27 February 14

Supporting graduate employability from generalist disciplines through employer and private institution collaboration - Ethics Reference Number R01771

Our names are Dr. Shelley Kinash and Dr. Linda Crane and we are currently completing a National Commissioned Project led by Bond University under the internal supervision of Professors Raoul Mortley & Richard Hays. We are conducting a research investigation into graduate employability. We are specifically researching successful strategies used by employers and educators to support career success for graduates.

Participation in this study is completely voluntary and you may withdraw at any time without risking any negative consequences. Data will be stored in a secure location at Bond University for a period of three years after the study in accordance with the guidelines set out by the Bond University Human Research Ethics Committee. If you choose to withdraw your participation in this study, the information you have provided will be immediately destroyed.

Your participation in this study can be kept confidential. If you choose this option, all of the data collected in this study will be treated with complete confidentiality; that is, not made accessible to any person outside of the eight researchers working on this project.

In select cases, we may seek additional permission to take photographs and/or record one-on-one interviews through video or audio recording methods. Photographs and short videos contribute to the visual depiction of graduate employability success strategies for future presentations of case studies. Any photographs and video footage will be stored under the same conditions as the printed research data. As indicated above, if at any time you wish to withdraw from the study, these additional recordings and photographs will be immediately destroyed.

It is anticipated that the data collected during this study will assist us in understanding best practice strategies and innovations to improve employability of higher education graduates. Your participation in the study will enhance work towards sharing practical strategies to improve graduate employability.

If you experience distress from participation in this research, please contact:
Bond Counselling Services 61 7 5595 4002

Should you have any complaints concerning the manner in which this research is being conducted please make contact with -
Bond University Human Research Ethics Committee
c/o Bond University Office of Research Services.
Bond University, Gold Coast, 4229
Tel: +61 7 5595 4194 Fax: +61 7 5595 1121 email: buhrec@bond.edu.au

We thank you for taking the time to assist us with this research.

Yours sincerely,

Associate Professors Shelley Kinash & Linda Crane, Bond University
Mr Mark Schulz & Ms Kirsty Mitchell, Bond University
Mr Matthew McLean, Bond University Graduate
Dr Laura Hougaz, Australian Council for Private Education and Training
Dr Cecily Knight, James Cook University
Professor David Dowling, University of Southern Queensland

Associate Professors Shelley Kinash & Linda Crane, Bond University
Mr Mark Schulz & Ms Kirsty Mitchell, Bond University
Mr Matthew McLean, Bond University Graduate
Dr Laura Hougaz, Australian Council for Private Education and Training
Dr Cecily Knight, James Cook University
Professor David Dowling, University of Southern Queensland
Title: Supporting graduate employability from generalist disciplines through employer and private institution collaboration

Co-researchers
Shelley Kinash, Linda Crane, Mark Schulz, Kirsty Mitchell, Matthew McLean, Laura Hougaz, Cecily Knight, David Dowling

BUHREC Protocol Number: RO-1771

I agree to take part in the above Bond University research project. I have read the associated Explanatory Statement. I am willing to participate in this research project – Supporting graduate employability from generalist disciplines through employer and private institution collaboration.

I understand that participation in this study is completely voluntary and that I may withdraw at any time without risking any negative consequences. If I choose to withdraw my participation in this study, the information I have provided will be immediately destroyed.

Please tick the appropriate box from this set of four options:

☐ The information I provide will be kept confidential. My identity will not made accessible to any person outside of the 8 researchers working on this project.

☐ My name may be used with the information I provide in all research reports, presentations and publications.

☐ My name and my employer’s and/or my higher education institution’s names may be used with the information I provide in all research reports, presentations and publications.

☐ In addition to the names listed above, my image (photograph or video) may also be used with the information I provide in all research reports, presentations and publications.

Please tick the appropriate box from this set of three options:

☐ The information I provide can be used by other researchers as long as my name and contact information is removed before it is given to them.

☐ The information I provide cannot be used by other researchers without asking me first.

☐ The information I provide cannot be used except for this project.

Full name (please print): ........................................................................................................

Signature: ............................................................................................................................

Date: .......................................
Graduate Employability Success Story Questionnaire: Employers

This questionnaire has been designed to collect information for a study on higher education graduate employability commissioned by the Australian Office for Learning and Teaching (SP13-3239).

Graduate Employability involves the knowledge, skills and attributes that will lead to career success for graduates.

You can complete this questionnaire online at: www.graduateemployability.com

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<td>Sector / Industry:</td>
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Contact will be made with a subset of questionnaire respondents in a later phase of the research. If selected, would you agree to participate?  ☐ Yes ☐ No

1) From which of these disciplines have you/are you likely to employ graduates?
   ☐ Humanities  ☐ Visual/Performing Arts  ☐ Life Sciences  ☐ Computer Science
   ☐ Other     If Other, please specify:

2) What are some of the jobs you hire graduates for? Please list the job titles below.

3) Would you say that the jobs are directly related to a discipline of study?
   ☐ Yes     ☐ No     ☐ Don’t Know

4) What distinguishes a top-performing graduate from the average graduate in your organisation?
5) Which of the following strategies undertaken by students does your organisation value when recruiting graduates?

☐ Work experience / Internships / Placements
☐ Careers advice and employment skill development
☐ Developing graduate portfolios, profiles and records of achievement
☐ Mentoring
☐ Attending networking or industry information events
☐ Engaging in extra-curricular activities
☐ Professional association membership/engagement
☐ Volunteering / community engagement
☐ Part time employment
☐ Social media / networks
☐ International Exchange
☐ Capstone / Final Semester project
☐ Other - please specify:

6) Do you have a specific employability success story you would like to share?

7) Do you have a graduate development program? What are the key strategies that you use in this program?

8) Is there anything else you would like to tell us about graduate employability?

Thank you for participating in this research and thus contributing to the employability of Australian graduates!
Please complete this survey if:
1) You are **currently employed** on the basis of the degree you have recently completed, or
2) You are **seeking employment** in the field of your most recent degree.

This questionnaire has been designed to collect information for a study on higher education graduate employability commissioned by the Australian Office for Learning and Teaching (SP13-3239).

Graduate Employability involves the knowledge, skills and attributes that will lead to career success for graduates.

You can complete this questionnaire online at: [www.graduateemployability.com](http://www.graduateemployability.com)

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1) Name of Institution:

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2) What was your area or discipline of study?

- ☐ Humanities
- ☐ Visual/Performing Arts
- ☐ Life Sciences
- ☐ Computer Science
- ☐ Combined/Double Degree
  - If Combined/Double Degree, please specify: [Other] ☐ Other
  - If Other, please specify:

3) Major/Specialisation:

---

4) Have you secured employment in your area of study at this time?

- ☐ Yes
- ☐ No
5] What strategies did you use to improve your employability?

☐ Work experience / Internships / Placements
☐ Careers advice and employment skill development
☐ Developing graduate portfolios, profiles and records of achievement
☐ Mentoring
☐ Attending networking or industry information events
☐ Engaging in extra-curricular activities
☐ Professional association membership/engagement
☐ Volunteering / community engagement
☐ Part time employment
☐ Social media / networks
☐ International Exchange
☐ Capstone / Final Semester project
☐ Other - please specify:

6] Is there anything else that you would like to tell us about graduate employability?

__________________________________________
__________________________________________
__________________________________________

Thank you for participating in this research and thus contributing to the employability of Australian graduates!
Graduate Employability Success Story Questionnaire: Students

This questionnaire has been designed to collect information for a study on higher education graduate employability commissioned by the Australian Office for Learning and Teaching (SP13-3239).

Graduate Employability involves the knowledge, skills and attributes that will lead to career success for graduates.

You can complete this questionnaire online at: www.graduateemployability.com

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Email address:

Contact will be made with a subset of questionnaire respondents in a later phase of the research. If selected, would you agree to participate?  ☐ Yes  ☐ No

1) Name of Institution:

2) What was your area or discipline of study?

☐ Humanities  ☐ Visual/Performing Arts  ☐ Life Sciences  ☐ Computer Science

☐ Combined/Double Degree  If Combined/Double Degree, please specify:

☐ Other  If Other, please specify:

3) Major/Specialisation:

4) Have you secured graduate employment at this time?

☐ Yes  ☐ No  ☐ Don’t Know

5) If Yes, is it in your preferred area of study?

☐ Yes  ☐ No
6) What strategies are you using to improve your graduate employability?

☐ Work experience / Internships / Placements
☐ Careers advice and employment skill development
☐ Developing graduate portfolios, profiles and records of achievement
☐ Mentoring
☐ Attending networking or industry information events
☐ Engaging in extra-curricular activities
☐ Professional association membership/engagement
☐ Volunteering / community engagement
☐ Part time employment
☐ Social media / networks
☐ International Exchange
☐ Capstone / Final Semester project
☐ Other - please specify:

7) Is there anything else that you would like to tell us about graduate employability?

__________________________________________________________________________
__________________________________________________________________________

Thank you for participating in this research and thus contributing to the employability of Australian graduates!
Graduate Employability Success Story Questionnaire: Higher Education

This questionnaire has been designed to collect information for a study on higher education graduate employability commissioned by the Australian Office for Learning and Teaching (SP13-3239).

Graduate Employability involves the knowledge, skills and attributes that will lead to career success for graduates.

You can complete this questionnaire online at: www.graduateemployability.com

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<td>Type of Institute:</td>
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<td>Public</td>
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</table>

Contact will be made with a subset of questionnaire respondents in a later phase of the research. If selected, would you agree to participate?

☐ Yes ☐ No

1) Which of these disciplines best describes your field?

☐ Humanities ☐ Visual/Performing Arts ☐ Life Sciences ☐ Computer Science

☐ Other If Other, please specify:

2) Which of the following employability strategies do you provide for students?

☐ Work experience / Internships / Placements

☐ Careers advice and employment skill development

☐ Developing graduate portfolios, profiles and records of achievement

☐ Mentoring

☐ Attending networking or industry information events

☐ Engaging in extra-curricular activities

☐ Professional association membership/engagement

☐ Volunteering / community engagement

☐ Part time employment

☐ Social media / networks

☐ International Exchange

☐ Capstone / Final Semester project

☐ Other - please define:
3) What are some of the jobs in which your graduates have gained employment?

___________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

4) Would you say that the jobs are directly related to the graduates’ discipline of study?

☐ Yes ☐ No ☐ Don’t Know

5) If yes, which discipline/s?

___________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

6) Do you have a specific employability success story you would like to share?

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

7) Is there anything else you would like to tell us about graduate employability?

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Thank you for participating in this research and thus contributing to the employability of Australian graduates!