

APPENDIX D

SURVEY INSTRUMENTS USED

Appendix D contains copies of the survey instruments that were used during Phase 1, Phase 2, and Phase 4 of the 2000 UAF Graduation Survey.

- Phases 1 – 4: "Graduate 2000 Questionnaire" card
- Phase 2: "Dear 2000 Graduate" letter
- Phase 4: Faculty request for information letter

October 6, 2000

Dear UAF Alumni,

CONGRATULATIONS ON YOUR GRADUATION FROM THE UNIVERSITY OF ALASKA FAIRBANKS CLASS OF 2000! We hope you enjoyed your experience and wish you success for the future.

Your post graduation plans are important to us! We know that some of you will pursue temporary activities such as traveling or internships before selecting full-time jobs. If you are still seeking employment, please let us assist you. The resources and services available to alumni through the UAF Department of Career Services include:

- CAREER COUNSELING
- CREDENTIAL FILES
- ASSESSMENT INSTRUMENTS: MBTI & STRONG
- GRADUATE SCHOOL APPLICATION ASSISTANCE
- JOBTRAK LISTINGS: WEB-BASED JOB POSTING SYSTEM ACCESSIBLE THROUGH OUR WEB-SITE: www.uaf.edu/career/ PASSWORD: NANOOK
- RESUME, COVER LETTER CRITIQUES & MOCK INTERVIEWS
- ON-CAMPUS EMPLOYER RECRUITMENT
- ALASKA TEACHER PLACEMENT

Please call us at (907) 474-7596 with any questions!

To help us gain a current perspective on the post graduation plans of your class, we are enclosing a survey. We appreciate your assistance in returning it to us by Friday, November 3, 2000. If you already filled out a survey before leaving campus, please complete the card *only* if there has been a change in your status.

Whatever your plans, this information is valuable for UAF, your academic department and future students. Your responses will be confidential, and your name will only be shared with relevant UAF faculty/staff. We will incorporate your information (without your name attached) into a composite report representing the Class of '00. Results will be available Summer 2001.

Thanks for your help with our survey! Best wishes and congratulations on becoming UAF alumni.

Sincerely,

Kevin O'Connor
Acting Director of UAF Career Services

April 25, 2001

TO: Deans, Directors and Department Heads

FROM: Kevin O'Connor, Acting Director of Career Services

RE: UAF Graduation Report *Class of 2000*

Enclosed are copies of our survey used to collect information for UAF's Class of 1999. We apologize for getting these to you so late and for any inconvenience this may cause. Attached you will also find a list of the graduates from your academic programs who have not responded to one of our three survey phases listed below:

- (1) Survey at Commencement Ceremony - May 2000
- (2) Mail-Out Campaign - October 2000
- (3) Telephone Survey – December 2000 & February 2001

The final phase of data collection includes gathering information from UAF faculty. If you know the post-graduation pursuits of one of the graduates identified on the enclosed list, please fill out a survey card on their behalf. If you don't know all of the information, but are confident in providing us with some of it, we will input anything you have into our database. If you have a current phone number that is different from the one supplied on the list, please provide it and we will contact the student directly.

Please return these survey cards to UAF Career Services by Friday, May 11th. The UAF Graduation Report *Class of 2000* will be available for distribution later this spring. Also, for a copy of the most current report for the *Class of 1999*, please contact our office or visit our web site at www.uaf.edu/career/

All survey data is housed in an ACCESS database in UAF Career Services. Aside from sharing this data with relevant UAF faculty and staff, students' confidentiality is protected. Only aggregate data (without students' names attached) will be provided to other students, alumni and interested constituents outside the University.

If you have any questions, please contact me at 474-7596 or by email at fnkeo@uaf.edu. Thank you in advance for your assistance.