Career Services & Employer Alliance

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Standards for Reporting Full-time Specialty Master's Employment Statistics©

A Framework for Consistent and Transparent Reporting Across Institutions

Edition II, 2025

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Standards Purpose and Use

BRIEF HISTORY OF THE STANDARDS

In 1994, MBA career services professionals from around the United States met and expressed their frustration and dissatisfaction with the lack of agreed upon and accepted reporting standards for MBA employment data. They expressed the perception that (a) many MBA employment reports were generated primarily as marketing devices to attract students and employers and to attain media-generated rankings, (b) employment reports did not reflect an accurate representation of graduates' performance in the job market, (c) salary statistics were inflated by inclusion and/or exclusion of certain populations, and (d) prospective students and employers had no valid way of comparing schools one to another. To address these concerns, the Career Services & Employer Alliance (formerly MBA Career Services Council) developed the Standards for Reporting Employment Statistics© (Standards). Since the development of the Standards, it has continued to be a priority for the Board of Directors to address the need to improve the reliability, usefulness, accuracy and comparability of reported MBA employment data.

In 2012, the Standards were revised to be applicable on a global scale, and in 2017 new Standards were created for Part-time MBA and Specialty Master's Programs.

DEFINITIONS AND GUIDELINES

1. **Full-time Specialty Master's Program Definition**: Specialty master's programs are defined as non-MBA, graduate degree programs that are granted by a business school or jointly granted with a business school where 50% or more of the curriculum is comprised of business courses. All Specialty Master's programs should be accounted for in either the STANDARDS FOR REPORTING Full-time Specialty Master's Employment Statistics or the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Master's Employment Profile to satisfy the concept of full disclosure. Schools should follow their own internal definition of what constitutes a full-time academic program including modality and courseload. Some schools define full-time programs by the type of person it is designed for. For example, a full-time program might be designed for students who stop working and attend school full-time and are therefore mostly seeking new employment upon graduation. Other schools define programs based on the number of credits a typical student is expected to take each term to complete the program in X months. Some schools consider part-time programs to be those that are designed for working professionals or those who are working days and go to school nights or weekends. However your school defines your full-time academic program, the important thing is that the distinction is at the program level not the individual student level.

   Program length in Specialty Master's programs vary widely. Thus, program lengths should be identified and measured using the minimum total months needed to complete all degree requirements

2. **Full-time Program Vs Full-time Student:** For schools that offer the same program (example: MS Finance) both full-time and part-time, and allow students to switch between programs, schools should use their program designation for those students at graduation by their university registrar to determine if they should be included in the full-time graduating class. It is important for schools to remain consistent over time in how they apply these definitions.

3. **Reporting:** Report the employment outcomes for each specialty master's program separately. Do not combine or aggregate employment and salary data for multiple master's programs in one report.

4. **Implementation:** Thes Standards for Reporting Full-time Specialty Master's Employment Statistics should be implemented by the third year a new specialty master's program is offered, recognizing there may be meaningful limitations for smaller programs.

STANDARDS-COMPLIANT REPORT

To ensure the accessibility and transparency of employment data, schools must produce a Standards-compliant report for each full-time MS program containing the tables below to be in compliance with the Standards for Reporting Full-time Specialty Master's Employment Statistics. Schools should complete their Employment Report with all data collected as of the end of the data collection period.

1. **Required Tables:** The following tables are required for a published Employment Report to be compliant with the CSEA Standards:
   - Table 1.A Graduating Class Profile
   - Table 1.B The Graduating Class
   - Table 2A Timing of First Offers
   - Table 2B Timing of Job Acceptances
   - Table 3A Primary Source of Full-time Job Acceptances
   - Table 4.A Compensation Report

2. **Target Threshold:** The CSEA target for reliable employment information is 70% (e.g. no more than 30% No Recent Information). A footnote is required noting the percent of the class for which you have reliable employment information.

3. **Salary Target:** The CSEA target for reliable salary data = 70% of graduates accepting full-time employment. This footnote is required on report.

4. **Footnotes:** Schools must also add a footnote indicating that the tables were produced following the CSEA guidelines. See appendix V for specific language.

5. **Interim Reports**: For schools preparing preliminary or interim reports, those reports must be identified clearly as *preliminary* or *interim.* These include reports made to the media and used in internal recruiting materials.

6. **Final Reports:** Each Specialty Master's Program should have a separate report. If your school has credible information from 100 percent of its job-seeking graduates prior to the end of the data collection period (or if you have less than a 100 percent response and believe that you are not going to receive any additional information and meet the 70% data collection threshold), you may produce your final Full-time Employment Report at an earlier date. The required student outreaches still need to be followed.

> **Example of a final report completed early:** An MS Finance program has 100 students. 70 students have accepted full-time employment at three months. The school has less than 100 percent but meets the 70% threshold of data collection and may therefore produce the final full-time report at three months.

7. **Collecting Additional Data**: These Standards for Reporting Full-time Specialty Master's Employment Statistics do not preclude schools from collecting other employment data as deemed necessary for internal or external marketing or analysis purposes. Additional data not included in the Standards for Reporting Full-time Specialty Master's Employment Statistics may be included in a Standards-compliant report, provided that the school notes which items are in the report are not in the Standards for Reporting Full-time Specialty Master's Employment Statistics. Schools may add additional tables to their Standards report if desired, but the existing Standards tables may not be altered. Schools are strongly discouraged from reporting additional information for purposes of media surveys.

8. **CSEA Database**: At the end of the Data Collection Period, schools are asked to upload their employment information for each Specialty Master's program separately to the CSEA database. This data is used for aggregate reporting to CSEA members.

> **Note: Table Formatting:** Please note that the Tables used in this document are merely formatting examples. Schools may display their Employment Reports in any format of their choosing, e.g., tables, graphs, spreadsheets, charts, etc.

Section A: Account for All Graduates
(Table 1.A and Table 1.B)

1. **CSEA REPORTING YEAR**

   The total full-time *graduating class* is defined as all Specialty Master's students graduating during the 12 months beginning July 1st and ending June 30th. This provision is especially important for those schools with multiple graduation dates, as the CSEA Standards reporting time frame may differ from an individual school's reporting year.

   > **Example: Schools with One Graduation Date:** Your school has one graduation date each year in May. Your May 2026 graduating date falls within the "12 months ending June 30, 2026" and all students graduating in May 2026 will be included in your 2026 Full-time Specialty Master's Employment Report.

   > **Example: Schools with Multiple Graduation Dates:** The 2026 graduating class should include graduates from August 3, 2025, December 13, 2025, March 15, 2026 and June 10, 2026. Altogether, these would be considered the 'Class of 2026' for the purposes of the CSEA standard report.

   > **Note A.1: Extenuating circumstances** may require some schools to vary their graduating class definition within one month before or after the standard definition – for instance, if a graduating class falls within a few weeks of June 30th and varies slightly each year. In these cases, it's permissible to use the 12 months ending May 30th or July 30th as the school's graduating class. The definition **must** be consistent from year to year, and a footnote **must** be included to explain why the graduating class differs from the definition in the Standards.

2. **WORK AUTHORIZATION**

   Employment statistics should focus on *Full-Time* Specialty Master's graduates within three major categories: Permanent Work Authorization (those graduates who have the right to work in the geographic region of the program), 2) Non-Permanent Work Authorization (those that do not have the right to work where the program is located), and 3) all Specialty Master's graduates, with a footnote defining Permanent Work Authorization for your country/region.

   > **Example: Work Authorization Definition**: For a school in the United States with a full-time program graduating business master's students, the footnote would read: Permanent Work Authorization is defined as U.S. Citizens and Permanent Residents. Likewise, a school in France would have a footnote reading: Permanent Work Authorization is defined as French and European Union Citizens. Since countries use different language to indicate who is eligible to work in their country or region, a school in the UK might indicate that Permanent Work Authorization is being used as a synonym for graduates who have the 'Right to work' in the UK.

3. **TARGET FOR DATA COLLECTION**

   The Career Services & Employer Alliance's minimum target for "the percent of total graduates for whom your school has information" is 70 *percent*. This includes graduates for whom you have reliable

employment information from any source. The equation is*: number of graduates for whom you have information / total graduates in the graduating class, e.g., the number in the lower right-hand corner of Table (1B) = percent of graduates for whom you have information.*

4. STATUS CATEGORIES

When the Standards for Reporting Full-time Specialty Master's Employment Statistics were developed, reviewed, and approved, there was agreement that the CSEA wanted is to measure the employment process experience of specialty master's students. Therefore, categorize the graduating class into three major designations:

    a. *Seeking Employment* (as defined in the Instructions for Table 1.B)
    b. *Not Seeking Employment* (as defined in the Instructions for Table 1.B) *should* be categorized in the following designations:
       i. *Company-Sponsored or Already Employed*
      ii. *Continuing Education*
     iii. *Starting a New Business as Owner/Founder*
     iv. *Not Seeking for Other Reasons*
    c. *No Recent Information* (as defined in the Instructions for Table 1.B)

> **Note: A.2: Status Changes**: For any individual student whose **status changes** between the above categories over the time in the program and in the six months following, it is the status *six months after graduation* that governs the status at all measurement points. Therefore, a student's status *at graduation* may change after graduation. Refer to Section B for additional information.

5. JOINT DEGREE STUDENTS

Dual/joint degree students, for example MBA/Master of Business Analytics, who graduate from both programs within your institution or with your partner institution at the same time must be accounted for as graduates in each program. Job search statuses (seeking/not seeking) and employment outcomes for these graduates should also be reported for both programs. When a dual/joint degree graduate accepts short-term employment, record that short-term employment for the specialty master's program, and record the outcome for the MBA program consistent with the Standards for Reporting Full-time MBA Employment Statistics.

> **Examples: Dual/joint Degree student**s
> A student graduates from the MS Accounting Program in December and from the MBA program in May. The student would be included in Total Graduates in both programs, but seeking from the MBA program and Not Seeking, continuing Education from the MS Accounting program.
>
> A student graduates from the MS Accounting Program and the MBA program at the same time in June. The student would be included in Total Graduates in both programs. If the student seeks and accepts an MBA level job, they would be considered 'seeking, employed' in the MBA program and 'not seeking, other' in the MS program. If the student seeks and accepts an MS Accounting related job, the student would be 'seeking, employed' in the MS program and Not Seeking, other in the MBA program.

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6. PROFESSIONAL JUDGEMENT

Career Centers are charged with exercising professional judgment in making determinations about the usefulness of all information used in compiling an Employment Report. Appropriate backup notes are required when making professional judgment calls. Conjecture is not a valid reason for including or excluding a graduate in any category. You will have *valid information,* or you will have *no information.* Do not make assumptions.

When preparing the Employment Report, Career Centers are expected to use their best professional judgment when making a determination that a graduate's job is *professional-level employment.* Title and salary level alone are not the determining factors in making a judgment call on whether a job is *professional-level.* If the graduate believes the job is professional-level and his/her job performance will be enhanced by the graduate program education, then the job is *professional-level.* When making judgment calls, Career Centers should document the reasons carefully and be consistent.

7. DOCUMENTATION

Documentation should be kept on everything including any professional judgement calls one makes. Acceptable documentation includes a completed survey, written correspondence (including email) to or from the student confirming their status, documented phone conversations, coaching conversations or hallway chats with dates and notes, conversations and/or written documentation from the employer or screenshots of social media conversations.

Social media may be used as a source to identify the employment status of a graduate. If there is evidence that the graduate has received and/or accepted full-time employment, the school must document its attempt to verify this information from the graduate or another credible source. Likewise, if there is evidence from social media that the graduate is not seeking full-time employment, the school must document its attempt to verify the graduate's status as not seeking. Electronic documentation should include a date/time stamp to ascertain when screenshot was taken.

Required Table 1.A

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
GRADUATING CLASS PROFILE

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT TABLE 1.A GRADUATING CLASS PROFILE (REQUIRED)		
CLASS SIZE	**NUMBER OF GRADUATES**	**PERCENTAGE OF GRADUATES**
Permanent Work Authorization		
Non-Permanent Work Authorization		
Total Graduating Class		
Percentage of Class for whom outcome information is confirmed		
Length of Program in months		
Average Years of Work Experience		
Optional Demographic Information		

INSTRUCTIONS FOR TABLE 1.A

1. WORK AUTHORIZATION
Establish categories that delineate your student population by their work authorization status (see above under A.2 Account for All Graduates). The key issue for Work Authorization classification is whether the student has permanent Work Authorization or the Right to Work where the Specialty Master's program is located. For example, for a school located in the EU, if a graduate has permanent authorization to work in the EU, that graduate would be included in the "Permanent Work Authorization" category. If a school has campuses in multiple geographies, the primary campus where the student completed their studies should be used to determine work authorization status. Indicate the total numbers in each category and percentage with the Total Graduating class being the denominator.

2. OUTCOME INFORMATION
Percentage of entire graduating class for whom you have reliable outcome information; goal is 70%

3. PROGRAM LENGTH
Show the length of the program in months.

4. YEARS OF WORK EXPERIENCE
Average years of professional work experience after undergraduate degree, represented as a numerical value

5. OPTIONAL DEMOGRAPHIC INFORMATION
Optional fields may be added to the profile table to best provide meaningful data for a program. These optional fields may include average GMAT/GRE or other appropriate test scores, average undergraduate GPA, average age, percentage of female students, and percentage of under-represented minorities. Under-represented minorities in the U.S. business school population include African American, Native

American and Hispanic students. Refer to Appendix IV for additional information about reporting demographic information.

6. REPORTS

Prepare one final report with all data collected as of the data collection period Prepare separate tables for each program (individual master's program)

Required Table 1.B

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
THE GRADUATING CLASS

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT TABLE 1.B THE GRADUATING CLASS (REQUIRED)			
CATEGORIES (1)	**PERMANENT WORK AUTHORIZATION**	**NON-PERMANENT WORK AUTHORIZATION**	**TOTAL PROGRAM GRADUATES**
SEEKING EMPLOYMENT (2)			
NOT SEEKING EMPLOYMENT			
Company-sponsored or already employed (3)			
Continuing education (4)			
Starting a new business as owner/founder (5)			
Not seeking for other reasons (6)			
TOTAL NOT SEEKING EMPLOYMENT			
NO RECENT INFORMATION AVAILABLE (7)			
TOTAL GRADUATES			
*FOOTNOTE: Number of graduates for whom you have reliable information (Total minus no recent information)			
**FOOTNOTE: Percent of graduates for whom you have reliable information			

INSTRUCTIONS FOR TABLE 1.B

1. WORK AUTHORIZATION

Establish categories that delineate your student population by their work authorization status (see above under A.2 Account for All Graduates). The key issue for Work Authorization classification is whether the student has permanent Work Authorization, or the Right to Work in the area where the academic program is located. For example, for a school located in the EU, if a graduate has permanent authorization to work in the EU, that graduate would be included in the "Permanent Work Authorization" category. If a school has campuses in multiple geographies, the primary campus where the student completed their studies should be used to determine work authorization status.

2. SEEKING EMPLOYMENT

This category is defined as graduates reporting seeking full-time or short-term professional level employment. **This includes those graduates who were seeking at one time and have accepted an offer at the time the report is created.** This includes those graduates seeking and/or accepting a position with a start-up company.

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DEFINITION: Full-time employment is defined as working 30 hours per week or more in a professional-level position and has no predetermined termination date. **There are some situations in which contract roles may be considered 'full-time', see NOTE C.2 for details.**

DEFINITION: Short-term employment is defined as working 20 hours per week or more in a professional-level position where there is no commitment for permanent employment. The graduate must be employed for a minimum of 10 consecutive weeks. Graduates working less than 20 hours per week should not be included in this category.

Note A.3: Family Business: Students accepting jobs with family businesses should be categorized the same as other employers depending on the situation. For example, if they were not working for the family business before/during the program, they could be considered seeking/accepted. If they were sponsored by the family business, they should be considered company sponsored, etc.

3. COMPANY-SPONSORED or ALREADY EMPLOYED

This category includes those graduates reporting not seeking employment because they were financially sponsored by an employer during their time in the MS program and are intending to return to that employer, in a guaranteed position, for which they need not apply. This category also includes those graduates who were employed while a student and will continue to work for that employer, even if they were not sponsored (or partially sponsored) for their education. If a student must apply and interview for a position with the same employer, they should be considered seeking.

4. CONTINUING EDUCATION

This category includes those graduates who are enrolled/will enroll in further graduate studies.

Example: Continuing Education: Student X is enrolled as a Master of Accounting (MAC) student. Student X will complete the MAC degree requirements this year and will graduate from the MAC program. However, Student X has decided to pursue a Master of Finance degree. Therefore, upon MAC graduation this year, Student X should be classified as not seeking and continuing education.

5. STARTING NEW BUSINESS AS OWNER/FOUNDER

Do not include graduates in this category who accept full-time or short-term jobs with a salary in a new business or a start-up; those graduates should be in the *Employed Full-Time or Employed Short-Term* category.

6. NOT SEEKING FOR OTHER REASONS

Other reasons as defined and reported by the graduate. This includes graduates of dual-degree or joint-degree programs who are seeking a position using their other degree and choosing not to seek professional level employment using this degree. It may also include graduates reporting postponing their job search for a specific reason, e.g., spouse is relocating, taking a long trip before commencing the job search, starting a family, and personal or family health reasons.

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Note A.4: **A graduate's lack of effort** in the job search does not in itself make them eligible for this category. Professional judgment may be required, but if a graduate would accept a position (even if they were not actively searching) within six months after graduation, then they should be considered seeking.

Example: Not Seeking Other – dual/joint degree graduates: Student X is enrolled simultaneously in a full-time MBA and full-time Master of Business Analytics program and will graduate from both programs at the same time. Student X pursues employment as a Business Analyst and lands a job in that field. While student X must be accounted for as a graduate in each degree program's graduating class totals, the accepted job offer can only be applied to one of the degree programs. For the MBA program, student X's job search status is categorized as "Not Seeking-Other."   For the Master of Business Analytics program, student X's job search status is categorized as "Seeking Employment" and is then listed as having received and accepted a full-time job offer. If student X had not received or accepted a job offer by the 6-month close, student X would be categorized as "Not Seeking–Other" for the MBA program and "Seeking Employment" for the Business Analytics program.

Note A.5: For all not seeking categories, acceptable documentation includes a completed survey, written correspondence (including email) to or from the student confirming their status, documented phone conversations, coaching conversations or hallway chats with dates and notes, or screenshots of social media conversations with a date stamp.

7. NO RECENT INFORMATION AVAILABLE

The *No Recent Information Available* category <u>must </u>include those graduates who *may be* seeking employment or who *may not be* seeking employment, but for whom you have no recent reliable information. If you know, *from a reliable source,* a person's status - that is, whether he was seeking a job or not seeking a job - count that student in the appropriate category. If you really have no information whatsoever, count that person in the *No Recent Information Available* category. Recent information received about a graduate is considered information gathered at graduation and up to the school's data collection deadline despite required outreach efforts. That is, if a school has information on a students' status at graduation or later and receives no further updates, despite efforts to obtain them, the school should consider the last known status to be the student's final status.

To classify a graduate in the "No Recent Information Available" Category, the career Center must have two evidences of outreach prior to graduation and three post-graduation within the data collection period. The last attempt at outreach must be within the final month of the data collection period (e.g. month seven). Graduates may be included in the 'No Recent Information Available" category ONLY if all required outreaches have been documented by career services AND no response has been received from the graduate at graduation or later. Refer to section B for additional information about the data collection period.

> **Note A.6*:* Acceptable evidence of outreach includes**:
> - a written log maintained by the University with contact dates, contact names, or written correspondence, (either a letter or email), requesting employment status. Phone and hallway conversations can also be documented as outreach attempts.
> - Copies of the standard email sent to all graduates requesting an update on their job search status with dates and names documented
> - Copies of individual emails sent to a graduate requesting updates
> - Screenshots of text messages, social media outreach (should be date/time stamped)

8. FOOTNOTE DATA COLLECTION THRESHOLD

The percent of the graduating class for whom you have reliable information should be no less than 70%. This means no more than 30% of the class should be in the 'no information' category. **Indicate the number and percent of graduating class for whom you have reliable information as a footnote even if you did not meet the CSEA recommended threshold.**

9. REPORTS

Prepare one final report with all data collected as the end of the data collection period. Prepare separate tables for each master's program.

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Section B Data Collection and Timing

1. REPORTING DATES

To ensure comparable data, CSEA requests that schools maintain two reporting dates for job offers and job acceptances for specialty master's programs; *at graduation* and *at six months after graduation*. Prospective students and the general public view *at graduation* as a "normal" reporting mark, and six *months after graduation* serves to provide schools with flexibility based on the nature of their programs.

> **Example: Reporting Date Six Months after Graduation:** Your school graduates on June 3, 2026 - therefore your reporting dates for job offers and job acceptances will be at graduation (June 3, 2026) and at six months after graduation (December 3, 2026.)

> **DEFINITION**: **Graduation date** is defined as the earliest date at which the University represents that the students have completed the degree requirements, e.g., the students can use the distinction of the degree. This date is often considered the 'conferral date'. It is important that the Career Center communicates with the registrar to align graduation lists.

> **Example: Schools with students that complete degree requirements and are eligible to work with the degree distinction well before actual graduation ceremony date**
> Your school has a graduation ceremony on June 15, 2026, however students in the program complete their degree requirements and are certified by the school that they may use the distinction of the degree on March 30, 2026. Graduation date as defined above would be March 30, 2026 for offer and accepted offer timing. Six months post-graduation would be September 30, 2026.

> **Note B.1:** A graduate can be considered employed in a short-term position at six months after graduation reporting period even if their contract does not extend past six months.

2. DATA COLLECTION PERIOD

The Data Collection Period is the time period within which you may collect data on the status of your graduates and the other data needed to produce your Standards-compliant Report. The Data Collection period may start any time before graduation for the Standards for Reporting Full-time Specialty Master's Employment Statistics but must end one month following the Final Employment Reporting Date. The Cut-off date for Data Collection therefore is seven months post-graduation. The time during this last month is meant to provide time to collect any final details on your graduates, verify information collected and produce your Standards-compliant Reports. The final Full-time Specialty Master's Employment Report shall cover the 12 months ending June 30th (or otherwise if the school's graduating class definition differs). Schools should publish their program-specific Employment Reports with all data collected as of their final data collection date. This is to bring closure to the reporting year. For Standards for Reporting Full-time Specialty Master's Employment Statistics purposes, schools are not required to track graduates beyond six months post-graduation, but schools may do so if desired. The Data Collection Period is defined then as including the final month after the employment reporting date.

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Example: Data Collection Period: Your school has its final graduation date of May 25, 2026 for the reporting year ending June 30, 2026. You will have up to seven months post-graduation, or one month past the six-month post-graduation reporting date, to collect data for your Full-time Specialty Master's Employment Reports for 2026. This would mean your school's Employment Reporting Date six months post-graduation is November 25, 2026 and your school would have up to December 25, 2026 to collect and finalize the data (your cut-off Date)

3. SIX MONTH REPORTING DATE HAS PRIORITY

For any individual student whose **status changes** over time during the program and in the months following, it is the status at six months after graduation that governs the status at all measurement points. That is, if a student who at graduation is planning to postpone the job search or start a business decides five and a half months after graduation to seek a job, that student's status becomes Seeking Employment for both the *at graduation* and the six *months after graduation* measurement points.

4. MULTIPLE GRADUATION DATES

If a school has multiple graduation dates, all dates should be recorded so that you can accurately detail when a given student graduated.

Example: Schools with Multiple Graduation Dates – Defining Reporting Periods:
XYZ University has multiple graduation dates (May, August, and December). 400 students graduate on August 15, 2025, 100 students graduate on December 15, 2025, and 500 students graduate on May 15, 2026. The "Class of 2026", for Full-time Specialty Master's Employment Report purposes, includes all students graduating during the 12 months ending June 30, 2026. Therefore, in this example, 1000 students graduated during the 12 months ending June 30, 2026.

Example: Schools with Multiple Graduation Dates – Defining Reporting Periods:
Schools with multiple graduation dates should have one combined *at graduation* percentage for offers and accepted offers that includes all the graduation dates per program. Similarly, one combined six *months after graduation* percentage should be shown, which includes the data for the six months after each graduation date.

Example: Aggregating Offers with Multiple Graduation Dates - XYZ University has ten graduates, with three graduating on August 15, 2025, three graduating on December 15, 2025, and four graduating in May 2026. All the graduates are seeking employment. The three August 15, 2025 graduates accepted full-time jobs in September 2025 (after graduation and before six months after graduation). The three December 15, 2025 graduates accepted jobs in November 2025 (by graduation). Two of the four May 15, 2026 graduates accepted jobs in July 2026. The other two May graduates did not accept jobs until September. See Sample table below for how you would account for these graduates

SAMPLE TABLE FOR AGGREGATING MULTIPLE GRADUATING CLASSES ACCEPTED OFFERS

SAMPLE TABLE FOR AGGREGATING MULTIPLE GRADUATING CLASSES ACCEPTED OFFERS (SEE EXAMPLE SITUATION ABOVE)					
	ACCEPTED BY GRADUATION		ACCEPTED AFTER GRADUATION AND BEFORE SIX MONTHS		HAVE NOT REPORTED ACCEPTING AN OFFER BY SIX MONTHS AFTER GRADUATION
	FULL-TIME	SHORT-TERM	FULL-TIME	SHORT-TERM	
August 15, 2025	0		3 (30%)		0
December 15, 2025	3 (30%)		0		0
May 15, 2026	0		2 (20%)		2 (20%)
Combined dates to be reported in the (2026) Full-time Specialty Master's Employment Report	3 (30%)		5 (50%)		2 (20%)

Note B.2: Graduates should only be counted once in either full-time or short-term employment.

Section C Timing of Job Offers

Required Table 2.A

**FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
TIMING OF FIRST JOB OFFERS**

**FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
TABLE 2.A TIMING OF FIRST JOB OFFERS (REQUIRED)**

	TOTAL SEEKING EMPLOYMENT	FIRST OFFER BY GRADUATION DATE:				FIRST OFFER AFTER GRADUATION AND BY SIX MONTHS AFTER GRADUATION DATE:				HAVE NOT REPORTED RECEIVING AN OFFER BY SIX MONTHS AFTER GRADUATION	
		FULL-TIME		SHORT TERM		FULL-TIME		SHORT TERM			
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Permanent Work Authorization											
Non-Permanent Work Authorization											
Work Authorization Not reported											
Total Graduates Seeking Employment											

INSTRUCTIONS FOR TABLE 2.A

1. TIMING OF FIRST JOB OFFER
Report Full-Time graduates' experiences on length of time to receive **their first offer** (*Table 2.A*) whether or not that is the offer they accept. Based upon all information received as of your Data Collection Cut-off Date (one month past your six-month post-graduation Employment Reporting Date (whichever timeframe the school uses), develop a table or histogram indicating **the number and percent of full-time graduates** who had:
    a. Received their first offer *by graduation*
    b. Received their first offer *after graduation and by six months after graduation*, and
    c. Did not receive an offer by six months after graduation

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> **Note C.1: Graduates should only be counted once** in either full-time or short-term employment. If the graduate received both a full-time and a short-term offer, report ONLY the timing of the first offer

2. TOTAL GRADUATES SEEKING

The number of graduates in these three categories (First offer by graduation, first offer after graduation and by 6 months, have not reported receiving an offer by 6 months) must equal the number of *Total Graduates Seeking Employment* (from *Table 1.B*). Similarly, the denominator, when calculating the *percent* within each of the three categories is the *Total Graduates Seeking Employment*.

3. THE JOB OFFER

This information demonstrates when graduates had an *opportunity* for a job. A **job offer** is a valid offer for a specific position. The job offer to the graduate does not have to be in writing or include a salary. It should however, be professional-level work, as noted in instruction 2 for Table 1.B. It does not include verbal speculation or suggestions involving possible or potential offers for unidentified positions. An information source may include an employer, a student's parent/guardian, the career Center staff's personal knowledge, or other reliable sources. The career office should document in an email communication or the Career Services office's tracking system the information about the offer sourced from the graduate, parent, employer or other source stated above. The documentation should include the date of the offer or accepted offer and the date the career office received the information.

Offers received up until midnight on the Employment Reporting Date may be included in the report. If a student reports receiving an offer, but not the date of the offer, the school should use the date the offer was reported to the school.

> **Note C2: Contract work** and other similar employment types may be considered a valid full-time job offer if the following criteria are met: 1. The contract extends past six months post-graduation. 2. The student will work 30 hours or more per week on a consistent basis, and 3. The position is professional level as noted in A.6 Professional Judgement section. Should the contract meet these criteria, the Career Center should calculate an annualized salary to be included in the salary data.
>
> **Note C.3: Do not report total number of offers** or average number of offers. These measurements are deemed not to be reflective of the career center's effectiveness nor individual graduates' effectiveness and satisfaction. In addition, they may be unnecessary deterrents to attracting employers to campus.
>
> **Note C.4: Tracking beyond six months**: The CSEA Standards do not require schools to continue to track beyond the Data Collection Cut-off Date (one month past their Employment Reporting Date of six months). Schools may decide to continue to track and report data after the Cut-off Date, but that data should not be included in this table.

4. REPORTS

Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (individual master's program).

Section D Timing of Acceptances

Required Table 2.B

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
TIMING OF JOB ACCEPTANCES

FULL_TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
TABLE 2.B TIMING OF JOB ACCEPTANCES (REQUIRED)

	TOTAL SEEKING EMPLOYMENT	FIRST OFFER ACCEPTED BY GRADUATION DATE:				ACCEPTED JOB AFTER GRADUATION AND BY SIX MONTHS AFTER GRADUATION DATE:				TOTAL ACCEPTED JOB BY SIX MONTHS AFTER GRADUATION DATE:				HAVE NOT REPORTED ACCEPTING AN OFFER BY SIX MONTHS AFTER GRADUATION
		FULL-TIME		SHORT TERM		FULL-TIME		SHORT TERM		FULL-TIME		SHORT-TERM		ALL
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Percent	Number	Percent	Number	Number	Percent
Permanent Work Authorization															
Non-Permanent Work Authorization															
Work Authorization Not reported															
Total Graduates Seeking Employment															

INSTRUCTIONS FOR TABLE 2.B JOB ACCEPTANCES

1. CATEGORIZING STUDENTS

A graduate should only be counted once as having accepted either a short-term or full-time job offer during the entire reporting period. Based upon all information received as of your Data Collection Cut-off Date (one month past your six-month post-graduation date, whichever timeframe your school uses), develop a table or histogram indicating *the number and percent of job seeking full-time graduates* who had:

    a. Accepted a job *by graduation*
    b. Accepted a job *after graduation and by six months after graduation*, and
    c. Did not accept a job by *six months after graduation*.

2. JOB ACCEPTANCE

A job acceptance occurs when a graduate has notified an employer that he or she has accepted a valid offer for a specific position. Offers accepted up until midnight on the cutoff date may be included in the report. If a student reports accepting an offer, but doesn't report the date of acceptance, the school should use the date the acceptance was reported to the school.

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3. TOTAL GRADUATES SEEKING

The number of graduates in these three categories must equal the number of Total Graduates Seeking Employment (from Table 1.B). Similarly, the denominator when calculating the *percent* within each of the three categories is the *Total Graduates seeking employment*. This information demonstrates when graduates actually had a job that was acceptable to them.

4. TOTAL GRADUATES ACCEPTED JOB BY SIX MONTHS AFTER GRADUATION

This column is the total of all offers accepted before and after graduation up to your six month cut-off date. You should simply add the offers accepted before graduation and offers accepted after graduation and by six months columns.

5. REPORTS

Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (individual master's program.)

Note D.1: MORE THAN ONE ACCEPTANCE: Should a student accept a subsequent job before the six-month deadline (as in the case of a post-grad internship conversion or loss of job and subsequent search), the first acceptance should be treated as an offer and the subsequent acceptance date, salary and other details should be used for the remainder of the tables.

Note D.2: WITHDRAWN OR RESCINDED OFFERS: To account for offers that are withdrawn or rescinded, see Appendix II.

Note D.3: TRACKING: The Standards for Reporting Full-time Specialty Master's Employment Statistics do not require schools to continue to track graduates beyond the data collection period (one month past each School's six-month post-graduation date (whichever timeframe the school uses).

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Section E Primary Sources of Full-time Job Acceptances

Required Table 3.A

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
PRIMARY SOURCE OF FULL-TIME JOB ACCEPTANCES

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT TABLE 3.A PRIMARY SOURCE OF FULL-TIME JOB ACCEPTANCES (REQUIRED)		
	NUMBER	**PERCENT**
SCHOOL-FACILITATED JOB SOURCES:		
Conversion of internship; internship obtained through school sources		
Scheduled interviews on or off campus for full time employment		
Job postings on school career systems, resume books, resume referrals by career center		
Activities supported by career center (e.g. job fairs/conferences, employer events, information meetings, school promoted job boards)		
School network/resources (e.g. faculty referrals, alumni referrals, classmates, campus speakers, treks, club events, class projects)		
Other school-facilitated source		
TOTAL SCHOOL-FACILITATED JOB SOURCES		
GRADUATE-FACILITATED JOB SOURCES:		
Conversion of internship; internship obtained through graduate-initiated sources		
Personal contacts (e.g. previous employers, family, friends, etc.)		
Online job postings (e.g. social media/LinkedIn, Indeed, company websites)		
Other graduate-facilitated source		
TOTAL GRADUATE-FACILITATED JOB SOURCES:		
JOB SOURCE NOT REPORTED		
TOTAL GRADUATES ACCEPTING OPFFERS		**100%**

INSTRUCTIONS FOR TABLE 3.A

1. JOB SOURCES

In keeping with the goal of meaningfully measuring the effectiveness of the services provided by career services offices and trends in the employment market, the Standards for Reporting Full-time Specialty Master's Employment Statistics recommend two major categories for the sources of the jobs that graduates accept: *school-facilitated* sources and *graduate-facilitated* sources. Table 3.A provides examples of the types of sources that might be identified as 'graduate facilitated' vs 'school facilitated'. **Schools may include their own subcategories but must report these three main categories: School Facilitated, Graduate Facilitated and Job Source not reported. These three categories should add up to total graduates accepting offers from Table 1.A.**

In making this determination, the Standards for Reporting Full-time Specialty Master's Employment Statistics call for identifying internships according to whether they were *school-facilitated* or *graduate-facilitated* should your master's program allow for students to do an internship during the time they are in the program.

In Table 3.A, report the number and percent of graduates indicating the primary source of the offer which they accepted in the following categories:

    a. All *school-facilitated* activities
    b. All *graduate-facilitated* activities
    c. No response provided by the graduate
    d. Total graduates accepting offers is the summation of categories a, b and c and musts equal d. Percentages of graduates in each category are calculated on the basis of total graduates accepting offers.

2. JOB SOURCE CATEGORIES

Table 3.A provides **examples only** and serves as a worksheet to facilitate reporting the information under the *Primary Source of Full-time Job Acceptances* category. Schools should adapt these examples as appropriate to their needs.

3. REPORTS

Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

> **Note E.1:** It is recommended that Career Centers do not publish the number of recruiters, as it is not a reflective measure of how graduates find employment.

Section F Salary and Compensation Data (Tables 4.A – 4.N)
Required Table 4.A

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION REPORT

FULL-TIME SPECIALTY MASTER'S REPORT TABLE 4.A BASE SALARY (REQUIRED)						
	NUMBER Reporting Base Salary Information	PERCENT Reporting Base Salary[1] Information	MEAN Base Salary	MEDIAN Base salary	LOW Base salary	HIGH Base Salary
Permanent Work						
Non-Permanent Work Authorization						
Work Authorization Not						
TOTAL REPORTING BASE						

(1) Divide the number of students reporting base salary by the number of students reporting accepting a position.

FULL-TIME SPECIALTY MASTER'S REPORT TABLE 4.A SIGNING/STARTING BONUS (REQUIRED)						
	NUMBER Reporting Signing/Starting Bonus Information	PERCENT Reporting Useable Signing/Starting Bonus[2] Information	MEAN Signing/starting bonus	MEDIAN signing/starting bonus	LOW signing starting bonus	HIGH signing starting bonus
Permanent Work						
Non-Permanent Work Authorization						
Work Authorization Not Reported						
TOTAL REPORTING SIGNING/STARTING BONUS						

(1) Divide the number of students reporting reliable signing/starting bonus information by the number of students providing base salary information.
(2) Signing/Starting bonus reporting is optional for programs where receiving a signing/starting bonus is not the norm.

INSTRUCTIONS FOR TABLE 4.A

1. NEW EMPLOYMENT
Salary/compensation data pertains only to full-time job *acceptances received by six months after*

graduation including those accepting employment with a start-up company. Do not include offers not accepted. Any information about positions, including salary information, for positions accepted later than six months post-graduation should not be included in your standards-compliant report. Do not include salary information for graduates who were company-sponsored or already employed, e.g., who had not accepted a new employment offer (those graduates should have been included in the *Not Seeking Employment* category on Table 1.A).

2. COMPENSATION CATEGORIES

For Permanent Work Authorization, Non-Permanent Work Authorization, and Total Graduates, report compensation in two categories (Table 4.A provides a worksheet for this report). Do not combine these two categories into a Total Compensation figure.

      a. Base Salary
      b. Signing/Starting Bonus

3. TARGET FOR SALARY INFORMATION

Salary reports should carry a footnote indicating the percent of full-time job-accepting graduates for whom you have reliable salary information. While the goal is to obtain information from 100 percent of job-accepting graduates, the CSEA minimum target is 70%. The equation is: *number of full-time job-accepting graduates for whom you have reliable salary information/total full-time job-accepting graduates = percent*

4. BASE SALARY

Base salary *excludes* bonuses, commissions, and other compensation such as benefits and perquisites (e.g., car, equipment, memberships, relocation expenses, etc.), even if they appear to be guaranteed. Do not equate benefits and perquisites to cash, and do not include them in a compensation report. When converting salaries from hourly to annual, use a typical workweek for the country in which the student is working. Salaries reported as $0 (e.g. 100% commission jobs) should not be calculated into the average base salary.

> **Note F.1: Employment at Start-ups:** The Standards for Reporting Specialty Master's Employment Statistics do not *per se* allow clarification to identify the percentage of graduates within each industry/function who have accepted employment with start-ups. A school can elaborate, in a footnote, the background of its statistics.

5. LOCAL CURRENCY OR USD

Schools may express salary in their local country currency or the currency most appropriate for their local employment market. For schools outside the U.S that wish to express their employment reports in US dollars, they may convert salary reported in €, £, or C$ to US$ on or near their own data collection cutoff date, using official currency rates published by the *Financial Times.* To maintain a consistent conversion date, conversions should be done by the school, not the student and the student should provide the currency when reporting salary to the school. Express salary as reported and calculated, e.g., not rounded. Salaries for students whose salary is unknown or not guaranteed (e.g. commission only jobs) should not be included in salary calculations.

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Note F.2: Purchasing Power Parity: Schools may elect, in addition to reporting their salary tables in absolute terms, to provide or publish salary information to their prospective student populations using purchasing power parity (PPP) conversions to reflect purchasing power differences between countries. Schools should not report regional or metropolitan area purchasing power parity differences within a single country. For consistency across all schools, only salary tables in absolute terms (not PPP) should be submitted to external publications and media outlets Graduate salary information with country level purchasing power parity conversions should not be submitted to external publications and media outlets. If a school elects to produce these salary tables with PPP conversions, they should use the most recent conversion estimates supplied by the IMF – World Economic Outlook Database - for the current reporting year and footnote same on their report along with the published date. To maintain consistency, PPP should be produced by the school (not the student) at or near the collection cutoff date.

6. SIGNING /STARTING BONUS

Signing / Starting Bonus is an incentive to join an employer, which may be paid either when the offer is accepted or in the early stages of employment. Signing/Starting bonus is defined as the bonus the graduate receives upon starting work, not any subsequent guaranteed bonus.

Base Salary and Signing/Starting Bonus are not cumulative. Schools should not publish a "Total Compensation" or "Salary plus Signing/Starting Bonus" figure. Total Compensation does not provide an accurate representation of actual compensation since it represents the addition of base salary, plus other types of compensation. This combines one- time payments with ongoing or potentially ongoing payments. Thus, a total compensation figure does not provide a consistent, reliable salary figure. The most accurate way to depict compensation is to list each type of compensation separately base salary and signing/starting bonus.

7. NOT INCLUDED

Stock option values, tuition reimbursement, sales commissions, relocation and moving expenses are excluded from this compensation report. However, schools may report the number or percent of job-seeking graduates receiving stock options, sales commissions, or relocation and moving expenses.

8. MEAN, MEDIAN, HIGH AND LOW

Report the median, mean, high and low salaries within the categories when there are a *minimum of three data points*, or the number of data points *is equal to or greater than one percent of Full- Time graduates seeking employment, whichever is greater*. This provides additional confidentiality for compensation reporting. Even when minimum data requirements are met, career services professionals may elect not to report salary data that would compromise student confidentiality or use a higher number or percentage as a threshold depending on class size or other factors; they should exercise their judgment in making this determination, as long as all salaries are included in the total salary figure.

9. MAINTAINING CONFIDENTIALITY

Career centers are responsible for maintaining confidentiality of individual salaries. Therefore, even when minimum data points are met per CSEA Standards, the school may always elect not to report any salary data that would compromise student confidentiality or use a higher number or percentage as a threshold depending on class size or other factors. They should exercise their judgement in making this determination as long as all salaries are included in the total salary figure.

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10. REPORTS

Prepare one final report with all data collected as of end of the data collection period. Prepare separate tables for each program (individual master's program).

INSTRUCTIONS FOR ALL TABLES 4.B THROUGH 4.M

OPTIONAL:

Due to the focus and smaller size of some specialty master's programs, breaking out employment and salary by functions, industries, geographic regions, undergraduate major and professional experience may not be possible. Schools may present this data using these tables as appropriate.

1. DO NOT BREAK OUT SALARY BY WORK AUTHORIZATION

Do not break out base salary information for *Permanent Work Authorization or Non-Permanent Work Authorization* under Functions, Industries, Geographic Regions, Undergraduate Major, Program Length, and Professional Experience (Tables 4.B – 4.M). Simply report for all Full-Time graduates who accepted full-time employment by six months post-graduation in these categories.

2. MINIMUM DATA REQUIRED

Include data on a professional function, industry, geographic region, undergraduate major, program length, or level of experience when there are a minimum of *three* data points, or the number of data points *is equal to or greater than one percent of full-time graduates seeking employment (whichever is greater)*. Data points not meeting the "minimum of three" or "one percent or greater" requirements should be reported in the *Other* category (assuming there are a minimum of three such data points) or indicated by an N/A designation.

Example: Minimum Data Required
500 full-time graduates seeking employment; one percent equals five graduates:

- Four graduates accepted employment within one of the categories in this section. While the *minimum of three graduates* rule was met, the *one- percent or greater* rule was *not* met. Therefore, the graduates in this category could either be moved to the *Other* category, or the 0.8% of graduates who accepted jobs could be left in the appropriate category and their salary shown as N/A.
- Fifteen graduates (three percent) accepted employment within one of the categories in this section. These fifteen graduates would be counted in that category, and their salary would be shown, since *the minimum of three graduates* and the *one- percent or greater* rules have been met.

Example: Minimum Data Required
90 full-time graduates seeking employment; one percent equals one graduate:

- Three graduates accepted employment within one of the categories in this section. The *minimum of three graduates and* the *one- percent or greater* rules have been met.
- Two graduates accepted employment within one of the categories in this section. While *the one-percent or greater* rule has been met, the *minimum of three graduates* rule has not been met. Therefore, these two graduates (2.2% of the class) could be shown as accepting jobs in this category, and the salary for the category be shown as N/A, or these graduates and their salaries could be included in the *Other* category.

---

3. MAINTAINING CONFIDENTIALITY

Schools should use discretion when reporting salary data that could compromise confidentiality. Should a school determine that 3 data points and/or a minimum of 1% are not adequate to protect graduates' confidentiality, that data should be reported in the "Other" category or indicated by an N/A designation. Even when minimum data requirements are met, career services professionals may elect not to report any salary data in a way that would compromise student confidentiality or use a higher number or percentage as a threshold depending on class size or other factors; they should exercise their judgment in making this determination as long as all salaries are included in the total salary figures.

4. TOTAL GRADUATES ACCEPTING NEW EMPLOYMENT

The number and corresponding percentage of full-time graduates accepting new employment in Tables 4.B through Table 4.M is the total number reporting accepting full-time employment by six months from Table 2B regardless of whether the graduate has provided base salary information. In other words, the denominator for percentages is the Total Graduates Accepting New Full-time Employment.

5. THE NUMBER OF GRADUATES REPORTING SALARY

The number of graduates reporting salary in Tables 4.B through Table 4.M is the number within the category (e.g., that functions, industries, geographic regions, undergraduate major, program length, or experience range) who reported salary.

> **Note F.3: Schools should use discretion** when reporting salary data that could compromise confidentiality. Should a school determine that 3 data points and/or a minimum of 1% are not adequate to protect graduates' confidentiality, that data should be reported in the "Other" category or indicated by an N/A designation. Even when minimum data requirements are met, career services professionals may elect not to report any salary data in a way that would compromise student confidentiality or use a higher number or percentage as a threshold depending on class size or other factors; they should exercise their judgment in making this determination as long as all salaries are included in the total salary figures.

6. REPORTING

Both the number of graduates accepting new employment and the number of graduates reporting salary should be reported for CSEA Standards-compliant tables. For report formats where the report only allows for one number for a category, it should be the number accepting new employment. The number reporting salary should never be reported without the number accepting new employment. The reasoning here is that the number accepting new employment leads directly to the percentage employed. The number reporting salary is in most cases smaller and may be confusing to the average reader if not reported together.

Prepare one final report with all data collected as of end of the data collection period. Prepare separate tables for each program (individual master's program).

Optional Table 4.B

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY PROFESSIONAL FUNCTIONS (OPTIONAL)

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT TABLE 4.B COMPENSATION BY PROFESSIONAL FUNCTIONS (OPTIONAL)							
FUNCTIONS*	**GRADUATES ACCEPTING NEW FULL-TIME EMPLOYMENT****		**GRADUATES REPORTING SALARY**	**MEAN BASE SALARY**	**MEDIAN BASE SALARY**	**LOW BASE SALARY**	**HIGH BASE SALARY**
	Number	**Percent**	**Number**				
Accounting							
Business/Data							
Consulting							
Finance							
General Management							
Human Resources							
Marketing/Sales							
Information Technology							
Operations/Logistics							
Product Management							
Other							
Function Not							
Total		100%					

*Modify or expand functions into sub-functions as needed to best represent a specific program.
**Based on total number of students accepting employment at six months.

INSTRUCTIONS FOR TABLE 4.B COMPENSATION BY PROFESSIONAL FUNCTIONS

1. **PROFESSIONAL FUNCTIONS** (*Table 4.B*)
   Enter the number of graduates who reported accepting jobs in each *Professional Function.* Enter the number of graduates who reported salary within each function, including mean, median, low, and high salaries, provided that minimum data thresholds are met (refer to Standards section F.2. in the Instructions for all Tables 4B-4M.) The major headings are defined in Table 4B; schools should expand upon those subsets as appropriate to their needs. See below Table 4B for examples.

2. **NOT REPORTED**
   All students who accepted employment by six months but who didn't report function. NOTE: its ok to verify job function via social media such as LinkedIn.

3. COMPENSATION

Include compensation information only for those graduates ACCEPTING FULL-TIME EMPLOYMENT by six months after graduation.

4. REPORTS

Prepare one final report with all data collected as the end of the data collection period. (Prepare separate tables for each program (Individual master's program)

EXAMPLES OF WAYS TO EXPAND THE MINIMUM FUNCTIONS LIST
Note: only the major headings are required in the Standards-compliant report.

CONSULTING
- Internal Consulting
- IT / Systems Consulting
- General Consulting
- Management Consulting
- Operations / Process Consulting

FINANCE
- Corporate Finance
- Investment Banking
- Investment Management
- Public Finance
- Real Estate
- Private Equity
- Private Wealth Management
- Research
- Sales & Trading

GENERAL MANAGEMENT
- General Services
- Leadership Development Programs

MARKETING/SALES
- Advertising/Public Relations
- Brand Management
- Buying/Merchandising
- Research/Consumer Insights
- Sales

OPERATIONS/LOGISTICS
- Logistics/Supply Chain
- Production Management
- Purchasing
- Service Operations

OTHER
This category should contain sub-functions that are rare and not typically seen among your student population, or that don't easily fit into another category.

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Optional Table 4.C

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY INDUSTRIES (OPTIONAL)

INDUSTRIES*	GRADUATES ACCEPTING NEW FULL-TIME EMPLOYMENT**		GRADUATES REPORTING SALARY	MEAN BASE SALARY	MEDIAN BASE SALARY	LOW BASE SALARY	HIGH BASE SALARY
	Number	**Percent**	**Number**				
Accounting Services							
Consulting							
Consumer Packaged Goods							
Financial Services							
Government							
Healthcare (Including Products and Services)							
Hospitality							
Manufacturing							
Media/Entertainment							
Non-Profit							
Energy							
Real Estate							
Retail							
Technology							
Transportation & Logistics Services							
Other							
Industry Not							
Total		100%					

*Modify or expand industry sectors into sub-sectors as needed to best represent a specific program.
**Based on total students accepting full-time employment by six months.

INSTRUCTIONS FOR TABLE 4.C – COMPENSATION BY INDUSTRIES

1. **INDUSTRIES** (*Table 4.C*):
   In addition to reporting the mean, median, high and low base salaries, report the percent of job-accepting graduates who have accepted full-time employment offers within industries appropriate for your school. Table 4.C includes some, but not all, of those industries. The major headings are defined; schools should expand upon the subsets as appropriate to their needs.

2. COMPENSATION

Include compensation information only for those graduates ACCEPTING FULL-TIME EMPLOYMENT by six months after graduation.

3. REPORTS

Prepare one final report with all data collected as the end of the data collection period. (Prepare separate tables for each program (Individual master's program)

> **Note F.4:** For multi-business corporations such as Siemens (e.g. transportation, consumer products, healthcare technology, SAAS, energy), schools may opt to classify the student's accepted job at the business unit level. For example, a student joining Siemens Healthineers is grouped in Healthcare (including Products & Services), while another graduate joining Siemens Mobility would be grouped in Transportation & Logistics Services. Dun & Bradstreet, a global business directory, is one useful resource for identifying an organization's primary industry classification.

EXAMPLES OF WAYS TO EXPAND THE INDUSTRY LIST
(only the major headings are required for the standards compliant report)

FINANCIAL SERVICES
- Asset / Investment Management
- Commercial Banking
- Hedge Funds
- Insurance
- Investment Banking
- Private Equity / Venture Capital

HEALTHCARE
- Pharmaceuticals / Biotech
- Devices
- Health Services / Hospitals

MANUFACTURING
- Aerospace
- Automotive
- Consumer Durables
- Diversified
- Other

TECHNOLOGY
- Computers
- Hardware
- Internet Services
- Retail
- Software
- Telecommunications

*Individual industries that qualify under technology can be classified at the school's discretion. Consistency should be applied from year to year.

FULL_TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY WORLD REGIONS (OPTIONAL)

GEOGRAPHIC REGIONS (Tables 4.D through 4.J)
Each school should complete Table 4.D, Compensation by World Region, and the table that corresponds to its home region in order to be Standards-compliant. Completing additional tables is recommended, but not required.

REGIONS	GRADUATES ACCEPTING NEW FULL-TIME EMPLOYMENT*		GRADUATES REPORTING SALARY	MEAN BASE SALARY	MEDIAN BASE SALARY	LOW BASE SALARY	HIGH BASE SALARY
	Number	Percent	Number				
Africa	(A)	(B)					
Asia	(C)	(D)					
Europe	(E)	(F)					
Latin America & the Caribbean	(G)	(H)					
North America	(I)	(J)					
Oceania	(K)	(L)					
World Region Not Reported							
Total		**100%**					

Table title: FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT — TABLE 4.D COMPENSATION BY WORLD REGIONS (OPTIONAL)

Note F.5: The number and percent of graduates accepting jobs in each region in Table 4.D should equal the corresponding numbers in Tables 4.E through 4.J, as notes L(A) through (L) indicate.

INSTRUCTIONS FOR TABLE 4.D: COMPENSATION BY WORLD REGIONS

1. GRADUATES ACCEPTING EMPLOYMENT BY REGION
Enter the number of graduates who reported accepting new full-time jobs in each *Geographic Region.* Enter the number of graduates who reported salary within each region, including mean, median, low, and high salaries, provided that minimum data thresholds are met (refer to Standards for Reporting Full-time Specialty Master's Employment Statistics Section F.2.b).

For Tables 4.E through 4.J enter the number of graduates and salaries in the same fashion. For a definition of the countries included in each sub-region, refer to the Geographic regions provided in

Appendix I based on the United Nations Department of Economic and Social Affairs Statistics Division. Percentages for all tables are calculated on the basis of total graduates whose information is known worldwide, so that Tables 4.E through 4.J are components of Table 4.D.

2. GEOGRAPHIC SUBSETS

Schools are encouraged to utilize subsets, if appropriate, for their population: e.g., specific countries or cities within a given geographic region. Salary data, when provided, should be provided at the country, city, or other more granular level. Salary data by sub-region is likely less meaningful because it aggregates multiple countries, so it is not part of the Standards for Reporting Full-time Specialty Master's Employment Statistics, with the exception of North America, where it has historical precedent within the Standards.

3. REMOTE WORK

The geographic location for a student working remote should be the student's "home office" – or the physical location of the office where the student would go if they had to go into work. If the company is 100% virtual, the location should be where the student conducts a majority of their work. The frequency of when they go into the office doesn't matter.

4. ALL JOB ACCEPTING GRADUATES

Include compensation information only for those graduates accepting new full-time employment and reporting geographic location by six months after graduation.

5. REPORTS

Prepare one final report with all data collected as the end of the data collection period. (Prepare separate tables for each program (Individual master's program)

Optional Table 4.E

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT COMPENSATION BY REGION: AFRICA (OPTIONAL)

FULL-TIME SPE*CIALTY MASTER'S EMPLOYMENT REPORT* TABLE 4.E COMPENSATION BY REGION: AFRICA (OPTIONAL)		
AFRICAN SUB-REGIONS	**GRADUATES ACCEPTING NEW EMPLOYMENT**	
	Number	**Percent**
Eastern Africa		
Middle Africa		
Northern Africa		
Southern Africa		
Western Africa		
Sub-region not reported		
Total Africa	(A)	(B)

INSTRUCTIONS FOR TABLE 4.E – COMPENSATION BY REGION: AFRICA

1. REGION: AFRICA
The total number and percent of graduates shown accepting new employment and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 4.D. Thus, percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. COUNTRIES WITHIN THIS REGION
See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. COMPENSATION
Include compensation information only for those graduates seeking employment who ACCEPTED EMPLOYMENT BY SIX MONTHS AFTER GRADUATION.

4. REPORTS
Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY REGION: ASIA (OPTIONAL)

FULL-TIME SPE*CIALTY MASTER'S EMPLOYMENT REPORT* TABLE 4.F COMPENSATION BY REGION: ASIA (OPTIONAL)		
ASIAN SUB-REGIONS	**GRADUATES** **ACCEPTING NEW EMPLOYMENT**	
	Number	**Percent**
Central Asia		
Eastern Asia		
Southern Asia		
South-Eastern Asia		
Western Asia		
Sub-region not reported		
Total Asia	(C)	(D)

INSTRUCTIONS FOR Table 4.F: COMPENSATION BY REGION: ASIA

1. **REGION: ASIA**
   The total number and percent of graduates shown accepting new employment and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 4.D. Thus, percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. **COUNTRIES WITHIN THIS REGION**
   See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. **COMPENSATION**
   Include compensation information only for those graduates seeking employment who ACCEPTED EMPLOYMENT BY SIX MONTHS AFTER GRADUATION.

4. **REPORTS**
   Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT

COMPENSATION BY REGION: EUROPE (OPTIONAL)

FULL-TIME SPE*CIALTY MASTER'S EMPLOYMENT REPORT* TABLE 4.G COMPENSATION BY REGION: EUROPE (OPTIONAL)		
EUROPEAN SUB-REGIONS	**GRADUATES ACCEPTING NEW EMPLOYMENT**	
	Number	**Percent**
Eastern Europe		
Northern Europe		
Southern Europe		
Western Europe		
Sub-region not reported		
Total Europe	(E)	(F)

INSTRUCTIONS FOR TABLE 4.G: COMPENSATION BY REGION: EUROPE

1. **REGION: EUROPE**
   The total number and percent of graduates shown accepting new employment and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 4.D. Thus, percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. **COUNTRIES WITHIN THIS REGION**
   See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. **COMPENSATION**
   Include compensation information only for those graduates seeking employment who ACCEPTED EMPLOYMENT BY SIX MONTHS AFTER GRADUATION.

4. **REPORTS**
   Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

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Optional Table 4.H

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY REGION: LATIN AMERICA & THE CARIBBEAN (OPTIONAL)

FULL-TIME SPE*CIALTY MASTER'S EMPLOYMENT REPORT* TABLE 4.H COMPENSATION BY REGION: LATIN AMERICA & THE CARIBBEAN (OPTIONAL)		
LATIN AMERICAN & CARIBBEAN SUB-REGIONS	**GRADUATES ACCEPTING NEW EMPLOYMENT**	
	Number	**Percent**
Caribbean		
Central America		
South America		
Sub-region not reported		
Total Latin America & Caribbean	(G)	(H)

INSTRUCTIONS FOR TABLE 4.G: COMPENSATION BY REGION:
LATIN AMERICA & THE CARIBBEAN

1. **REGION: LATIN AMERICA & THE CARIBBEAN**
   The total number and percent of graduates shown accepting new employment and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 4.D. Thus, percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. **COUNTRIES WITHIN THIS REGION**
   See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. **COMPENSATION**
   Include compensation information only for those graduates seeking employment who ACCEPTED EMPLOYMENT BY SIX MONTHS AFTER GRADUATION.

4. **REPORTS**
   Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY REGION: NORTH AMERICA (OPTIONAL)

FULL-TIME SPE*CIALTY MASTER'S EMPLOYMENT REPORT* TABLE 4.I COMPENSATION BY REGION: NORTH AMERICA (OPTIONAL)							
REGION	GRADUATES ACCEPTING NEW FULL-TIME EMPLOYMENT		GRADUATES REPORTING SALARY	MEAN BASE SALARY	MEDIAN BASE SALARY	LOW BASE SALARY	HIGH BASE SALARY
	Number	Percent	Number				
Bermuda							
Canada							
Greenland							
St. Pierre & Miquelon							
United States							
Mid-Atlantic							
Midwest							
Northeast							
South							
Southwest							
West							
Sub-region not reported							
Total North	(I)	(J)					

INSTRUCTIONS FOR TABLE 4.G: COMPENSATION BY REGION: NORTH AMERICA

1. REGION: NORTH AMERICA
The total number and percent of graduates shown accepting new employment and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 4.D. Thus, percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. COUNTRIES WITHIN THIS REGION
See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. NORTH AMERICAN SUB-REGIONS

- **Mid-Atlantic:** Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia.
- **Midwest**: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South   Dakota, Wisconsin
- **Northeast**: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont
- **South:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee
- **Southwest:** Arizona, Colorado, New Mexico, Oklahoma, Texas
- **West**: Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming

4. COMPENSATION

Include compensation information only for those graduates seeking employment who ACCEPTED EMPLOYMENT BY SIX MONTHS AFTER GRADUATION.

5. REPORTS

Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY REGION: OCEANIA (OPTIONAL)

FULL-TIME SPE*CIALTY MASTER'S EMPLOYMENT REPORT* TABLE 4.J COMPENSATION BY REGION: OCEANIA (OPTIONAL)		
OCEANIAN SUB-REGIONS	**GRADUATES ACCEPTING NEW EMPLOYMENT**	
	Number	**Percent**
Australia & New Zealand		
Melanesia		
Micronesia		
Polynesia		
Sub-region not reported		
Total Oceania	(K)	(L)

INSTRUCTIONS FOR TABLE 4.G: COMPENSATION BY REGION: OCEANIA

1. REGION: OCEANIA
The total number and percent of graduates shown accepting new employment and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 4.D. Thus, percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. COUNTRIES WITHIN THIS REGION
See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. COMPENSATION
Include compensation information only for those graduates seeking employment who ACCEPTED EMPLOYMENT BY SIX MONTHS AFTER GRADUATION.

4. REPORTS
Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

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Optional Table 4.K

FULL-TIME SPE*ALTY* MASTER'S EMPLOYMENT REPORT
COMPENSATION BY UNDERGRADUATE MAJOR (OPTIONAL)

FULL-TIME SPE*CIALTY* MASTER'S EMPLOYMENT REPORT TABLE 4.K COMPENSATION BY UNDERGRADUATE MAJOR (OPTIONAL)						
UNDERGRADUATE MAJOR	**GRADUATES ACCEPTING NEW FULL-TIME EMPLOYMENT****		**GRADUATES REPORTING SALARY**	**MEAN BASE SALARY**	**MEDIAN BASE SALARY**	**LOW BASE SALARY**	**HIGH BASE SALARY**
	Number	Percent	Number				
Technical*							
Business							
Other							
Undergraduate Major Not Reported							
Total Graduates Accepting Full-time Offers		100%					

*Technical is generally defined as non-business majors in the science and engineering disciplines.

INSTRUCTIONS FOR TABLE 4.K COMPENSATION
BY UNDERGRADUATE MAJOR

1. **UNDERGRADUATE MAJOR (OPTIONAL),** e.g., *Technical, Business and Other (Table 4.K)*. Enter the number of graduates who accepted jobs, according to the graduates' *Undergraduate Major* (Technical, Business or Other). Report the mean, median, low, and high base salaries, provided that minimum data thresholds are met (refer to **Standards for Reporting Full-time Specialty Master's Employment Statistics** Section F.2.bThis table is recommended but not required for Standards compliance.

2. **COMPENSATION**
Include compensation information only for those graduates seeking employment who ACCEPTED EMPLOYMENT BY SIX MONTHS AFTER GRADUATION.

3. **REPORTS**
Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

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Optional Table 4.L

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY PROFESSIONAL EXPERIENCE (OPTIONAL)

FULL-TIME SPE*CIALTY MASTER'S EMPLOYMENT REPORT* TABLE 4.L COMPENSATION BY PROFESSIONAL EXPERIENCE (OPTIONAL)							
YEARS PROFESSIONAL EXPERIENCE	**GRADUATES ACCEPTING NEW FULL-TIME EMPLOYMENT***		**GRADUATES REPORTING SALARY**	**MEAN BASE SALARY**	**MEDIAN BASE SALARY**	**LOW BASE SALARY**	**HIGH BASE SALARY**
	Number	Percent	Number				
One year or less							
More than one year, up to three years							
More than three years, Up to five years							
More than five years							
Professional Experience Not Reported							
Total Graduates Accepting Full-time Offers		100%					

INSTRUCTIONS FOR TABLE 4.L
COMPENSATION BY PROFESSIONAL EXPERIENCE

1. PROFESSIONAL EXPERIENCE
Express professional experience as the number of years of full-time, professional work experience completed since earning the first degree, through graduation with the new GRADUATE degree. Report *Professional Experience* within the following groups:
   a. One year or less,
   b. More than one year and up to three years,
   c. More than three years and up to five years, and
   d. More than five years.

2. GRADUATES ACCEPTNG NEW EMPLOYMENT
Enter the number and percent of graduates who reported accepting jobs, according to the graduates' *Years of Professional Experience* (since earning their first degree, see example below). Report the mean, median, low, and high base salaries, provided that minimum data thresholds are met (refer to Standards for Reporting Full-time Specialty Master's Employment Statistics Section F.2.b). This table is recommended but not required for Standards compliance.

3. COMPENSATION

Include compensation information only for those graduates ACCEPTING FULL-TIME EMPLOYMENT by six months after graduation.

4. REPORTS

Prepare one final report with all data collected as of the end of the data collection period). Prepare separate tables for each program (Individual master's program)

> **Note F6:** In reports, professional work experience prior to entering the specialty master's program should be identified and represented as an average numerical value rather than a range. Experience may be presented as a whole number with one digit past the decimal point, e.g.: 1.5 years.

> **Example: Years of Professional Work Experience:** Helen Smith earned her BA degree in 2024. She worked four years and nine months for Compaq and another four months for Dell during the summer of her GRADUATE program. Helen has five years and one month of professional experience.

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
COMPENSATION BY PROGRAM LENGTH (OPTIONAL)

FULL-TIME SPE*CIALTY MASTER'S EMPLOYMENT REPORT* TABLE 4.M COMPENSATION BY PROGRAM LENGTH (OPTIONAL)							
PROGRAM LENGTH	GRADUATES ACCEPTING NEW EMPLOYMENT		NUMBER PROVIDING SALARY	MEAN BASE SALARY	MEDIAN BASE SALARY	LOW BASE SALARY	HIGH BASE SALARY
	Number	Percent	Number				
One year or less							
More than one year and up to two years							
More than two years							
Program Length Not Reported							
Total		100%					

INSTRUCTIONS FOR TABLE 4.M – COMPENSATION
BY PROGRAM LENGTH

1. **PROGRAM LENGTH** (*Table 4.N*) (OPTIONAL).
   Report *Program Length* within the following groups:
   a. One year or less,
   b. More than one year and up to two years
   c. More than two years

2. **GRADUATES ACCEPTING NEW EMPLOYMENT**
   Enter the number and percent of graduates who reported accepting jobs, according to the length of the master's program. Report the mean, median, low, and high base salaries, provided that minimum data thresholds are met (refer to Standards for Reporting Full-time Specialty Master's Employment Statistics section F.2.b).

3. **COMPENSATION**
   Include compensation information only for those employment seeking graduates ACCEPTING FULL-TIME EMPLOYMENT by six months after graduation for whom you have years of professional experience.

4. **REPORTS**
   Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program).

Optional Reporting

Optional Table 4.N

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT
SAMPLE LIST OF FULL-TIME JOB TITLES & TOP EMPLOYERS (OPTIONAL)

Given the class size and specific focus of a specialty master's program, it may not be possible to provide employment and salary information using the Employment by Professional Functions and Employment by Industries tables 4C and 4D. Instead, we recommend that schools provide a list of typical job titles achieved upon graduation and a representative sample of top employers for the reporting year. These lists do not need to be comprehensive; rather they show a representative sample to provide the reader with an understanding of potential employment outcomes upon graduation. The Rationale is that this provides the reader with a better understanding of who hires graduates from the program and the types of traditional full-time roles achieved and It supplements the function and industry tables when data is very limited.

FULL-TIME SPECIALTY MASTER'S EMPLOYMENT REPORT TABLE 4.N SAMPLE LIST OF JOB TITLES & TOP EMPLOYERS (OPTIONAL)	
TYPICAL JOB TITLES (10)	**TOP EMPLOYERS (10)**

INSTRUCTIONS FOR TABLE 4.N –
SAMPLE LIST OF JOB TITLES & TOP EMPLOYERS

1. **TYPICAL JOB TITLES**
   Provide a list of typical job titles achieved upon graduation. These lists do not need to be comprehensive; rather they show a representative sample to provide the reader with an understanding of potential employment outcomes upon graduation.

2. **TOP EMPLOYERS**
   provide a representative sample of top employers for the reporting year. These lists do not need to be comprehensive; rather they show a representative sample to provide the reader with an understanding of potential employment outcomes upon graduation.

3. **ONLY THOSE ACCEPTING NEW EMPLOYMENT**

Include Job Titles and Top Employers only for those graduates ACCEPTING NEW FULL-TIME EMPLOYMENT by six months after graduation.

4. **REPORTS**

Prepare one final report with all data collected as of the end of the data collection period. Prepare separate tables for each program (Individual master's program)

Appendices

Appendix I – Geographic Regions

COMPOSITION OF MAJOR AREAS AND REGIONS (UPDATED 2024)

From United Nations, Department of Economic and Social Affairs, Statistics Division, M49 Standard Geographic Regions. https://unstats.un.org/unsd/methodology/m49/

NOTE: in the event a country is new or not present in list, schools should list country in region/sub-region that reflects its location

GEOGRAPHIC REGIONS	
AFRICA:	
Northern Africa: • Algeria • Egypt Libyan Arab Jamahiriya • Morocco • Sudan • Tunisia • Western Sahara	
Eastern Africa: • British Indian Ocean Territory • Barundi • Comoros • Djibouti • Eritrea • Ethiopia • French Southern Territories • Kenya • Madagascar • Malawi • Mauritius • Mayotte • Mozambique • Réunion • Rwanda • Seychelles • Somalia • South Sudan • Uganda • United Republic of Tanzania • Zambia • Zimbabwe	**Middle Africa:** • Angola • Cameroon • Central African Republic • Chad • Congo • Democratic Republic of the Congo • Equatorial Guinea • Gabon • Sao Tome and Principe **Western Africa:** • Benin • Burkina Faso • Cabo Verde • Côte D'Ivoire • Gambia • Ghana • Guinea • Guinea-Bissau • Liberia • Mali • Mauritania • Niger

Southern Africa:	Western Africa (Continued)
• Botswana • Lesotho • Namibia • South Africa	• Nigeria • Saint Helena • Senegal • Sierra Leone • Togo

AMERICAS:

Latin American and the Caribbean:

Caribbean:	**Central America:**
• Anguilla • Antigua and Barbuda • Aruba • Bahamas • Barbados • Bonaire, Sint Eustatius and Saba • British Virgin Islands • Cayman Islands • Cuba • Curaçao • Dominica • Dominican Republic • Grenada • Guadeloupe • Haiti • Jamaica • Martinique • Montserrat • Puerto Rico • Saint Barthélemy (new) • Saint Kitts and Nevis • Saint Lucia • Saint Martin (French Part) • Saint Vincent and the Grenadines • Sint Maarten (Dutch part) • Trinidad and Tobago • Turks and Caicos Islands • United States Virgin Islands	• Belize • Costa Rica • El Salvador • Guatemala • Honduras • Mexico • Nicaragua • Panama **South America:** • Argentina • Bolivia (Plurinational State of) • Bouvet Island • Brazil • Chile • Colombia • Ecuador • Falkland Islands (Malvinas) • French Guiana • Guyana • Paraguay • Peru • South Georgia and the South Sandwich Islands • Suriname • Uruguay • Venezuela (Bolivarian Republic of)
Northern America:	
• Bermuda • Canada • Greenland • Saint Pierre and Miquelon • United States of America	

ASIA:	
Central Asia: • Kazakhstan • Kyrgyzstan • Tajikistan • Turkmenistan • Uzbekistan **South-eastern Asia**: • Brunei Darussalam • Cambodia • Indonesia • Lao People's Democratic Republic • Malaysia • Myanmar • Philippines • Singapore • Thailand • Timor-Leste • Viet Nam **Eastern Asia:** • China • China, Hong Kong Special Administrative Region • China, Macao Special Administrative Region • Democratic People's Republic of Korea • Japan • Mongolia • Republic of Korea	**Southern Asia:** • Afghanistan • Bangladesh • Bhutan • India • Iran (Islamic Republic of) • Maldives • Nepal • Pakistan • Sri Lanka **Western Asia:** • Armenia • Azerbaijan • Bahrain • Cyprus • Georgia • Iraq • Israel • Jordan • Kuwait • Lebanon • Oman • Qatar • Saudi Arabia • State of Palestine • Syrian Arab Republic • Türkiye • United Arab Emirates • Yemen
EUROPE:	
Eastern Europe: • Belarus • Bulgaria • Czechia • Hungary • Poland • Republic of Moldova • Romania • Russian Federation • Slovakia	**Northern Europe:** • Aland Islands • Denmark • Estonia • Faroe Islands • Finland • Guernsey • Iceland • Ireland • Isle of Man

Eastern Europe Continued	**Northern Europe continued**
• Ukraine	• Jersey
	• Latvia
Southern Europe:	• Lithuania
• Albania	• Norway
• Andorra	• Svalbard and Jan Mayen Islands
• Bosnia and Herzegovina	• Sweden
• Croatia	• United Kingdom of Great Britain and Northern Ireland
• Gibraltar	
• Greece	**Western Europe**
• Holy See	• Austria
• Italy	• Belgium
• Malta	• France
• Montenegro	• Germany
• North Macedonia	• Liechtenstein
• Portugal	• Luxembourg
• San Marino	• Monaco
• Serbia	• Netherlands (Kingdom of the)
• Slovenia	• Switzerland
• Spain	

OCEANIA:	
Australia and New Zealand:	**Melanesia:**
• Australia	• Fiji
• Christmas Island	• New Caledonia
• Cocos (Keeling) Islands	• Papua New Guinea
• Heard Island and McDonald Islands	• Solomon Islands
• New Zealand	• Vanuatu
• Norfolk Island	
	Polynesia:
Micronesia:	• American Samoa
• Guam	• Cook Islands
• Kiribati	• French Polynesia
• Marshall Islands	• Niue
• Micronesia (Federated States of)	• Pitcairn
• Nauru	• Samoa
• Northern Mariana Islands	• Tokelau
• Palau	• Tonga
• United States Minor Outlying Islands	• Tuvalu
	• Wallis and Futuna Islands

Appendix II - Rescinded and Withdrawn Full-time Offers, Start Date Deferrals, and Reneged Acceptances (optional footnotes)

1. RESCINDED OFFER

A rescinded offer is an offer that a graduate accepts for full-time professional level employment that the employer later retracts.

The bottom line: A FIRST OFFER is an offer when it is received and the timing does not change, even if the offer is later rescinded. An ACCEPTANCE can only be made to a valid offer. If an employer rescinds an offer, it is no longer valid and the timing of a graduate's acceptance of a subsequent offer should be reported.

Example 1: Employers Rescinding Offers

Assume a student was offered a job on February 1, 2025. Graduation is May 15, 2025. This would be reported as an offer received before graduation.

Assume further that the student "accepts" this offer on April 30, 2025. The employer then rescinds the offer on May 10, 2025. The graduate finds and accepts another job on June 1, 2025.

For CSEA Employment Report purposes, the graduate's first offer would still fall in the Before Graduation category, and his acceptance (of the second job) would fall in the After Graduation and By Six Months Following Graduation category. It is important to note that CSEA Employment Reports are compiled with all information on hand by one month after the six months post-graduation reporting date.

Should the graduate with the rescinded offer not receive another offer by the six-month reporting date, the graduate would be counted as 'offer received', but not 'offer accepted'.
If you had prepared an INTERIM report on May 1, 2025, you SHOULD have included the *first* offer and *first* acceptance in the *Before Graduation* category. But INTERIM reports become finalized with later, more complete information.

The Standards provide that schools may footnote instances of employers rescinding accepted offers in the school's final report. Footnote examples can be found below.

---

2. WITHDRAWN OFFERS

A withdrawn offer is defined as a Full-Time professional level employment offer made to a graduate that is later withdrawn *before* the graduate accepts the offer.

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The bottom line: A FIRST OFFER is an offer when it is received and the timing does not change, even if the offer is later withdrawn.

Example 1: Offer Withdrawal
Assume a student was offered a job on February 1, 2025. Graduation is May 15, 2025.

This would be reported as an offer received *Before Graduation.* The employer then withdraws the offer on May 10, 2025. The graduate finds and accepts another job on June 1, 2025.

For *CSEA Employment Report* purposes, the graduate's first offer would still fall in the *Before Graduation* category, and his acceptance (of the second job) would fall in the *After Graduation and By Six Months Following Graduation* category. It is important to note that CSEA Employment Reports are compiled with all information on hand by one month after the six-month post-graduation date.
If you had prepared an INTERIM report on May 1, 2025, you SHOULD have included this *first* offer in the *Before Graduation* category. But INTERIM reports become finalized with later more complete information.

The Standards provide that schools may footnote instances of employers withdrawing offers in the school's final report. Footnote examples can be found below.

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3. START DATE DEFERRALS BY EMPLOYERS

Include in a footnote the number and percent of graduates impacted by employer-deferred full-time employment starting dates about which you have knowledge from any reliable source. You are encouraged to make appropriate back-up notes to support your data. This applies to deferrals of accepted jobs and not to offers that have not been accepted. The equation is the number of job seeking graduates with full-time offers that have employer-deferred employment starting dates / the number of master's graduates accepting employment = percent.

Example: Offer Deferrals: Two graduates inform you that their new employers have notified them that their employment starting dates have been deferred for as much as six months. Another three employers inform you of three additional graduates whose starting date has been deferred (for a total of 5 deferrals). There are 100 master's graduates who accepted employment.

Footnote Example: Employers deferred 5 graduates' employment starting dates. This impacted 5 percent of master's graduates who had accepted employment.

---

4. RENEGED ACCEPTANCES

 A reneged acceptance is an acceptance of a full-time job offer that a graduate at a later date chooses not to honor. You may include in a footnote the number and percent of graduates who renege on their acceptance of a full-time job about which you have knowledge from any reliable source. The equation is the *number of job seeking graduates reneging on an accepted full-time job offer* / total *Master's graduates accepting full-time employment = percent*.

Example: Reneged Acceptances: Three employers inform you that five of your graduates reneged on a full-time job offer, which they previously accepted. There are 60 master's graduates who accepted employment. Therefore, 5% of the graduates reneged on offers they had accepted.

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Appendix III - Glossary

TERM	DEFINITION
Acceptable Documentation	Acceptable documentation includes a completed survey, written correspondence (including email) to or from the student confirming their status, documented phone conversations, coaching conversations or hallway chats with dates and notes or screenshots of social media conversations.
Base Salary	Base salary is the graduates guaranteed annual salary which excludes bonuses, commissions, and other compensation such as benefits and perquisites (e.g., car, equipment, memberships, relocation expenses, etc.), even if they appear to be guaranteed.
Company-sponsored or already employed	This category includes those graduates reporting not seeking employment because they were financially sponsored by an employer during their time in the MS program and are intending to return to that employer, in a guaranteed position, for which they need not apply. This category also includes those graduates who were employed while a student and will continue to work for that employer, even if they were not sponsored (or partially sponsored) for their education. If a student must apply and interview for a position with the same employer, they should be considered seeking.
Employment Reporting Date	Date by which students must have accepted employment or received offers to be counted as such in the statistics. For Full-time Specialty Master's programs this is six months post-graduation. NOTE: If your school has credible information from 100 percent of its job-seeking graduates prior to the end of the data collection period (or if you have less than a 100 percent response and believe that you are not going to receive any additional information and meet the 70% data collection threshold), you may produce your final Full-time Employment Report at an earlier date. The required student outreaches still need to be followed.
Data Collection period	Data collection period is the time period during which schools are reaching out to students to collect data on employment status and preparing their final report. Data collection period might start anytime, but must end seven months post-graduation (one-month past the schools Employment Reporting Date)
Dual/Joint Degree Students	Joint degree students are those who are enrolled in and graduate from more than one program at the same institution (or partner institution), often graduating at the same time from both. For example, an MBA and an MS Finance Program.
Full-time Employment	At least 30 hours per week in a professional-level position with no predetermined termination date. There are some situations in which contract roles may be considered 'full-time', see NOTE C.2 for details.

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Full-time Student Status	For schools that offer a program both full-time and part-time, and allow students to switch between programs, schools should use their program designation for those students at graduation by their university registrar to determine if they should be included in the full-time graduating class.
Graduate-facilitated Sources	Graduate facilitated sources include all sources of job acceptances for which the students' own connections and activities were the source of the offer including the conversion of a graduate-initiated sourced internship through personal contacts and applying to online job postings.
Graduation Date	Graduation date is defined as the earliest date at which the University represents that the students have completed the degree requirements, e.g., the students can use the distinction of the degree. This date is often considered the 'conferral date'. It's important that the Career Center communicates with the registrar to align graduation lists.
Job Acceptance	A Job acceptance occurs when a graduate has notified an employer that they have accepted a valid offer for a specific position.
Minimum Data Required (salary)	When reporting salary within categories, the minimum data required to publish is a minimum of three graduates in each category or one percent of graduates. If you have less than this, CSEA standards require the students be added to the 'other' category to preserve confidentiality of the student. **Schools should use discretion** when reporting salary data that could compromise confidentiality. Should a school determine that 3 data points and/or a minimum of 1% are not adequate to protect graduates' confidentiality, that data should be reported in the "Other" category or indicated by an N/A designation. Even when minimum data requirements are met, career services professionals may elect not to report any salary data in a way that would compromise student confidentiality or use a higher number or percentage as a threshold depending on class size or other factors; they should exercise their judgment in making this determination as long as all salaries are included in the total salary figures.
Minimum Target - salary	While the goal is to obtain information from 100% of job accepting graduates, the CSEA minimum target is 70%. The equation is: number of job-accepting graduates for whom you have useable salary information / total job-accepting graduates = percent.

No Recent Information Available	This category must include those graduates who may be seeking employment or who may not be seeking employment, but for whom you have no recent reliable information. To classify a student in this category, the school must have evidences of two outreaches prior to graduation and three post-graduation. The last outreach must be within the final data collection month AND the school must have absolutely no information at graduation or later. Graduates may be included in the "No Recent Information Available" category ONLY if all required outreaches have been documented by career services AND no response has been received from the graduate throughout the entire data collection period
Not Seeking Employment	Graduates reporting not seeking professional level employment during the collection period including those who are company sponsored or already employed, those who are continuing education, postponing their job search during the collection period, starting a new business as owner/founder or not seeking for other reasons such as illness or travel.
Full-time Specialty Master's Program	Specialty Master's programs are defined as non-MBA, graduate degree programs that are granted by a business school or jointly granted by a business school where 50% or more of the curriculum is comprised of business courses. All Specialty Master's programs should be accounted for in either the Standards for Reporting Full-time Specialty Master's Employment Statistics or the Standards for Reporting Part-time MBA (excluding Executive) and Part-time Specialty Master's Employment Profile to satisfy the concept of full disclosure. Schools should follow their own internal definition of what constitutes a full-time academic program including modality and courseload. Some schools define full-time programs by the type of person it is designed for. For example, a full-time program might be designed for students who stop working and attend school full-time and are therefore mostly seeking new employment upon graduation. Other schools define programs based on the number of credits a typical student is expected to take each term to complete the program in X months. Some schools consider part-time programs to be those that are designed for working professionals or those who are working days and go to school nights or weekends. However your school defines your full-time academic program, the important thing is that the distinction is at the program level not the individual student level. Program lengths vary widely. Thus, program lengths should be identified and measured using the minimum total months needed to complete all degree requirements
Reneged Acceptance	A reneged acceptances is a job acceptance that a graduate at a later date chooses not to honor.

Reporting Period	This is the CSEA defined reporting year, July 1-June 30 during which multiple graduating cohorts are combined into one CSEA graduating class year. For example, all students graduating July 1, 2025 - June 30, 2026 should be included in the 2026 reporting year. Schools now have the option to vary the reporting period by one month either earlier or later (but not both) provided the same dates are consistent for the school year to year and the reason is documented in the employment report.
Rescinded Offer	A rescinded offer is an offer that a graduate accepts for full-time professional level employment that the employer later retracts.
School-facilitated activities	School facilitated activities include all sources of job acceptances for which the school has contributed ranging from the conversion of an internship obtained through school resources to faculty and alumni referrals.
Seeking Employment	Graduates reporting seeking full-time or short-term professional level employment during the collection period inclusive of those who have already accepted employment. If an individual student's status changes during the data collection period, the student's status as of six months post-graduation governs the status at all measurement points
Short-term employment	Short-term employment is defined as working 20 hours per week or more in a professional-level position where there is no commitment for permanent employment. The graduate must be employed for a minimum of 10 consecutive weeks.
Signing/Starting Bonus	Signing / Starting Bonus is an incentive to join an employer, which may be paid either when the offer is accepted or in the early stages of employment. Signing/Starting bonus is defined as the bonus the graduate receives upon starting work, not any subsequent guaranteed bonus. In the case of a 'two part' signing bonus, where ½ is paid upon starting work and the other half in 6m for example, only the first ½ of the bonus is considered a Signing/Starting bonus as that's the only one received at the start of work.
Standards-compliant Report	A report is Standards-compliant when the school not only follows the Standards for Reporting Full-time Specialty Master's Employment Statistics to the best of their ability but also includes all required tables including required footnotes and the compliance statement.
Technical Undergraduate Major	Technical is generally defined as non-business majors in the science or engineering disciplines

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Timeline for data collection per the Standards for Reporting Full-time Specialty Master's Employment Statistics	**Data Collection Begins – Any time before graduation** • Before Graduation – You **must** do 2 outreaches to all students • Graduation is the cut-off date for 'no information'. Status collected after this point will remain the 'last known status' • Graduation – first Employment Reporting Date • After graduation – 3 outreaches **must** be made to all students without a terminal status (a status that isn't likely to change in the short-term, such as not seeking or employed). Last outreach **must** be done within the last month. • 6 months after graduation – Final Employment Reporting Date • 7 months after graduation – End of Data Collection period.
Total Graduating Class	The total *graduating class* is defined as all students graduating during the 12 months beginning July 1st and ending June 30th (the CSEA reporting year). This provision is especially important for those schools with multiple graduation dates, as the CSEA Standards Reporting Year may differ from an individual school's reporting year. Extenuating circumstances may enable schools to vary their graduating class definition by one month. See Reporting Year definition above for details.
Withdrawn Offer	A withdrawn offer is defined as a Full-Time professional level employment offer made to a graduate that is later withdrawn before the graduate accepts the offer.
Work Authorization	Permanent work authorization is defined as students who have the right to work in the country where the school resides. If students do not have the right to work permanently in the country where the school resides, they should be categorized as non-permanent work authorization.

Appendix IV - Gender, Race, and National Origin

The CSEA recommends that schools collect employment data pertaining to gender, race and national origin as it relates to salary, job function and industry statistics for internal tracking purposes, as appropriate to your school. This collection **should not be included as a part of a formal employment report.** Including this information in a formal published report can create an inaccurate narrative due to statistically insignificant datasets, as well as create student confidentiality concerns.

Appendix V - Compliance Statement and Required Footnotes

1. COMPLIANCE STATEMENT

Include a *compliance statement* on your Employment Report if it has been developed in accordance with the standards in this document. The Compliance Statement should appear on both printed and online Employment Reports.

> **Example: Compliance Statement:**
> *This report conforms to the Career Services & Employer Alliance Standards for Reporting Specialty Master's Employment Statistics$^©$.*

2. REQUIRED FOOTNOTES

Footnotes are **required** indicating:
  a. The percent of graduates for whom you have reliable information
  b. The percent of job-accepting graduates for whom you have reliable salary information
  c. Graduation dates within the reporting year
  d. Whether the report is Interim or final
  e. Which, if any, Salary tables include the purchase price parity multiplier
  f. Program lengths
  g. Which, if any, data included in the report that is not part of the Standards for Reporting Full-time Specialty Master's Employment Statistics
  h. If the school's graduating year differs from the CSEA Standards definition, indicate that and provide an explanation why

> **Example: Footnote indicating Reporting year adjustment:**
> *This report was compiled using an adjusted reporting year of August 1, 2025 – July 31, 2026 due to graduation dates being tied to the lunar new year and sometimes falling before July 1 and sometimes after July 1.*

3. OPTIONAL FOOTNOTES

Footnotes are **optional** in these areas:
  a. Employers withdrawing or rescinding offers,
  b. Employers deferring job start dates
  c. Graduates' reneging on accepted offers.

4. INSTRUCTIONS AND EXAMPLES

a. PERCENT OF GRADUATES FOR WHOM YOU HAVE RELIABLE INFORMATION

The CSEA minimum target is 70 percent of all graduates, that is, the number in the lower right-hand corner of Table 1.B. While you may have received information from *less than 70 percent* of the total graduating class, you should nonetheless insert a footnote on the employment report clearly indicating the percent of the total class on which you *have* received information. Recognize that you may receive information from the graduate, from an employer, from a graduate's parent, or from some other credible source.

> **Example: Reliable Information:** Your school has 1000 total graduates. You receive questionnaires from 700 graduates, and you have reliable information from other sources on 180 additional graduates. Accordingly, you have information on 88 percent of the graduating class (880/1000).

> **NOTE H.1:** On rounding threshold percentages: Always round to the nearest tenth applying typical mathematical conventions. 84.96 becomes 85%; 84.89 becomes 84.9; 84.93 becomes 84.9.

b. PERCENT OF FULL-TIME JOB ACCEPTING GRADUATES PROVIDING RELIABLE SALARY INFORMATION

The CSEA minimum target is 70 percent. The equation is: *the number of job-accepting graduates for whom you have useable salary information / total full-time job-accepting graduates = percent.*

> **Example: Footnoting Graduates Who Submitted Salary Information**
> a. Count the number of these "full-time job-accepting graduates" for whom you have reliable salary information. This is the numerator. Divide the numerator by the denominator. Use this percentage in the footnote.
>
> b. Count the number of full-time students who have reported that they accepted a full-time job by six months after graduation. The number is found in Table 2.B (TIMING OF JOB ACCEPTANCES). This is the denominator.

> **Example: Reliable Salary Information:** If 100 graduates had accepted a full-time job six months after graduation, 78 of those graduates provided reliable salary information, and you have reliable salary information from employers for 14 other graduates, the percent of full-time job-accepting graduates for whom you have useable information is 92%.
>
> **Footnote Example:** *This salary report is based upon useable salary information from 92% of the graduates who accepted a full-time job by six months after graduation.*

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c. GRADUATION DATES WITHIN THE REPORTING YEAR

> **Example: Footnoting Graduation Dates:** *Graduation dates for the full-time master in X program class were December 15, 2025 and May 15, 2026.*
>
> **Footnote example: Graduation dates within the reporting year:** *The university represents that the dates that graduates completed their degree requirements and therefore were able to use the distinction of their degrees as December 15, 2025 and May 15, 2026.*
>
> **Footnote example: Graduation date within the reporting year:** *Graduates completed their degree requirements and were conferred their degrees in two ceremonies which were December 10, 2025 and June 10, 2026.*

d. INTERIM REPORTS

Schools may wish to prepare and publish any number of **interim** reports prior to the end of the data collection period (one month past your six-month post-graduation date). However, schools must date those interim reports and clearly indicate that those reports are **interim** reports.

If your school has reliable data on 100 percent of the total graduating class or 100 percent of the graduates seeking employment before the end of your data collection period, then your school may publish your data as of that date.

> **Example: Interim Reports:** *This is an INTERIM REPORT. A final Employment Report, which will include all information received as of (the end of the data collection period) will be published at a later date.*

> **Footnote Example:** *This is XYZ UNIVERSITY'S FINAL Ful-time MS Finance Employment Report. It is based upon information from 100 percent of the graduates*

e. PURCHASE PRICE PARITY MULTIPLIER

> **Footnote Example: Purchase Price Parity Multiplier:** *The salary tables expressed including Purchasing Power Parity were calculated using the IMF- World Economic Outlook Tables.*

f. PROGRAM LENGTHS

> **Example Footnote:** *This MS Finance Program is nine months long*

g. DATA INCLUDED IN THE REPORT THAT IS NOT PART OF THE STANDARDS FOR REPORTING FULL-TIME SPECIALTY MASTER'S EMPLOYMENT STATISTICS

> **Example Footnote:** *In addition to including all the required CSEA Standards-compliant tables, this report also includes data collected that is specific to this program such as XY, and Z.*