

Graduation Package

Congratulations on your upcoming graduation. We hope that your MJI undergraduate degree and all the personal accomplishments that it represents will be a continuing source of pride for you. Michigan Jewish Institute takes a continuing interest in your success and will periodically contact you to learn how your undergraduate coursework and MJI experiences have prepared you for your career advancements and/or advanced studies.

As an alumnus of MJI, please also remember that we appreciate your continued support and involvement with the school.

There are three sections to this graduation package:

- 1) A Personal Service Interview to establish if there is more that we can do at this point to help support your post-grad employment search.
- 2) A written Request to Graduate, and
- 3) A Program Completion Questionnaire – your exit survey – will help us continue improving MJI

You must return **all** of these completed forms to the Registrar, Karen Robertson-Henry, at least two weeks prior to your planned graduation.

MJI PERSONAL SERVICE INTERVIEW (part one)

NAME _____ MJI MAJOR / DEGREE _____
LAST FIRST M.I.

What are your immediate plans upon Graduation? (Check all that apply)

I will be enrolling in a Post-Graduate Degree Program or Professional Studies Full Time Part Time

Name of School Name and Location _____

Program of Studies _____

I plan to work Full Time Part Time

I am currently employed. Yes No

I plan to continue in my present employment. Yes No

I plan to search for a new job. Yes No

Name of Employer and Location _____

Your Current Job Title _____

Job Title after Graduation _____

What will your contact information be after graduation?

Address _____
NUMBER STREET CITY STATE POSTAL CODE COUNTRY

Mailing Address if different: _____
NUMBER STREET CITY STATE POSTAL CODE COUNTRY

Phone (1) _____ (2) _____ (3) _____
(Include Country Code if Applicable) CELLULAR BUSINESS E- MAIL ADDRESS

Are you interested in taking Continuing Education courses at MJI? Yes No Unsure

MJI PERSONAL SERVICE INTERVIEW (continued)

Please complete if you would like MJI to help you with your search for employment.

NAME _____ MJI MAJOR / DEGREE _____
LAST FIRST M. I.

OTHER DEGREES & TRAINING _____

DID YOU TAKE THE MJI JOB SEARCH SEMINAR? YES NO

OTHER EMPLOYMENT WORKSHOPS ATTENDED _____

What are your vocational interests? _____

What Salary Range do you expect to be hired at? _____

What Job(s) are you applying for (if known) _____

What makes you an excellent candidate for this type of position? _____

APPLICABLE PRIOR EMPLOYMENT _____

ATTACHMENTS

Resume Electronic Copy? YES NO

Cover Letter Electronic Copy? YES NO

Do you have a list of people and organizations that will help you in your job search? YES NO

Do you have a list of potential employers? YES NO

Do you have a script prepared for telephone interviews? YES NO

Do you have a follow-up system to keep track of appointments, interviews and follow-up? YES NO

Do you have any need for special accommodations due to health or disability? YES NO

Are you familiar with Job search sites and resources available through MJI and elsewhere? YES NO

ONCE YOU HAVE COMPLETED AND RETURNED THIS FORM, PLEASE EMAIL info@mji.edu TO ARRANGE A PERSONAL PLACEMENT ASSISTANCE MEETING WITH MJI. PLEASE NOTE: MJI OFFERS NO GUARANTEES THAT IT WILL BE ABLE TO ASSIST YOU IN OBTAINING EMPLOYMENT.



MJI Degree or Certificate Program Completion Questionnaire

Congratulations on your upcoming program completion. Before you depart, we are interested in learning more about your future plans and gauging your satisfaction with MJI. Please complete *both pages* of this required survey and return it *with your Request for Degree or Certificate*.

Name _____ Soc Sec No. _____
last first middle - -

1. Which factor(s) influenced your decision to attend MJI?

Please circle all that apply and rank your top three choices 1, 2, 3:

Location(s)	Convenient Schedule	Academic Program(s)	Reputation of School	Reputation of Faculty
Class Size	Affordability	Personal Attention	Career Focus	Welcoming Environment

2. What are your immediate plans after graduation?

3. Are you seeking permanent employment? NO YES

4. Have you already obtained employment? NO YES (if yes, please complete the following)

Name of Employer

Your Job Title

Employer Address

Your Occupational Duties

City State Postal Code

Business phone / email

5. May we have your permission to ask your employer about their satisfaction with your MJI education? YES NO

Your Signature

Date

6. Are you planning to pursue an advanced degree? NO YES

7. Are you planning on other formal study? NO YES

8. Do you plan to be an enrolled student next year? NO YES

9. Have you already applied to school? NO YES (if yes, please complete the following)

Name of School

Program of Study

10. Are you interested in maintaining ties to MJI? YES NO

11. What advice would you give others entering your MJI program?

(please complete both pages of this questionnaire)

Important Student Satisfaction Survey:

Please circle the number that best reflects your response:

STRONGLY DISAGREE ←→ STRONGLY AGREE

I found MJI academically stimulating	1	2	3	4	5
My program objectives were clearly defined	1	2	3	4	5
I found the MJI administrative staff to be helpful	1	2	3	4	5
MJI worked to make my required courses available for scheduling	1	2	3	4	5
My instructors as a whole were knowledgeable	1	2	3	4	5
My MJI classes were taught effectively	1	2	3	4	5
MJI provided meaningful interaction with faculty	1	2	3	4	5
I was happy with the class size for courses in my major	1	2	3	4	5
I was pleased with the level of instruction	1	2	3	4	5
MJI facilities were adequately equipped	1	2	3	4	5
MJI facilities were available as scheduled	1	2	3	4	5
My MJI program suited my personal goals	1	2	3	4	5
I am competent that I learned the required skills for my degree	1	2	3	4	5
I have learned practical information at MJI	1	2	3	4	5
MJI taught me ethical standards for my future career	1	2	3	4	5
My communication skills have improved as a result of my MJI education	1	2	3	4	5
My critical thinking skills have improved as a result of my MJI education	1	2	3	4	5
I was happy with my course of study at MJI	1	2	3	4	5
I would look to MJI for continuing education courses	1	2	3	4	5
I would recommend MJI to others	1	2	3	4	5
I <i>have</i> recommended MJI to others	1	2	3	4	5

Comments to the above

Are there any additional courses you would have liked to have taken at MJI? YES NO

Please share your recommendations for MJI:

(please complete both pages of this questionnaire)