For each graduating class (August, December and May):

- All emails are sent using Emma Email Marketing software.
- The actual survey is administered through SurveyMonkey. This allows graduates to answer only questions related to their chosen primary plan.
- Prior to Graduation, the CDC requests a list of Candidates for Graduation from the Registrar’s Office.
- On or about graduation, the first email/survey is sent to Candidates’ MTSU and personal email addresses.
- The CDC requests a final list of Actual graduates from the Registrar’s Office with all email addresses on record.
- The second email/survey is sent 1-2 months after graduation to all email addresses on record.
- Students responding “Still Seeking Employment” are sent Career Development Center information on resources available.
- The third survey is sent 3 months after graduation to all email addresses on record.
- After the survey closes, the responses are cleaned and an analysis is conducted by the Director and student worker.
- After all three surveys within the year are completed, results are combined into an annual report.
- All reports are published on the CDC’s Outcomes page per Federal, State and Institutional regulations.