



Human Resources Feedback Form

We would like to encourage you to provide feedback based on your experience during your visit. Our intent is to use your feedback to help us understand where our services met your needs and where we can improve.

1. What was the reason for your visit today?

- Student Employment Assistance
- Employee Benefits
- Employee HRS Form Assistance
- Employment Examination
- Employment Applications Assistance
- General Information
- Ticket Purchase
- Other: _____

2. Please describe the overall level of service during your visit.

- Excellent Good Average Poor

Comments:

Please rate your satisfaction level with each of the following statements:

1 = Excellent 2 = Good 3 = Average 4 = Poor

3. For your business today:

	1	2	3	4
1. The person that attended to me was courteous and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I was treated with respect and professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. My visit was a successful one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. My interaction over the phone (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I received a prompt response after leaving a message (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Name (optional):

Date: 8/28/09

Do you wish to be contacted regarding any comments made?
 If Yes, please provide a contact phone (including area code)

Yes No
 and/or e-mail

Thank you for your feedback and comments.

Return this form to via mail to:

Colorado School of Mines
 Office of Human Resources
 1500 Illinois Street, Suite 110
 Golden, CO 80401

Via fax to:

303-384-2025

Or via e-mail attachment to:

veronica.graves@is.mines.edu