## ALUMNI FEEDBACK ON EMPLOYMENT STATUS

## **AFTER 12 MONTH GRADUATION**

## **Process description**

(An excerpt from the approved process in Vietnamese)

Stages	Activities	In charge of	Complete date	Forms and Related documents
1. Making the survey plan	-Review, adjust survey form -Make the survey plan -List the alumni by classes, graduation years -Send the survey form, survey plan, and list of alumni to DETQA	Faculties/Pr ograms	At the first week of the semester	-Survey form on employment status for Alumni - Form of list of alumni who will evaluate
2.Approvin g the survey plan  3.Implemen ting and completing the survey activities	Approving: -Survey plan -Survey form  Faculties implement the survey activities as planned, with the various forms: online tool, postmail, email, phone, intervew, conference	Board of Rector, DETQA  Faculties/Pr ograms	2 days after receiving the plans of faculties -Starting for 2 days after approval of survey plan -Completing the survey for 4 weeks after approval of survey plan	survey plan form
4. completing the survey,	4.1. Encode the surveys before inputing the data to excel file	Faculties/Pr ograms -DETQA	2 weeks after completing the survey	

processing the data	4.2. Process the data, synthetizing the employment status	Faculties/Pr ograms		
5. Analizing; reporting the result	- Faculties organize meetings to discuss the employment status of alumni; reasons, methods and proposals; writing the report	Faculties/Pr ograms	3 weeks after completing survey activities	Report form
6. Storing documents	- Send the following documents to DUT through DETQA: Meeting minutes (with signature of the Dean); List of alumni joined in the survey; data file; evaluated forms	Faculties/Pr ograms	4 weeks after completing survey activities	Form of list of alumni joined in the survey