

# Proforma-8 Employer Survey

(To be filled in by HoD/Sectional Head – after the completion of each academic year)



The purpose of this survey is to obtain HoD/Sectional Head input on the quality of education. QEC require assessing the quality of the academic program. The survey is with regard to University graduates employed at your section. We seek your help in completing this survey

Name of Employee: \_\_\_\_\_ Designation \_\_\_\_\_

**A: Excellent      B: Very good      C: Good      D: Fair      E: Poor**

## I. Knowledge:

- |  |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|
| 1. Math, Science, Humanities and professional discipline,( if applicable ) | (A) | (B) | (C) | (D) | (E) |
| 2. Problem formulation and solving skills                                  | (A) | (B) | (C) | (D) | (E) |
| 3. Collecting and analyzing appropriate data                               | (A) | (B) | (C) | (D) | (E) |
| 4. Ability to link theory to Practice                                      | (A) | (B) | (C) | (D) | (E) |
| 5. Ability to design a system component or process                         | (A) | (B) | (C) | (D) | (E) |
| 6. Computer knowledge.   | (A) | (B) | (C) | (D) | (E) |

## II. Communication Skills:

- |                        |     |     |     |     |     |
|------------------------|-----|-----|-----|-----|-----|
| 1. Oral communication  | (A) | (B) | (C) | (D) | (E) |
| 2. Report writing      | (A) | (B) | (C) | (D) | (E) |
| 3. Presentation skills | (A) | (B) | (C) | (D) | (E) |

## III. Interpersonal Skills:

- |                                   |     |     |     |     |     |
|-----------------------------------|-----|-----|-----|-----|-----|
| 1. Ability to work in teams       | (A) | (B) | (C) | (D) | (E) |
| 2. Leadership                     | (A) | (B) | (C) | (D) | (E) |
| 3. Independent thinking           | (A) | (B) | (C) | (D) | (E) |
| 4. Motivation                     | (A) | (B) | (C) | (D) | (E) |
| 5. Reliability                    | (A) | (B) | (C) | (D) | (E) |
| 6. Appreciation of ethical values | (A) | (B) | (C) | (D) | (E) |

## IV. Work skills:

- |                           |     |     |     |     |     |
|---------------------------|-----|-----|-----|-----|-----|
| 1. Time management skills | (A) | (B) | (C) | (D) | (E) |
| 2. Judgment               | (A) | (B) | (C) | (D) | (E) |
| 3. discipline             | (A) | (B) | (C) | (D) | (E) |

## V. General Comments:

Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates who will enter your field. Did you know as to what to expect from graduates?

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## VI. Information about Organization:

1. Department/Section Name \_\_\_\_\_
2. Type of job \_\_\_\_\_
3. Number of Graduates ( specify the program ) in your department/Section: \_\_\_\_\_