ALUMNI FEEDBACK ON EMPLOYMENT STATUS

AFTER 1 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 survey plan	-Review, adjust survey form and send to Academic Affairs Department - Make survey plan, approved by Board of rector, release the survey plan to faculties and related departments	DETQA	After graduation period	Survey form for Graduates' feedback on employment after 1 month
2. Releasing survey plan	Faculties and related departments inform alumni	Universities of UD, Faculties and related Departments	Right after approving the list of graduates	Survey plan form
3. Implementing survey activities	-Set the starting time and ending time for employment status collection on the online tool. -Update questionnaires online -Senior students log in their accounts to evaluate	Academic Affairs Department	- During 1 week before the graduation celebration and releasing diploma.	

4. Completing survey, processing the data, and composing the report	4.1. Show the online employment status for leaders and lecturers to access -Boards of Deans view employment status of programs belonging to their faculty. -Board of Rector views the employment status of all programs -Head and staff of DETQA view and excerpt the data by each program	Academic Affairs Department		
	4.2. DETQA receives the original data from Academic Affairs Department	Academic Affairs Department	Right after finishing the evaluation	
	4.3. Process the data and write survey report, approved by the head of DETQA, and send to Board of Rectors and Boards of Deans.	DETQA	6 weeks after graduate celebration	
5. Improvement	Faculties and related departments make the improvemnet plan -Send improvemnet plan to DUT through DETQA	Faculties/departments	- 2 weeks after receiving report	Improvement plan
6. Storing	Store data and documents: - The report of employment status -Original data of evaluation result	DETQA	4 weeks after completing the report	