

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/Programs	At the first week of the semester	-Survey form on employment status for Alumni - Form of list of alumni who will evaluate
2. Approving the survey plan	Approving: -Survey plan -Survey form	Board of Rector, DETQA	2 days after receiving the plans of faculties	survey plan form
3. Implementing and completing the survey activities	Faculties implement the survey activities as planned, with the various forms: online tool, postmail, email, phone, interview, conference	Faculties/Programs	-Starting for 2 days after approval of survey plan -Completing the survey for 4 weeks after approval of survey plan	
4. completing the survey,	4.1. Encode the surveys before inputing the data to excel file	Faculties/Programs -DETQA	2 weeks after completing the survey	

processing the data	4.2. Process the data, synthesizing the employment status	Faculties/Programs		
5. Analyzing; reporting the result	- Faculties organize meetings to discuss the employment status of alumni; reasons, methods and proposals; writing the report	Faculties/Programs	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/Programs	4 weeks after completing survey activities	Form of list of alumni joined in the survey