



School Name: _____ Evaluator _____

Student Name (optional) _____ Course Enrolled: _____

STUDENT INTERVIEW GUIDE

YES	NO	QUESTION
___	___	1. Are you enjoying your experience in cosmetology school?
___	___	2. Do you feel the school is meeting its educational commitment to you? If not, explain:
___	___	3. If you had the choice, would you choose this school again?
___	___	4. Are you given the opportunity to give feedback about the school's programs and services and when? _____
___	___	5. Are substitute instructors available and used when needed?
___	___	6. Are qualified personnel available to assist you with financial aid questions?
___	___	7. How did you first learn about this school (what form of advertising – phone book, newspaper, website, etc.)?
___	___	8. Did you receive a copy of the school catalog prior to signing a contract?
___	___	9. Were all your questions about the school and a career in your chosen field answered prior to signing a contract?
___	___	10. Do you have a high school diploma or GED?
___	___	11. If no, did you take an Ability-To-Benefit test to enroll?
___	___	12. When did you take the test? Prior to enrollment, first day of school, after first day?
___	___	10. Was the test taken at the school? If not, where? _____
___	___	13. Did you take the test more than once? If so, how many times? _____
___	___	14. Did you sign a contract or enrollment agreement before you started classes?
___	___	15. Did you receive a copy of it?
___	___	16. Did you have hours at a previous school? If so, did this school give you credit for those hours?
___	___	17. Are you completing any portion of the program via distance education? If yes, are you receiving adequate supervision of the online coursework?
___	___	18. Did you attend an orientation class before or at the beginning of your training? If yes, what types of topics were covered (school policies, rules and regs, etc.).
___	___	19. Do you receive regular counseling sessions with an instructor? If yes, when?
___	___	20. Have you participated in classes regarding obtaining employment yet such as how to write a resume or prepare for an interview?
___	___	21. Does the school have an internal grievance (complaint) procedure? If so, when was it explained to you? _____
___	___	22. Does the course you are taking follow the State-mandated curriculum?
___	___	23. Did you receive a copy of the course outline at the beginning of the program (perhaps it was in the catalog)?
___	___	24. Do you have access to sufficient texts, supplementary materials, and current reference materials to support your training?
___	___	25. Are you supervised by an instructor when participating in academic learning or student salon activities?
___	___	26. Did you participate in both classroom and practical instruction prior to advancing to the student salon and serving guests?
___	___	27. When teaching a class, does the teacher use a variety of teaching methods (interactive

- lecture, demonstration, projects, Q&A, etc.)?
- ___ ___ 28. Does the teacher use visual aids such as boards, flip charts, power point, or other overhead projection?
- ___ ___ 29. Do you feel the course has given you adequate preparation in interpersonal skills?
- ___ ___ 30. How is your attendance recorded? _____
- ___ ___ 31. What percentage of attendance are you required to maintain? _____
- ___ ___ 32. Will you owe additional tuition payments if you do not complete the course by your contract ending date? If so, how much? _____
- ___ ___ 33. Was the school's refund policy explained to you in the event that you do not complete the program (it was in the contract you signed)?
- ___ ___ 34. Is the equipment kept in good working order?
- ___ ___ 35. Are different products demonstrated periodically?
- ___ ___ 36. Do you have to meet specific practical requirements/completions in order to graduate? If so, what are they (so many perms, so many haircuts, etc.)
- ___ ___ 37. Do you know how you are progressing in your practical work?
- ___ ___ 38. Is your practical work evaluated/graded? If so, How and when? _____
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- ___ ___ 39. Do you know what will give you a passing score or evaluation on practical work?
- ___ ___ 40. Does your instructor take the time to explain the grade to you?
- ___ ___ 41. How often do you receive progress reports or report cards?
- ___ ___ 42. Do you understand the school's grading system?
- ___ ___ 43. Did you receive a copy of the Satisfactory Progress Policy?
- ___ ___ 44. Can you explain the minimum requirements for maintaining satisfactory progress? If so, what are they? _____
- ___ ___ 45. Do you think the educational program could be improved? If so, in which areas?
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School Name: _____ Evaluator _____

Instructor Name _____

FACULTY INTERVIEW GUIDE

YES	NO	QUESTION
___	___	1. Do you have a clear understanding of the school's goals and objectives? What are they? _____
___	___	2. Can you identify any improvements made in the school's educational programs and/or ancillary (supplementary) services because of going through the self-study process? If yes, what are they? _____
___	___	3. Briefly describe your responsibilities at the school. _____
___	___	4. Do you hold a current instructor's license? Describe your background and qualifications. _____
___	___	5. Identify teacher education programs or methods seminars in which you have participated in the past year.
___	___	6. Are you required to participate in continuing education activities?
___	___	7. Is there a minimum hour requirement?
___	___	8. Do you have a written job description that describes your duties and responsibilities accurately?
___	___	9. Are there written procedures outlining the day-to-day operation and policies of the school?
___	___	10. Who is your immediate supervisor? _____
___	___	11. When are staff meetings scheduled?
___	___	12. What types of topics are discussed?
___	___	13. When do you receive performance evaluations?
___	___	14. Who conducts the evaluation?
___	___	15. Does the evaluation address ___ a) teaching preparation ___ b) effectiveness of instruction
___	___	16. Does the school have a student counseling policy?
___	___	17. What is the nature of your role in the counseling of students? _____ _____
___	___	18. Do you follow a course outline in carrying out your teaching assignments?
___	___	19. Do students have a copy of the course outline by the first day of classes?
___	___	20. Does the school specify practical requirements for graduation?
___	___	21. Are the requirements correlated to the state's licensing requirements?
___	___	22. How are students determined competent to participate in student salon activities?
___	___	23. Are students evaluated periodically on academic and/or practical learning?
___	___	24. Are practical skills evaluated using written criteria?
___	___	25. Are students apprised of their academic performance, their practical skill development,

and their attendance at least two times during the program of study?

- ___ ___ 26. Do you feel that supplementary materials (reference books, periodicals, a/v, etc.) are adequate in number and quality for use in the program?
- ___ ___ 27. Do you integrate audio/visual materials into your Lessons?
- ___ ___ 28. Does product availability correlate to what is taught during the program?
- ___ ___ 29. Do you feel that class sizes generally correlate to the capacity of the school's facilities, equipment availability and course schedules?
- ___ ___ 30. Does the school ensure that a student has met established graduation requirements before being awarded a diploma/certificate? If so, how? _____



School Name: _____ Evaluator _____

Administrative Staff Person _____

ADMINISTRATOR INTERVIEW

YES	NO	QUESTION
___	___	1. Is a copy of the school license posted? Where? _____
___	___	2. Do you have a clear understanding of the school's goals and objectives?
___	___	3. What are they? _____
___	___	4. Were you involved in the preparation of the self-study?
___	___	5. Are the lines of authority identified within the school - who reports to whom?
___	___	6. Does the school have written operating procedures?
___	___	7. Have you reviewed the school's operating procedures?
___	___	8. How many students are currently enrolled? _____
___	___	9. How many instructors are full time? ___ How many are part time employees? ___
___	___	10. Who administers the school's financial aid program? _____
___	___	11. Who administers the school's admissions program? _____
___	___	12. Are copies of the school's current catalog maintained? Where? _____
___	___	13. When do students receive a copy of the catalog? _____
___	___	14. Does the school require certain documentation from a student in order to enroll?
___	___	15. Does the school admit Ability-To-Benefit students?
___	___	16. If so, describe the test procedure used to admit these students. _____
___	___	17. Are students provided with information concerning completion, licensure and placement rates; compensation; and licensing requirements prior signing a contract?
___	___	18. Are transfer students accepted?
___	___	19. Do students receive copies of the course outline? When? _____
___	___	20. Are transfer students given credit for their previous training?
___	___	21. Is an orientation program provided to new students?
___	___	22. Does the program cover the students' instructional program, course goals, school policies, and student services?
___	___	23. Does regular student counseling take place?
___	___	24. Are records of counseling maintained?
___	___	25. Is information and advice concerning financial aid available?
___	___	26. Does the school obtain a student's authorization for the release of information to a third party and a copy of the information provided to that party?
___	___	27. Does the school allow a student to review his/her own records?
___	___	28. How long and where are cumulative student records kept? _____
___	___	29. Does the school train students on behalf of any government agency, school district, community college, or other entity?
___	___	30. If yes, can you provide a copy of the agreement between the school and the other entity?
___	___	31. Does the school have a procedure for recording student hours?
___	___	32. Does the school have a tardy policy?

- ___ ___ 33. Does the school have an internal complaint procedure? Please describe. _____
- ___ ___ 34. Has the school assessed its objectives, goals, educational programs, and support services in light of student retention rates, licensure and placement rates?
- ___ ___ 35. Have improvements been made in the school's educational programs due to feedback from current students, graduates and employers?
- ___ ___ 36. How often does the advisory committee review and comment on the school?
- ___ ___ 37. _____
What aspects of the school does the advisory committee review? _____
- ___ ___ 38. Does the school have regular staff meetings?
- ___ ___ 39. Does the school have a placement service?
- ___ ___ 40. Has the school been successful in placing its graduates?
- ___ ___ 41. Do you feel that students are provided with marketable skills?
- ___ ___ 42. Why? Why not? _____
- ___ ___ 43. Describe how the school monitors a student's academic and attendance progress.

