

1. Please check the department and job category which apply to you.

(This information will be used to determine if specific training needs are more or less uniformly felt across the library as a whole or if specific training opportunities would be more applicable to particular areas of the library.)

Access Services	<input type="checkbox"/>	Gov Docs/Maps	<input type="checkbox"/>
Acquisitions	<input type="checkbox"/>	Hawaiian/Pacific/Spec Coll/Archives	<input type="checkbox"/>
Admin./Fiscal/Mailroom	<input type="checkbox"/>	Preservation	<input type="checkbox"/>
Asia	<input type="checkbox"/>	Science & Technology	<input type="checkbox"/>
BHSD/CIS	<input type="checkbox"/>	Serials/Bindery	<input type="checkbox"/>
Cataloging/Cat Supp. Svcs	<input type="checkbox"/>	Sinclair Library	<input type="checkbox"/>
Desktop Network Services	<input type="checkbox"/>	Systems	<input type="checkbox"/>

APT Civil Service Librarian

OPTIONAL -- Name: _____

2. Circle your interest in staff training for the following purposes:

	No Interest	Low	Moderate	Hi
a. To aid in your present position	0	1	2	
b. To aid you in meeting requirements of other positions	0	1	2	

Comments: _____

3. Are you interested in job cross-training opportunities?

	No Interest	Low	Moderate	Hi
a. Only within your own department	0	1	2	
b. Between departments with related activities	0	1	2	
c. Between any library departments	0	1	2	

Comments: _____

4. Circle your interest level in the following staff training curriculum categories.

If you are not interested in a program for yourself, circle zero for No Interest.

	No Interest	Low	Moderate	Hi
a. Reference skills (e.g. sources, interviewing)	0	1	2	
b. Collection development & assessment	0	1	2	
c. Classroom library instruction	0	1	2	
d. Integrated library system modules/functions	0	1	2	
e. Internet (e.g. browsers, searching, etc.)	0	1	2	
f. Computer literacy (e.g. software use, creating presentations, desktop publishing, etc.)	0	1	2	
g. Communication/conflict resolution	0	1	2	
h. Writing skills, grant-writing	0	1	2	
i. Leadership/team building /group process	0	1	2	
j. Goal setting, strategic planning	0	1	2	
k. Time management/organization skills	0	1	2	
l. Problem solving/decision making	0	1	2	
m. Library specific - personnel topics	0	1	2	
n. Library specific - fiscal topics	0	1	2	
o. Library/UH - budget	0	1	2	
p. Library tours/UH library orientation	0	1	2	
q. Health and safety/ergonomics	0	1	2	
r. User needs assessment	0	1	2	
s. Presentations/public speaking	0	1	2	
t. Subject specialty training	0	1	2	

Identify: _____

Comments: _____

Over

5. How much time per week do you feel you can devote to staff training opportunities with interfering with your work responsibilities?

Zero hours 1-2 hrs 3-4 hrs 5-6 hrs More

Comments: _____

6. Do you feel your work schedule allows you to attend staff training programs?

Yes [____]

No [____]

Comments: _____

7. Rank the training delivery methods you most prefer or which you believe are most effective for you:

	Prefer Least	Low	Moderate	Highest Preference
a. Workshops	0	1	2	3
b. Classroom instruction	0	1	2	3
c. Conference sessions	0	1	2	3
d. Peer-to-peer	0	1	2	3
e. On the job training	0	1	2	3
f. Audio or videotape presentations	0	1	2	3
g. Online tutorials	0	1	2	3
h. Printed guidebooks and manuals	0	1	2	3
i. Other: _____	0	1	2	3

Comments: _____

8. Have you attended staff training programs in the past during your employment at the UH Libraries?

Yes [____]

No [____]

If yes, please indicate which type(s). Check all that apply:

In-house (library) [____]

University (Manoa or system) [____]

In-state [____]

National/International [____]

Comments: _____

9. If you have NOT attended staff training programs, which, if any, of the following reasons would apply:

	Not applicable	Sometimes	Usually	Always
a. Training not relevant	0	1	2	3
b. Time constraints	0	1	2	3
c. No encouragement/support	0	1	2	3
d. No apparent benefit for me	0	1	2	3
e. Nothing applicable to me	0	1	2	3
f. Too much red tape involved	0	1	2	3
g. Previous training was not a positive experience	0	1	2	3
h. Uncertainty about funding	0	1	2	3
i. Other: _____	0	1	2	3

Comments: _____

10. Other Comments? _____
