?	
11	What additional materials and resources would you recommend in the training?	
12	Please tell us how we might improve our training and orientation, in general.	
Reflection		
1	Has your work experience with us changed you in any way personally or professionally? How?	
2	What is the most valuable thing you learned here?	
3	How might the work you did as a proofreader with us serve you in future employment?	
4	If given the opportunity, would you consider full-time employment here?	
5	Please tell us anything else you'd like us to know.	
6	Do you feel this survey was too long?	

Thanks a Bunch!