

Pre & Post Evaluations Plus Confidential Tracking Procedures

Beyond the 22 Nebraska Public Libraries participating in Nebraska's Smart Investing project, the Nebraska Library Commission also welcomes librarians and volunteers from other libraries in Nebraska and other states to participate in the on-line curriculum as well as our Check-In Webinars. We also welcome and encourage those participating to complete the pre and post evaluations which will provide valuable information. For grant reporting purposes, we will be using two separate yet identical surveys. Our 22 Smart Investing libraries will be provided with one link, and all other participants will be provided a separate link so when we report to the FINRA Foundation, we can focus on the libraries in the official grant project. However results from both groups will help us to make improvements to the program/process.

Why Pre & Post Evaluations:

As part of our grant application to FINRA, we were asked to discuss goals and evaluation plans to measure those goals. The three goals for our project are:

- 1) Increase Nebraskans' knowledge of and confidence in basic financial management and investing, implemented through educational activities using FINRA and Smart Investing@your library® resources and enhanced materials provided through Nebraska libraries.
- 2) Connect Nebraskans with information resources and activities that meet their financial literacy needs by improving skills of Nebraska Library staff.
- 3) Through marketing and outreach activities implemented by library staff and local partners, make Nebraskans aware that the library is a resource for unbiased financial planning and problem solving resources.

One of the ways we said we would evaluate these goals was to *“utilize pre and post tests for librarians/volunteers who go through the online staff/volunteer training. With the results, we will demonstrate that participants improved their financial literacy knowledge and improved their comfort level to direct customers to financial resources.”* We will also add additional questions to the post evaluation so that staff can report on the effectiveness of the training designed to build staff skills in delivering educational resources to customers.

The purpose of the assessment/evaluation is not to evaluate individual participants, but to evaluate the program, curriculum, check-in webinars, materials, and the outcome. This evaluation will enable us to make improvements to the program.

Our Design of the Pre and Post Evaluations:

Because we want to show an improvement in overall knowledge, we will purposely be asking questions that many may not get correct the first time. However with the reading assignments, reviewing the glossary, and listening in at the check-in webinars, we expect that post evaluation results will show improvements. We ask that participants treat the Pre and the Post Evaluation surveys as a “closed-book” survey. Participants can complete the survey at a time convenient for them as it is a web-based evaluation that will be available via SurveyMonkey.

Our Promise to NOT track which surveys match which participants:

Staff from both our “Smart Investing” libraries and other libraries will be asked to take the Pre and Post Evaluations. However, we will send staff from our “Smart Investing” libraries to one survey instrument and all other libraries to a separate, but identical, survey instrument. This will allow us to keep the results from the two groups separate.

We will also need to be able to match everyone’s pre evaluation results with their post evaluation results. This is because we need aggregated data from “matched sets” for much of our analysis. So that we can match pre and post surveys, everyone will be entering into the survey a personal code using an example using letters from your name and select numbers from their home phone number. Participants who follow the example correctly both times will help us match the pre evaluation to the corresponding post evaluation.

When will you receive your Survey Monkey link? What is the completion deadline?

Those who sign up for the April 30th webinar in advance will receive an email around April 25 with the link to the Pre Evaluation on SurveyMonkey. Our goal is to have everyone complete that evaluation prior to the April 30th webinar. If someone cannot complete the survey prior to April 30th, they should complete the survey soon after that and BEFORE they proceed with the online curriculum. For those who don’t sign up for the webinar in advance, or plan to watch the recording webinar soon after April 30th, you may get your link to the Pre Evaluation SurveyMonkey by sending an email to joann.mcmanus@nebraska.gov Although you can go through the curriculum without participating in the pre and post evaluations, your participation in those surveys will enable us to make improvements to the program.

So what does the Nebraska Library Commission need from you?

If you signed up for the April 30th webinar, you received a link to the Pre Evaluation via an email from JoAnn. Simply complete the survey before starting the on-line curriculum. If you did not sign up for the webinar but plan to watch the recording, you may get your link to the Pre Evaluation via SurveyMonkey by sending an email request to joann.mcmanus@nebraska.gov

Questions: Call or Email JoAnn McManus at (402) 471-4870 or (800) 307-2665 or joann.mcmanus@nebraska.gov

*Thanks in advance for helping us to collect this valuable data.
Be assured that individual results will be confidential. Only aggregated results will be shared.*