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PROCEDURE

MONITORING AND TRACKING STUDENTS

Encryption : QT.48/ CTHSSV

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I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose: This process aims to standardize the organization and implementation of situation assessment.

Employment status of high school and university graduates after graduation.

2. Scope of Application: This procedure and regulations apply to units involved in providing job placement counseling for graduating students of the university.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition: Student tracking: understanding the employment status of students after graduation.

2. Abbreviations:

TT: Information

HSSV: Students

Unit: Unit

TN: Graduation

DS: List

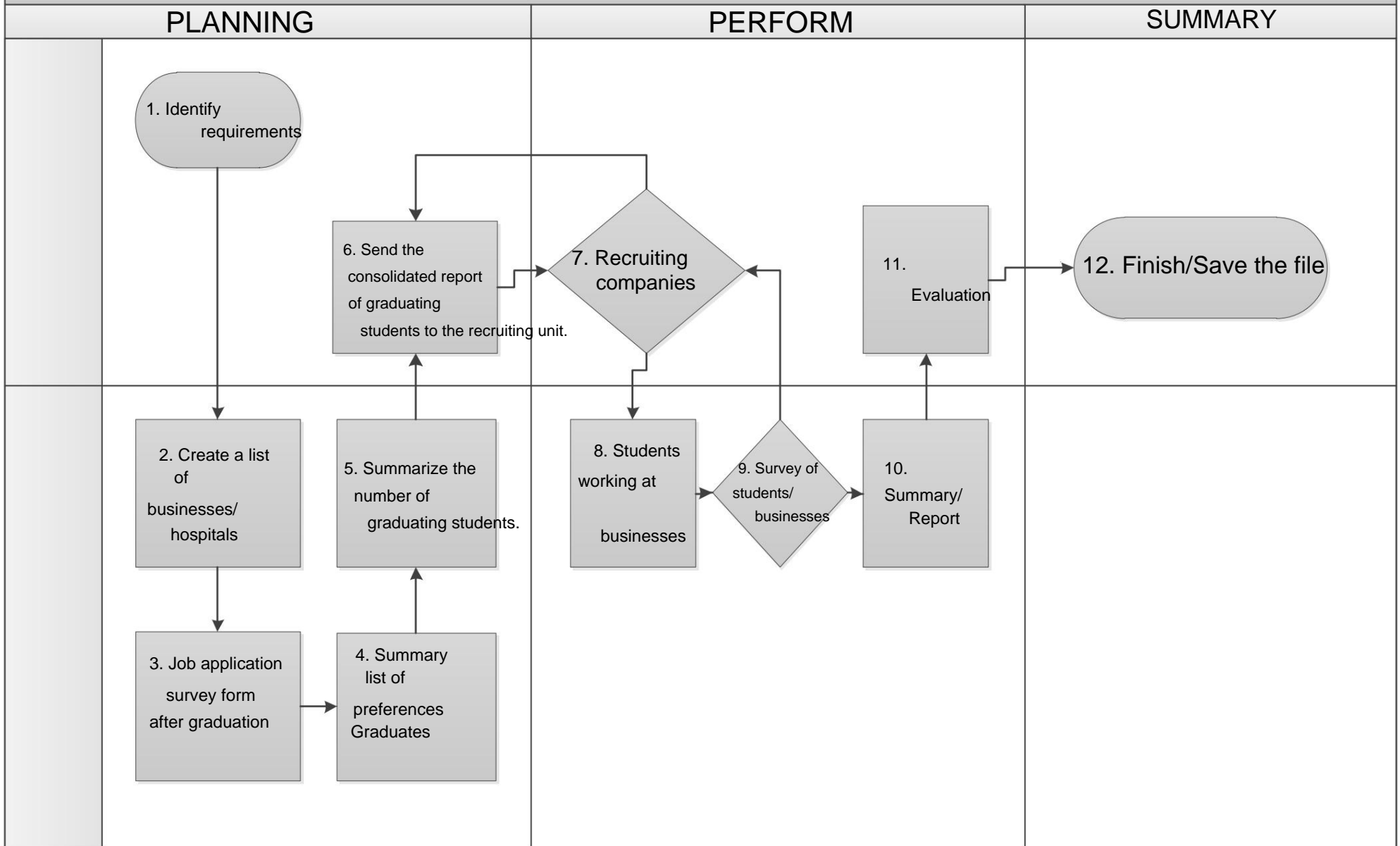
III. FLOWCHART (See page 3)

IV. SPECIFICATION (See pages 4-7)

ATTACHED FORMS/INSTRUCTIONS

No.	Form/Instruction Name 1 Annual	Encryption
	School Plan 2 Preference	BM01
	Survey Form	BM02
3.	Summary table of the list after the survey.	BM03
4.	Summary Table of Graduating Students	BM04
	Student Survey Form	BM05
5 6	Business survey form	

PROCEDURES FOR TRACKING AND MONITORING STUDENTS



SPECIFICATION OF THE PROCESS FOR MONITORING AND TRACKING STUDENTS

No.	Step name job	Specification	Department/ Unit responsible	Department/Unit Ministry combination	Results achieved	Limit complete wall	Chart sample
1	Identify the love bridge	Identify requirements: Understand the situation Employment status of high school and university graduates after graduation. profession.	School leaders	Functional unit	Determine the purpose of tracking student movements.		BM 01
2	Make a list businesses profession	The relevant unit will investigate and prepare. List of units that can recruit employing students after graduation. training programs offered by the school	Functional unit		List of The selection unit is suitable for the specialists. the school's training programs		
3	Survey form aspiration jobs of Students after graduate	The relevant unit distributes the survey forms. Surveying the career aspirations of high school and university students. after graduation	Functional unit		Knowing your job aspirations Students after graduate		BM 02
4	List Summary aspiration Students after graduate	Create a summary table of detailed lists. Job aspirations of high school and university students after graduation	Units function		A comprehensive list of preferences. jobs of Students after graduate		BM03
5	Summary of numbers number of students graduate	Summary of the number of students in each vocational field. Training: Number of participants per profession, level degree, male, female...	Functional unit		Summary table of the number of graduates from various training programs.		BM 04

6	Send information Good students business to order recruiter	The school leadership decides whether Send information about graduating students to Recruitment agencies.	Leader school	Business leaders profession	Information about Graduates are sent to the recruiting units.		
7	Businesses recruitment	The business after receiving Information regarding the recruitment process. Graduates, if they have applications If they don't hire, keep sending your application. information to other units	Leader school	Functional units	High school and university students are being recruited by businesses.		
8	Students working at home profession	After being recruited, the students worked as... jobs at businesses	Businesses	Students working at businesses			BM 04
9	Survey Students/Business profession	One month after the students graduate. (later, once every 3 months), the relevant unit will contact the students (including those who...) Students apply for jobs independently), conduct surveys of students and businesses that hire them to understand their situation. of students: - Number of students working at the company profession - Rights and obligations of students at the company - Students' attitudes towards work job - The level and skill of HSSV - Ability to adapt to the job of students	Units function	Business profession	Understanding the situation of Students after recruited to work at businesses		BM05 BM 06

10	Summary/Newspaper urine	Summarize and report on the work status. What students can do after graduation: Quantity, job suitability, rights and obligations, ability to respond Apply for the job...	Functional unit		School leaders to understand the employment status of high school graduates. upon graduation		BM 05
11	Reviews	School leaders evaluate the results. understanding the employment situation of After graduation, students will receive guidance. The relevant unit will learn from this experience. offer new solutions for the the implementing unit	Leader school	Functional unit	Evaluating the results perform		
12	End/Save file	End of process/Functional unit save records	Functional unit		The process is complete. The student tracking process record is saved.		

