University and Career

Survey of Graduates of the Faculty Z of the University XY

→ ADAPTATION to your design

Dear Graduates,

We kindly ask you to participate in a survey which is aimed at all graduates of the Faculty Z of the University XY who graduated between 19XX and 19XX.

With the help of this survey we hope to attain a broad overview concerning the study programme, employment situation, occupation, and professional career of the Faculty Z of the University XY. For its future planning, the Faculty Z would like to take into account the experience and opinions of the graduates. We therefore ask you kindly to contribute to the success of this survey by your participation.

Signature and function (e.g. Dean)

Dear Graduates,

As head of the research group conducting the graduate survey in 19XX, I also wish to request your participation in the survey. The research group consists of collaborators of the Faculty Z.

As you will notice, your experiences during your studies as well as during your further professional life are being asked for in the questionnaire. We are much interested in your personal perception and experiences in order to obtain an overview of the strengths and weaknesses of the study programme and of the study conditions of the Faculty Z.

We assure you that your answers will only be used for scientific purposes in the framework of this survey. In the description of results of this survey no identification of individual persons will be possible.

YOUR INFORMATION WILL BE TREATED STRICTLY CONFIDENTIALLY.

The results of the survey will be published. If you wish, we will send you an overview of the most important results.

Please return the completed questionnaire as soon as possible to the address mentioned below.

Thank your very much for your kind support.

Name and address of the head of the project

NOTES ON THE COMPLETION OF THE QUESTIONNAIRE

If po	ssible, please answer each of the following qu	estions.			
	If a question is not applicable to you, please go on to the question specified (e.g. → GO TO QUESTION 12.				
	If questions are itemized, please tick the most appropriate answer. In some cases we ask you for numbers only (L) and in others we leave space for you to write down the answer (
Sho	uld there not be enough space for your answe	rs, pleas	se include	an additional sheet of paper.	
	1. COURSE OF STUDIES AT THE F	ACUL	TY Z O	F THE UNIVERSITY XY	
	following questions refer to your <u>first course of</u> lemic education, as far as applicable, will be re				
1	In which department were you awarded your first degree?	6	sons im	t extent were the following rea- portant for your decision to	
→	[ADAPTATION]		→ADAP	t the University of XY TATION? Please respond to each n the five-point scale.	
1	Electrical Engineering		not at impor tant 2 3 4 5	-	
2	Which were the areas of specialisation of your studies? Multiple reply possible		000	relatives Availability of scholarship when studying at this university	
→	Rural development			Availability/quality of accommodation Attractiveness of town/state/region Reputation of the universi- ty/department Practice-oriented study program in	
	Other: (please specify)		000	my subject Areas of specialisation provided, if applicable	
3	When did you start your course of studies?		0000	Admission standards and my prior grades	
L	─────────────────────────────────────			Advice by my parents/relatives Other:please specify)	
4	When did you finish your course of studies?				
_	⊥ Month 19 Year				
5	Which final class of degree did you achieve?				
L					

2. RETROSPECTIVE ASSESSMENT OF STUDIES AT THE UNIVERSITY XY

Please answer also the questions in part 2 with regard to the course of studies for which you were awarded your first degree.

How do you rate the study provisions and study conditions you experienced? Please rate each of the applicable options on the five-point scale.

very very good bad	
1 2 3 4 5	Assistance/advice for your final examination
	Opportunity of out of class contacts with teaching staff
	Academic advice offered
	Chances to participate in research projects
	Teaching quality of lecturers
	Structure of degree program
	Testing/grading system in examinations
	Possibility of individual structuring of studies
	Provision of supervised practical work experience
	Contacts with fellow students
	Chance for students to have an influence on university policies
	Availability of technical equipment (e.g. PC, measuring instruments, etc.)
	Quality of equipment of laboratories/workshops
	Supply of teaching material
	Equipment and stocking of libraries
	Accommodation facilities on the campus
	Catering facilities on the campus
	Quality of the buildings
3 Altogeth	er: How do you rate the usefulness of your studies?
very not at	all
useful useful	
1 2 3 4 5	for finding an adequate job after finishing your studies
	for fulfilling your present professional tasks
	for your future professional development/career
	for the development of your personality
	for the economic development of your country

3. AFTER GRADUATION

The following questions refer to the period after graduation → ADAPTATION.

Please indicate your employment situation and your occupation after being awarded your (first) degree at the Faculty Z → ADAPTATION.

Please tick only <u>one</u> appropriate category for each line.

If your employment situation changed <u>during</u> the respective period or if you were involved in different activities (e.g. studying and working), please name the <u>most important</u> one.

Period after graduation	Employed	Professional training	Advanced academic study	Not employed, seeking em- ployment	Not employed and not intend- ing to be em- ployed	Other	Comments
1st year					, ,		
1st month							
2nd							
3rd month							
4th month							
5th month							
6th month							
7th month							
8th month							
9th month							
10th month							
11th month							
12th month							
2nd year							
1st month							
2nd							
3rd month							
4th month							
5th month							
6th month							
7th month							
8th month							
9th month							
10th month							
11th month							
12th month							
3rd year							
1st month							
2nd							
3rd month							
4th month							
5th month							
6th month							
7th month							
8th month							
9th month							
10th month							
11th month							
12th month							
At present							

10	How did you get your first employment after graduation? <i>Multiple reply possible</i>	14		opinion, how important were the g aspects for your being em-
	Manpower allocation Application to vacant position My own advertisement Public employment agency Private employment agency University's placement office University's teaching staff Employer's campus visits Contacts established to employers through work experience in the course of studies Contacting employers without knowing about a vacancy The employer offered me a vacancy I set up my own business/was self-employed Joining the enterprise of my parents/relatives Personal connections/contacts Through parents/relatives I am working for the same employer as I did		not at	all
_	before my studies I have not found yet any employment Other:	15	What kir	nd of initial training did you re- r your first job after graduation?
11	When did you start seeking a job? Before graduation After graduation I did not seek a job	1	Only on the Training in	ng he job training ncluding off-job courses, etc. (please specify)
4 □ 12	Other:(please specify) How long did it take you to find your first job after graduation?	16	gramme	articipated in a training pro- e (course, trainee programme) specify type/name and its full n.
	L Years L Months	1. Тур	e/name: .	
1 🗆	Not applicable, no job found up to now	1. Dur	ration: L	L_L_I Weeks
13	How many employers did you contact before you took up your first job after graduation?		e/name: .	L_L_I Weeks
L	LI Numbers			

4. CURRENT EMPLOYMENT AND WORK

If you work in more than one job, please refer only to the one which is most important to you unless explicitly questioned otherwise.

17		times did you change the nt/employment since your ?	22	Please outline your professional tasks/job description (e.g. production management and supervision)
1 🗖	Never		→ r ₂	ADAPTATION of the examples]
1.1	 		7 [2	_
	└ Numbe	r of changes		(please specify)
18		ur current employment sta- le reply possible	23	Please state the kind of your employer? Please tick one item only
Major	Additional		₁ □	Public employer
activity	activities		2 🗖	Private employer
1 🗖		Employed (including self-employed, traineeships, etc.)	3 🗖	Self employed
2 🗖		Professional training	4 🗆	Other:
3 🗖		Advanced academic study	4 L	(please specify)
4 🛘		Not employed, but seeking employment	24	Please specify the name of your current
5 🗖		Not employed and not intending to		company/organisation
		be employed (e.g. raising children, illness)		
6 🗖		Military service/community		(please specify)
		service, etc.	25	In which economic sector are you cur-
7		Other: (please specify)		rently employed or otherwise professionally active? Please tick one item only.
		Other: (please specify)		The answer should only concern your main occupation.
IF NF	FITHER EME	PLOYED NOR OTHERWISE	_	
		LY ACTIVE → GO TO	01 🔲	Agriculture, forestry, fishing
	STION <mark>XXX</mark>		02	Mining, energy, water supply etc.
40			03 🔲	Construction Production industry
19	How long r	nave you been working?	04 L 05 D	Transportation
with	the present	emplover:	06	Banking, finance, insurance
	-	-	07	Trade
	L Years	LL_ Months	08	Other commercial services
in w	our present p	osition:	09	Health care
-	Ll Years		10	School
	L Teals	LIII WORKIS	11 🗖	Universities
			12	Non-profit organisation
20	In which re	gion are you working?	13	Public administration
→ [7	* D * D M * M T	ON to your study]	14 📙	Other: (please specify)
7 [2				
1 📙	(Please inse	rt country-specific list)		
2				
21	tion)? Plea	ur job title (specific designa- se state the precise term, e.g. n engineer, production engineer,		
→ [2	ADAPTATI	ON of the examples]		
		(please specify)		

26	assignn portant o and eve	your current major area of work nent? State the single most imone in the column "major activity" ntually further one or more in the	27	the co	mpany/org	oyees are working for canisation you work now the exact number,
-	column [ADAPTA	"additional activities".	Appro	x L	ШШ	persons altogether
Maj activ	or Additio	nal	Appro	× L	шш	Of these persons holding a university degree
01		Accountancy, finance Advisory services/consulting Construction/design Controlling	Appro	x L	шш	graduates in my subject area
04		Data processing Environmental engineering Estimating/costing	Appro			graduates in my subject area from my university
08 🔲		Export	28	Are yo	ou employe	d full-time?
09		General office work Installation/commissioning Maintenance and repair of production facilities	1	Yes No, my week	major job co	mprises LLLI hours per
12 1 3 1		Management Market research	3 🗖	Not apposed		ve my own business/I am
14 🔲 15 🔲		Marketing Materials management	29	Do yo	u have sub	ordinates?
16		Measurement and testing technology Personnel affairs Planning and organisation Planning of functions/use of buildings/plants	1 🗖	If "yes	", please st	ate the number of
20 		Preparation of production Preparatory/supervisory function in construction		Ш	LLLI sub	ordinates
22		Processing development Production Project management			e subordinat university deg	
25		Research and development	30	Do yo	u have any	other gainful activity?
26		Sales Security engineering Settlement/preparation of accounts Standardisation and licensing Supervision of production facilities/maintenance	1	Side jo No		m, sales etc. /e my own business/l am
31		System analysis Tax affairs Training/teaching	31	How n		ır monthly gross in-
88 🗖		Other:	<u>F</u> rom	major o	occupation:	
			From	other s		nt Currency
			L	Ш	LLL Amour	nt Currency

	nds of fringe benefits do you ? Multiple reply possible	34		udes	nt are the following abilities s expected from you in your
Transport transport transport Health (ir etc.) Education members Retireme Other: No fringe Not appli self-emp	nt (pension, down-payment etc.) benefits cable, I have my own business/I am	10 10 10 10 10 10 10 10 10	gh not	Willin Abili Refle Abili Unce Willin Abili Abili Relia	ngness to learn ty to solve problems ective capability ty to express yourself in writing onventional thinking ngness to perform/commitment ty to co-ordinate ty to improvise ability ty to work under pressure pendence
acquire	t extent do you use knowledge d <u>during your studies</u> in the fol- areas (if applicable) for your job?			Sens Crea Ecor Dete	se of responsibility ativity nomic reasoning ermination
to a very high not extent at all 1 2 3 4 5	Scientific and technical knowledge Mathematics Natural sciences (physics, chemistry), material science			obje Pers Abili Abili Self- Ada _l Emp	alty to the institution and its ctives sistence ty to co-operate ty to assert myself confidence ptability wathy dership qualities ative
00000	Ecology and conservation Theoretical basics of engineering sciences (technical mechanics, thermodynamics, structural engineering, electrical engineering, etc.)	35	of the st	udy work	lid the following elements programme prove for your? Please rate each of the tions on a 5-point scale.
00000	Operation, measurement, and control technology Applied technical fields (technical sets, machine systems, installations, connections) Knowledge of methods		not at all useful 2 3 4 5	not applicable 6	Course content of major Variety of courses offered
00000	System analysis and optimization Planning, design, calculation, and construction (product- and pro- cess-oriented) Experimental and practical working				Opportunity for specialization Research emphasis Practical emphasis of teaching and learning
00000	EDP application (CAD, CIM, etc.) Knowledge of non-technical areas Social sciences (psychology, sociology, politics)				Work experience (internships etc.)
00000	Economics (finances, costing, etc.) Law (elements relevant to discipline/subject) Knowledge of the English language				

36 To what extent have you been able to realise the career you expected at the time of graduation?				39	work h	ardly be dge and d you ta	r your em eing linked d your lev ike it up?	d to your el of edu	ıcation:
tasks a use the during very high extent 1 1 1 1 1 1 1 1 1 1 1 1 1	2 3 cou look at you look at you knowledge a your course of the extent is you appropriate to	what extend skills of studies 4 ur positio	not at all 5		At the beto accept My curred In doing I prefer a connected I prefer a My curred I was prestudies to My curred I was prestudies to My curred In a local My cu	eginning t work ha ent job I han occuped to my a job not ent work i omoted to han my pent job pre/flexible ent job prefett job alleeds	clearly links s very satis a position brevious po- ovides the c schedules ovides the c ovides the c	to my student of the recommendation of the r	dy e rospects sely tudies d to my y for y to work
completely appropriate	2 3	4	not at all appropriate 5	_ _	Other: Not appl studies)	(pl	ease specify) consider m	y job linke	d to my
	6. ASS	ESSME	NT OF EM	PLOY	MENT	AND \	VORK		
the follo profess	t extent are yowing charactional situation	teristics		41	satisf tion?	ied with Please	o what ext n your pro take also in nt any profe	fessiona Into accou	Il situa- unt in
to a very high not extent at all 1 2 3 4 5	Content of wo tasks Working atmo		essional		a very gh extent 1	2 □	3	4	not at all 5
00000	Job security Possibility to skills acquired Possibility to v	use knowle d during m							
	demanding jo Position achie Income Promotion pro Opportunity to Chance of rea Fringe benefit	b eved ospects o benefit so alising my							
00000	learning Equipment of Workplace su space, climate	the workp	lace						

42	How important are the different char-
	acteristics of an occupation for you
	personally? Please refer to your own
	objectives for a professional occupation
	regardless of whether you have achieved
	them yet.

very not at important tant	
1 2 3 4 5	Largely independent disposition of work
	Opportunity of undertaking scientific work
	Clear and well-ordered tasks
	Possibilities of using acquired knowledge
	Job security
	Social status and respect
	Opportunity of pursuing own ideas
	Good working atmosphere
	Opportunity of pursuing continuous learning
	High income
	Chances of political influence
	Demanding job tasks
	Good career prospects
	Lot of free time
	Co-ordinating and management tasks
	Possibility of working in a team
	Chance of doing something useful for society

How far do you agree with the following statements concerning work in one's own business/being self-employed?

completely not at applicable cable cable	all
	Persons having their own business/ being self-employed achieve a rel- atively high income
	Persons having their own business/ being self-employed have very long working hours
00000	Graduates establish their own business/are self-employed mainly because they have not found any other employment
00000	Higher education does not prepare graduates sufficiently for setting up their own business/to being self-employed
00000	Favourable long-term job prospects exist for persons having their own business/being self-employed

44 What kind of career changes do you anticipate within the next three years? Multiple reply possible

I anticipate
to change my employer
to change my area of work assignment
to restart full-time study
to study part-time
to increase side-job activities
to reduce side-job activities
to start my own business
not to be self-employed any longer
to get employed
to discontinue employment
to achieve a career advancement
to achieve a more secure employment
to achieve better use of my knowledge
to obtain higher income
to take over a less strenuous assignment
to obtain a better chance of pursuing continuous learning
to take over a job more closely linked to my study and experience
,
other:
(please specify)
no major change

8. CONTINUING EDUCATION AND

TRAINING

7. FURTHER/OTHER FORMAL HIGHER EDUCATION

45		u started a <u>further/another</u>	51		nd of (organised or informal)		
	course c	of studies?			ng education and training (i.e.		
1 🗆	Yes. I hav	e completed it successfully			an initial training and profes- aining referred to above) have		
2 🗖		still studying			ertaken since graduation?		
з 🗖		e stopped my further course of			<u> </u>		
4 🗖	studies	e not started a further course of					
4 L	studies	That started a further course of					
	→ PLEA	SE GO TO QUESTION 51					
46	(Maior-)S	Subjects of your further stud-					
	ies	,	1 🗖	No contin	uing education		
				→ PLEA	SE GO TO QUESTION 53		
			52	Which c	onsequences did your further		
47	Nama of	the university/institution and			onal training have for your		
41	country	the university/institution and		employn reply pos	nent situation so far? Multiple		
	, , , , , , , , , , , , , , , , , , ,			reply pos	SSIDIE		
				-	anging the profession		
				•	anging the employer		
48	Kind of (expected) degree		(establish	wards economic independence ment of firm, etc.)		
1 🗆	Bachelor			Prevented situation	worsening of my professional		
2 🗖	Master				to my field of activity		
з 🗖	PhD				e to earn more money		
4 🗖	Other:			-	e to get a better position		
					important to get a job at all		
49	When dif	d you start your course of			hown any results yet ad to any changes in my occupation		
	iuitiiei s	ituales :	_	even thou	gh I expected it		
ÀÄŹ	ÁÄÙ Month	n 19 _{ÀÄÁÄÙ} Year		Other:	(please specify)		
50		extent do the following rea-	53	Please r	ate the importance of the fol-		
	sons for	further studies apply to you?		lowing to	opics of further professional		
completely not at all training? Multiple reply possible							
appli- cable	appli- cable		very	not at	all		
1 2	3 4 5		impor-	impor-			
		Wish to achieve a higher academic degree		tant 2 3 4 5			
		Improvement of chances of finding			Reinforcement of technical basic knowledge/skills		
		a job Personal interest in particular			Workplace-oriented technical knowledge		
		subject area Demanded by my (previous)			EDP-application		
		professional occupation			Personnel management		
		Wish to improve my promotion			Finance management		
		prospects The training is important for the			Contact with other persons (sales seminar/courses on group dynam-		
		The training is important for the development of my country			ics)		
		, , ,			Preparation for management functions		
		Other:	ПГ		Other:		
					please specify)		

10. CONCLUDING COMMENTS

Thank you very much for completing the questionnaire.

9. SOCIO-BIOGRAPHIC DATA

enable us to interpret your work biography as accurately as possible.			In your opinion, what were the strengths of the study conditions and provision at the time you were enrolled		
54	Year of birth		at the [ADAPTATION] University/Department?		
19	Ш		ty/Department:		
55	Country of birth				
→ [.	ADAPTATION]	61	And what were the weaknesses?		
	(please enter)				
56	Did you complete any training <u>prior</u> to your first enrolment?	62	Taking into account your professional experiences: what changes do you		
1 🗆	Yes		suggest in the study conditions and provisions?		
2 🗖	If YES, specify:				
57	Were you employed <u>prior</u> to your first enrolment?		What kind of connections/contacts do you have to the [ADAPTATION] Faculty		
1 🗆	Yes LLL Years LLL Months		Z respectively to the University XY and how should connections/contacts be fostered between the Faculty Z respectively the University XY and its		
2 🗖	No				
58	What is the <u>highest</u> level of education attained by your parents?		graduates? Multiple reply possible		
→ [ADAPTATION]		СО	Current Suggested contact contact Newsletter		
ather	Mother				
	☐ Less than completion of compulsory education		☐Foundation/support of a graduates' association☐Stimulation of professional co-operation		
	☐ Completion of compulsory education		□Help regarding professional and social problems		
	 Further secondary or vocational education 		□ Other:		
	☐ College enrolment without degree	Ц	Other.		
	☐ Bachelor's degree☐ Advanced degree	64	What is the best way of promoting		
	☐ Don't know		contacts between the university and the graduates?		
59	Gender				
1 🗆	Male Female				
2 📙	remaie				

Further comments						
	[The slip with address is O					
Please enter your name and address or name and address of your employer in the appropriate space in order to enable us to send you - if you wish - an overview of the results of this survey.						
This slip will be cut off (for data protection) immediately after receipt of the questionnaire						
☐ Please tick this box if you are interested in receiving the report of the results						
	Own address	Address of the employer				
Name, first name (maiden name)						
Street or PO Box						
Town						

Country