MBA CAREER SERVICES & EMPLOYER ALLIANCE

STANDARDS FOR REPORTING PART-TIME (EXCLUDING EXECUTIVE) MBA EMPLOYMENT PROFILE©

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MBA Career Services & Employer Alliance

Setting the Standard. Connecting the Industry.

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THE PURPOSE AND USE OF STANDARDS FOR REPORTING EMPLOYMENT STATISTICS©

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 MBA 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 January 2005, the MBA Career Services & Employer Alliance and the Graduate Management Admission Council® (GMAC)® announced to our membership the terms of a strategic partnership to collect and audit employment data. With this agreement, MBA CSEA took the biggest step since the Standards were finalized in 1996, to provide reliable, useful, accurate and comparable employment data on our industry. When GMAC® elected to withdraw from the employment data audit partnership in 2012, the MBA Career Services & Employer Alliance decided to continue with the program independently. In summary, the review of Agreed Upon Procedures helps MBA CSEA increase the use and knowledge of our Standards and improves interpretation by a diverse audience.

STANDARDS COMMITTEE MISSION STATEMENT

The MBA Employment Standards Committee was formed to develop reporting standards appropriate for the MBA career services profession.

These Standards are to be used primarily as internal (to our industry) benchmarking indices to support our profession. The Standards will reflect the reporting categories as developed by the Committee and approved by the MBA Career Services & Employer Alliance Board of Directors.

INTRODUCTION TO PART-TIME MBA STANDARDS

In response to the continuing evolution of part-time (working professional) MBA populations, in 2014 a taskforce of MBA CSEA members took on the charge of developing standards for part-time MBA programs. In researching how schools work with, measure and assess the part-time MBA population's career success, it became clear that the traditional outcomes-based measures do not and should not be applied to this population. The part-time MBA population are typically already employed, and their "outcome" can occur at any time (or many times) during their program. Additionally, many part-time MBA's realize the career benefits of their degree well beyond graduation, and while those are important changes, life-long changes and the total value of the program are beyond the purview of MBA CSEA. Thus, a point-in-time career profile is a much more appropriate approach to developing standards for this group.

The Part-Time MBA Employment Profile is the continuation of MBA CSEA's commitment to providing agreed upon and accepted reporting standards for all MBA employment data. The organization will continue to evolve and provide the necessary resources for the evolving MBA populations. The Part-Time MBA Employment Profile is meant to capture a point-in-time snapshot of the employment profile for the graduating class, and not the life-long changes and total value of the program or the impact or effectiveness of the career services function.

These standards do not preclude schools from collecting other employment data as deemed necessary for internal or external marketing purposes. Schools are strongly discouraged from reporting additional information for purposes of media surveys.

DEFINITION OF PART-TME MBA PROGRAMS

Part-time programs are defined as programs where students are mostly employed and attending an MBA program part-time and/ or while working. They are sometimes called Evening, Weekend, or Working Professional MBA programs. In part-time programs, students will typically take one to three courses each semester and take longer than two years to complete their degree. Classes are scheduled outside of the standard business hours and students can develop work-related skills without interrupting their career. In-person part-time programs typically draw from a regional market. These are typically called part-time, evening, or weekend programs and do not include executive MBA services. Definitions of what constitutes a part-time and executive program may differ between schools. Therefore, each school should follow their own definition for what is their part-time program.

MBA CAREER SERVICES & EMPLOYER ALLIANCE
STANDARDS FOR REPORTING PART-TIME MBA EMPLOYMENT PROFILE[©]

A. DATA COLLECTION AND TIMING

1. To ensure comparable data, and to address the differing career goals of the part-time students and the programs in which they reside, MBA CSEA will maintain one reporting date at *four months post-graduation* to show the employment profiles of its graduating class and give all schools equal time to capture and report data.

    > *Note A1:* Graduation date is defined as the earliest date at which the university represents that the students have completed the degree requirements, i.e., the students can use the distinction of the degree.

Example: Reporting Date Four Months after Graduation
Your school graduates on June 3, 2017 - therefore your reporting dates for employment profiles will be at four months post-graduation (October 3, 2017).
Example: Schools with students that complete degree requirements and are considered degree holders well before actual graduation ceremony date
Your school has a graduation ceremony on June 15, 2017, 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, 2017. Graduation date as defined above would be March 30, 2017, and four months post-graduation would be July 30, 2017.

2. Schools will have a start and end date for acceptable employment **data collection.** The start date will be no earlier than 12 months prior to the graduation date. The end date will be one month following the school's four months after graduation date for the reporting year (July 1 to June 30). Schools should publish their Part-Time MBA Employment Profile with all data collected as of their end date and no later than December 31st of the current year. This is to bring closure to the reporting year. For Standards purposes, schools are not required to track graduates beyond four months post-graduation.

    > *Note A.2:* Schools will have one month past their four months post-graduation date to collect their employment data and prepare a final MBA Employment Profile covering the 12 months ending June 30th. If your school has credible information from 100 percent of your part-time 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), you may publish your final Part-Time MBA Employment Profile at an earlier date.

Note A.3: For schools preparing preliminary or interim reports, those reports should be identified clearly as *preliminary* or *interim.* These include reports made to the media and used in internal recruiting materials.

3.   For any individual student whose **status changes** more than once between the data collection start date and the four months post-graduation date, it is the status *four months after graduation* that governs the status at all measurement points. That is, if a student who at 6 months pre-graduation had a job change but has another subsequent job change within the four-months post-graduation, schools should report on the most current job information.

4.   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, 2018, 100 students graduate on December 15, 2018, and 500 students graduate on May 15, 2019. The "Class of 2019", for Part-Time MBA Employment Profile purposes, includes all students graduating during the 12 months ending June 30, 2019. Therefore, in this example, 1,000 students graduated during the 12 months ending June 30, 2019.

Schools with multiple graduation dates should have one combined *four months post-graduation* employment profile snapshot that includes all the graduation dates by program modality. Similarly, one combined *four months after graduation* profile should be shown, which includes the data for the four months after each graduation date.

B. ACCOUNTING FOR ALL PART-TIME GRADUATES (TABLE 1)

1.   Part-time programs are defined as programs where students are mostly employed and attending an MBA program part-time and/ or while working. In part-time programs, students will typically take one to three courses each semester and take longer than two years to complete their degree. Classes are scheduled outside of the standard business hours and students can develop work-related skills without interrupting their career. In-person part-time programs typically draw from a regional market. These are typically called part-time, evening, or weekend programs and do not include executive MBA services. Definitions of what constitutes a part-time and executive program may differ between schools. Therefore, each school should follow their own definition for what is their part-time program.

2.   Employment statistics should focus on *part-time* MBA graduates within different program modalities: 1) In-Person, 2) Online, and 3) Hybrid. A program that meets primarily in-

person would be considered an in-person program. A program that meets primarily online would be considered an online program. Programs that meet at least 40% and no more than 60% in-person, are considered a hybrid program.

3. When the Standards were developed, reviewed, and approved, there was agreement that the MBA CSEA wanted to measure the state of the class at the point of data collection, however this collection is not required as a part of a formal employment profile. This information is meant for the school's own knowledge. Categorize the graduating class into four major designations:

    i.   *Employed (including both those who changed jobs while in the program and those who remained in their current job)*

    ii. *Started/ Starting new business* (during the program or shortly after the conclusion of the program)

    iii. *Unemployed*

    iv. *No Recent Information*

    v.   *Left the Workforce (those who are continuing education or choosing not work for family or health reasons)*

4. The range of positions and the amount of time part-time MBA students spend at work varies substantially. Career Services professionals are charged with exercising professional judgment in making determinations among these categories. Appropriate backup notes are required when making professional judgment calls.

> *Note B.1:* To classify a graduate in the "No Recent Information" Category the career services staff should have two evidences of outreach prior to graduation and two post-graduation with in the data collection period. The last attempt at outreach should be within the final month of data collection period. If you know, *from a reliable source,* a person's status, count that student in the appropriate category. If you really have no information whatsoever, count that person in the *No Recent Information Available* category. Of course, we all have the challenge of developing processes for more thoroughly capturing the information from our graduates. The bottom line is that the Standards ask for an accounting of all MBA graduates, including those for whom we have no employment data whatsoever.

5. The MBA 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 for each program, i.e., the total number by program in Table* 1 *= percent of graduates for whom you have information by program.*

Table 1

PART-TIME MBA EMPLOYMENT PROFILE
Table 1 - ACCOUNTING FOR ALL PART-TIME GRADUATES BY PROGRAM DELIVERY

Include information only for graduates who report they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the end of the data collection period. The "employed" category includes both those that changed jobs, and those that stayed with their company or job. "Total" represents all Part-time MBA students.

	In-Person	**Online**	**Hybrid**	**Total**
Employed				
Started/Starting Own Business				
Unemployed				
No Recent Information				
Left the Workforce				
Total				

6. For any individual student whose **status changes** between the above categories over the time they are enrolled in the MBA program and in the four months following graduation, it is the status *four months after graduation* that governs the status at all measurement points. Therefore, a student's status at graduation, for example, may change four months after graduation. Refer to Section A for additional information.

7. Career Services professionals are charged with exercising professional judgment in making determinations about the usefulness of all information used in compiling an MBA Employment Profile. Appropriate backup notes are required when making professional judgment calls.

> *Note B.2:* Please note that the tables used in this document are merely formatting examples. Schools may display their Part-Time MBA Employment Profiles in any format of their choosing, e.g., tables, graphs, spreadsheets, charts, etc.

C. EMPLOYMENT AND COMPENSATION DATA (TABLES 2.A, 2.B, 2.C-2.I, 2.J, 2.K)

1. REPORTING EMPLOYMENT BY FUNCTION, INDUSTRY, GEOGRAPHIC REGIONS, AND PROFESSIONAL EXPERIENCE

   a. Do not break out employment information for *Permanent Work Authorization or Non-Permanent Work Authorization* under Functions, Industries, Geographic Regions, and Professional Experience (Tables 2.A, 2.B, 2.C – 2.I, and 2.J). Simply report for all graduates with a status of employed by four months after graduation in these categories.

   b. The number and corresponding percentage of employed graduates in Tables 2.A through Table 2.J is the number reporting employment by function, industry, geographic region, or level of experience.

   c. Schools have the option of reporting salary information for these categories, as outlined by the tables below. **Salary data is not required.** If reporting salary, schools must meet the *minimum data required:* Include data on a professional function, industry, geographic region, or level of experience when there is a minimum of *three* data points, and the number of data points *is equal to or greater than one percent of employed part-time graduates*. Data points not meeting the "minimum of three" and "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. **Note: Schools should use discretion when reporting salary data that could compromise confidentiality. Should a school determine that 3 data points and 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.**

Example: Minimum Data Required
350 part-time graduates who are employed; one percent equals 4 graduates:
● Two graduates are employed within one of the categories in this section. The *minimum of three graduates* rule was not met, and the *one- percent or greater* rule was *not* met. Therefore, the graduates in this category could either be moved to the *Other* category, or they could be left in the appropriate category and their salary shown as N/A.
● Nine graduates (2.6 percent) are employed within one of the categories in this section. These nine 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 part-time graduates who are employed; one percent equals 1 graduate:

- Five graduates are employed 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 are employed 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 employed 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.

A. PROFESSIONAL FUNCTIONS (*Table 2.A*): Report the number and percent of graduates employed within *Professional Functions* appropriate for your school. The major headings are defined in Table 2.A; schools should expand upon those subsets as appropriate to their needs. See below Table 2.A for examples.

   1. Prepare one final report with all data collected as of the end of the data collection period.

   2. If reporting compensation, include information only for those graduates employed when data is collected at *four months after graduation*.

Table 2.A

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.A - EMPLOYMENT BY PROFESSIONAL FUNCTIONS

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the end of the data collection period.

FUNCTION	EMPLOYED GRADUATES		MEAN BASE SALARY (optional)	MEDIAN BASE SALARY (optional)	LOW BASE SALARY (optional)	HIGH BASE SALARY (optional)
	Number	**Percent**				
Accounting						
Consulting						
Finance						
General Management						
Human Resources						
Marketing/Sales						
Information Technology						
Operations/Logistics						
Other						

EXAMPLES OF SUBCATEGORIES FOR PROFESSIONAL FUNCTION

Accounting
- Audit
- Tax

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 Program
- Project Management
- Product Management
- Research & Development

Human Resources

Marketing/Sales
- Advertising/Public Relations
- Brand Management
- Business Development
- Buying/Merchandising
- Data Analytics
- Relationship Management
- Research/Consumer Insights
- Product Management
- Sales

Information Technology
- Business Analysis
- IT Management
- System Architecture/Design

Operations/Logistics
- Engineering
- Logistics/Supply Chain

- Production Management
- Purchasing
- Service Operations

Other
- Corporate Social Responsibility
- Healthcare Provider
- Entrepreneur/Owner
- Law
- Performing Arts
- Teacher/Professor

B. INDUSTRIES (*Table 2.B*): Report the number and percent of graduates employed within *Industries* appropriate for your school. *Table 2.B* includes some, but not all, of those industries. The major headings are defined and cannot be changed schools may, however, expand upon the subsets as appropriate to their needs.

1. Prepare one final report with all data collected as of the school's data collection period (one month past your four month post-graduation date).
2. If reporting compensation, include only for those graduates who report that they are employed at *four months after graduation*.

> *Note C.1: For multi-business corporations, such as GE (e.g. aviation, appliances, financial services) schools may opt to classify the graduate's job at the business unit level. For example, a graduate in GE Capital is grouped in the Financial Services industry, while another graduate in GE Appliances is grouped in the Manufacturing industry. Hoovers.com, a global business directory, is one useful resource for identifying an organization's primary industry classification.*

Table 2.B

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.B - EMPLOYMENT BY INDUSTRIES

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include compensation information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the data collection period.

INDUSTRY	EMPLOYED GRADUATES		MEAN BASE SALARY (optional)	MEDIAN BASE SALARY (optional)	LOW BASE SALARY (optional)	HIGH BASE SALARY (optional)
	Number	**Percent**				
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						

EXAMPLES OF SUBCATEGORIES FOR INDUSTRY

ACCOUNTING SERVICES
- Big 4
- Mid-Tier
- Regional/Local

CONSULTING

CONSUMER PACKAGED GOODS

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

GOVERNMENT

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

MANUFACTURING
- Aerospace
- Automotive
- Computers/Electronics
- Clean Technology
- Consumer Durables
- Diversified
- Other

MEDIA/ENTERTAINMENT

NON-PROFIT

ENERGY

REAL ESTATE

RETAIL

TECHNOLOGY
- Internet Services
- Retail
- Telecommunications

TRANSPORTATION & LOGISTICS

C. GEOGRAPHIC REGIONS *(Tables 2.C through 2.I)*: Each school should complete Table 2.C, Employment by World Region, and the table that corresponds to its home region. Completing additional tables is recommended, but not required.

For Table 2.C, Employment by World Region, enter the number and percent of employed graduates in each *Geographic Region.*

For Tables 2.D through 2.I, enter the number and percent of employed graduates in the same fashion. For a definition of the countries included in each sub-region, refer to the United Nations' Composition of Macro Geographical (Continental) Regions and Geographical Sub-regions, which is provided online. A listing produced in 2015, which was up to date as of 2017, appears in Appendix I. Percentages for all tables are calculated on the basis of total employed graduates worldwide, so that Tables 2.D through 2.I are components of Table 2.C.

1. Schools are encouraged to utilize subsets, if appropriate, for their population: e.g, specific cities within a given geographic region.
2. Prepare one final report with all data collected as of the school's data collection period (one month past your four month post-graduation date).
3. If reporting compensation, include only for those graduates who report that they are employed at *four months after graduation*.

Table 2.C

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.C – EMPLOYMENT BY WORLD REGION

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of end of the data collection period.

REGION	EMPLOYED GRADUATES		MEAN BASE SALARY (optional)	MEDIAN BASE SALARY (optional)	LOW BASE SALARY (optional)	HIGH BASE SALARY (optional)
	Number	**Percent**				
Africa	(A)	(B)				
Asia	(C)	(D)				
Europe	(E)	(F)				
Latin America and the Caribbean	(G)	(H)				
North America	(I)	(J)				
Oceania	(K)	(L)				
Total Reporting		**100%**				

Note C.2: The number and percent of graduates accepting jobs in each region in Table 2.C should equal the corresponding numbers in Tables 2.D through 2.I, as notes (A) through (L) indicate.

Note C.3: Expand upon the geographic regions as appropriate to your school, using the definitions below.

Table 2.D

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.D – EMPLOYMENT BY WORLD REGION: AFRICA

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the end of the data collection period

AFRICAN SUB-REGIONS	EMPLOYED GRADUATES	
	Number	**Percent**
Eastern Africa		
Middle Africa		
Northern Africa		
Southern Africa		
Western Africa		
Total Africa	(A)	(B)

Table 2.E

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.E – EMPLOYMENT BY WORLD REGION: ASIA

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the end of the data collection period

ASIAN SUB-REGIONS	EMPLOYED GRADUATES	
	Number	**Percent**
Central Asia		
Eastern Asia		
Southern Asia		
South-Eastern Asia		
Western Asia		
Total Asia	(C)	(D)

Table 2.F

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.F – EMPLOYMENT BY WORLD REGION: EUROPE

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the end of the data collection period

EUROPEAN SUB-REGIONS	EMPLOYED GRADUATES	
	Number	**Percent**
Eastern Europe		
Northern Europe		
Southern Europe		
Western Europe		
Total Europe	(E)	(F)

Table 2.G

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.G – EMPLOYMENT BY WORLD REGION: LATIN AMERICA & THE CARIBBEAN

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the end of the data collection period

LATIN AMERICAN & CARIBBEAN SUB-REGIONS	EMPLOYED GRADUATES	
	Number	**Percent**
Caribbean		
Central America		
South America		
Total Latin America & Caribbean	(G)	(H)

Table 2.H

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.H – EMPLOYMENT BY WORLD REGION: NORTH AMERICA

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the end of the data collection period

NORTH AMERICAN SUB-REGIONS	EMPLOYED GRADUATES		MEAN BASE SALARY (optional)	MEDIAN BASE SALARY (optional)	LOW BASE SALARY (optional)	HIGH BASE SALARY (optional)
	Number	**Percent**				
Bermuda						
Canada						
Greenland						
St. Pierre & Miquelon						
United States:						
Mid-Atlantic						
Midwest						
Northeast						
South						
Southwest						
West						
Total North America	(I)	(J)				

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.

Table 2.I

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.I – EMPLOYMENT BY WORLD REGION: OCEANIA

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of the end of the data collection period

OCEANIAN SUB-REGIONS	EMPLOYED GRADUATES	
	Number	**Percent**
Australia & New Zealand		
Melanesia		
Micronesia		
Polynesia		
Total Oceania	(K)	(L)

D. PROFESSIONAL EXPERIENCE (*Table 2.J*)
1. Report *Professional Experience* within the following groups by program type:
   a. 0-3 years
   b. 4-7 years
   c. 8-12 years
   d. 13-20 years
   e. Over 20 years

Report the number and percent of employed graduates according to *Years of Professional Experience*.

Example: Years of Professional Work Experience Pre-MBA Graduation
Helen Smith earned her BA degree in 2010. She worked four years and nine months for Compaq before moving to Dell during her MBA program. She has been with Dell for 2 years and 3 months.   Helen has a total of 7 years of professional experience.

2. Prepare one final report with all data collected as of the end of the data collection period (one month past your four month post-graduation date).

3. Express *Professional Experience* as the number of years of full-time, professional work experience completed since earning the first degree, through graduation with the MBA. This would include any professional work experience attained while enrolled in the part-time MBA program.

Table 2.J

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.J - EMPLOYMENT BY PROFESSIONAL EXPERIENCE

Include information for all graduates for whom you have data.

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Prepare one final report with all data collected as of the end of the data collection period.

YEARS PROFESSIONAL EXPERIENCE	NUMBER OF GRADUATES		MEAN BASE SALARY (optional)	MEDIAN BASE SALARY (optional)	LOW BASE SALARY (optional)	HIGH BASE SALARY (optional)
	Number	Percent				
0-3 years						
4-7 years						
8-12 years						
13-20 years						
Over 20 years						

2. REPORTING BASE SALARY AND SIGNING/STARTING BONUS

    a.   Salary/compensation data pertains to the job held by the graduate *at four months after graduation, regardless of whether or not a job change was made during or within four months of graduating from the program.* This should be the job that serves as the graduate's primary source of income. Please use the most current information for a graduate.

    b.   For all graduates who are employed, report compensation in two categories (Table 2K provides a worksheet for this report).
        a.   Base Salary
        b.   Starting/Signing Bonus (optional)

    c.   Salary/compensation data should be reported for all graduates who are employed.

    d.   Salary reports should carry a footnote indicating the percent of part-time MBA graduates for whom you have useable salary information. While the goal is to obtain information from 100 percent of employed graduates, the MBA CSEA minimum target is 75 percent of students who are employed. The equation is: *number of graduates for whom you have useable salary information / total employed graduates = percent for which you have usable salary information.*

    e.   Compensation relates to the job currently held by the graduate at the point of submitting employment data. Do not break out base salary information for *Permanent Work Authorization or Non-Permanent Work Authorization.*

    f.   Base salary *excludes* bonuses, commissions, and other compensation such as benefits and perquisites (e.g., car, equipment, memberships, relocation expenses, etc.). Do not equate benefits and perquisites to cash and do not include them in a compensation report.

    g.   Include in the salary figures the salary of those graduates employed with a start-up company and those who started a business <u>prior</u> to enrolling in the part-time MBA program. Do not report salary for graduates who started a business <u>during</u> the part-time MBA program or are in the process of starting their own business.

Note C.4: The Standards do not *per se* allow clarification to identify the percentage of graduates within each industry/function who are employed with start-ups. A school can elaborate, in a footnote, the background of its statistics if desired.

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h. Schools may express salary in their local country currency or the currency most appropriate for their local employment market. <u>For schools outside the U.S.</u> that wish to express their employment reports in US dollars, they may convert salary reported in their local currency to US$ when the graduate reports the salary or on or near their own data collection cutoff date using official currency rates published by the *Financial Times.*

i. 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 <u>countries.</u> Schools should not report regional or metropolitan area purchasing power parity differences within a single country. *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.

j. Express salary as reported and calculated, i.e., not rounded.

k. Tuition reimbursement, relocation and moving expenses are <u>excluded</u> from this profile. However, schools may report the number or percent of job-seeking graduates receiving tuition reimbursement, or relocation and moving expenses.

l. Base Salary and Starting/Signing Bonus are not cumulative. Schools should not publish a "Total Compensation" or "Salary plus Signing 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 MBA compensation is to list each type of compensation separately—base salary, starting/signing bonus, and performance bonus.

m. Report the median, mean, high and low salaries and starting/signing bonuses when there is a *minimum of three data points*, and the number of data points *is equal to or greater than one percent of employed graduates*. This provides additional confidentiality for compensation reporting.

n. Schools may display this information in any manner they choose (e.g., tables, charts, etc.).

Table 2.K

PART-TIME MBA EMPLOYMENT PROFILE
Table 2.K - COMPENSATION REPORT

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Include compensation information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

Prepare one final report with all data collected as of end of the data collection period.

BASE SALARY						
	NUMBER Reporting *Base Salary*	**PERCENT** Reporting *Base Salary (1)*	**MEAN**	**MEDIAN**	**LOW**	**HIGH**
TOTAL REPORTING						

(1) Divide number of graduates reporting base salary by the number of employed graduates.

STARTING/SIGNING BONUS (OPTIONAL)						
	NUMBER Reporting *Starting/Signing Bonus*	**PERCENT Reporting Useable Starting/S**i**gning Bonus** (2)	**MEAN**	**MEDIAN**	**LOW**	**HIGH**
TOTAL REPORTING STARTING/SIGNING BONUS						

(2) Divide the number of students reporting useable starting/signing bonus information by the number of students providing base salary information.

D. PRIMARY SOURCE OF EMPLOYMENT (TABLE 3)

1. In keeping with the goal of providing the employment profile and trends in the employment market, the Standards has identified seven major categories for the sources of part-time MBA graduates' jobs: *School Network, Current/Former Employer, Executive Search Firms, School Posting/ On-Campus Recruiting, Other*. In making this determination, the Standards call for identifying a current position or accepted job (a job the graduate will be starting at a later date) according to these seven categories. In Table 3, report the number and percent of graduates indicating the primary source of the position in the following seven categories:

    a. School Related/Alumni Network
    b. Graduate's Own Network
    c. Current/ Former Employer (this means the graduate is employed by a former employer or the employer they had upon the start of the degree program)
    d. Executive Search Firm/ Headhunter
    e. School Posting/Recruiting Activity
    f. External Job Posting (not through school)
    g. Other

> *Note D.1*: The summation of categories a, b, c, d, e, f, and g must equal the Total employed.

> *Note D.2*: Table 3 provides examples and serves as a worksheet to facilitate reporting the information under the *Primary Source of Employment for Part-time MBA's* category. Schools should adapt these examples as appropriate to their needs.

> *Note D.3*: It is recommended that Career Services offices do not publish the number of companies recruiting part-time MBA students, as it is not a reflective measure of how part-time MBA graduates find employment.

Table 3

PART-TIME MBA EMPLOYMENT PROFILE
Table 3 - PRIMARY SOURCE OF CURRENT/ACCEPTED POSITION

	In-Person	**Online**	**Hybrid**	**Total**
School Related/Alumni Network				
Current/ Former Employer				
Executive Search Firm/Headhunter				
School Posting/Recruiting Activity				
Graduate's Own Network				
External Job Posting				
Other				
Total				

E. CLASSIFYING EMPLOYMENT CHANGE (TABLE 4)

1. Data reflecting employment changes pertains to the job held by the graduate *at four months after graduation* as compared to the job held at the start of the MBA program.

2. For all employed part-time graduates, report changes in four categories (Table 4 provides a worksheet for this report) by program type.
    i. Company
    ii. Level
    iii. Function
    iv. Industry
    v. Geography

3. Level reflects a promotion in job level experienced by the graduate.

Example: Job Level Change

John was an Assistant Marketing Manager at the start of the MBA Program but was promoted to a Marketing Manager role which he held four months after graduation.

4. Function reflects a change from one job function to another.

Example: Job Function Change

Sarah was a Financial Analyst at the start of the MBA Program but moved to an Assistant Brand Manager role which she held four months after graduation.

5. Industry reflects a change from one industry to another.

Example: Job Industry Change

Bob worked in the aerospace industry at the start of the MBA Program but moved to a new company in the consumer products industry two months post-graduation.

7.   Geography reflects a change from one location to another.

Example: Job Geographic Change

Bob worked in Atlanta while in the MBA program, and upon graduation he accepted an assignment in his company's Chicago office.

Table 4

PART-TIME MBA EMPLOYMENT PROFILE
Table 4 - EMPLOYMENT CHANGES*

Include information for all graduates for whom you have data.

Prepare one final report with all data collected as of the end of the data collection period.

	IN PERSON		ONLINE		HYBRID	
	NUMBER Reporting *Change*	**PERCENT** Reporting *Change*	**NUMBER** Reporting *Change*	**PERCENT** Reporting *Change*	**NUMBER** Reporting *Change*	**PERCENT** Reporting *Change*
COMPANY						
LEVEL						
FUNCTION						
INDUSTRY						
GEOGRAPHY						

* Each row represents its own unique subset of the total population of employed graduates.

F. CLASS MOVEMENT IN PROFESSIONAL FUNCTION AND INDUSTRY (OPTIONAL TABLES 5A and 5B)

1. Schools may, for each part-time program, report the number and percent of students holding jobs in each professional function at the start of the MBA program and at four months after graduation. Include information only for those graduates who reported a job change at four months after graduation.

Table 5.A (Optional)

PART-TIME MBA EMPLOYMENT PROFILE
Table 5.A - JOB CHANGE BY FUNCTION (OPTIONAL)

Include information for all graduates who report employment.

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Prepare one final report with all data collected as of the end of the data collection period

OPTIONAL	START OF MBA		FOUR MONTH POST MBA	
	NUMBER	PERCENT	NUMBER	PERCENT
Function 1				
Function 2				
Function 3				
Function 4				
Function 5				
Function 6				
Function 7				
Function 8				

2. Schools may, for each part-time program, report the number and percent of students holding jobs in each industry at the start of the MBA program and at four months after graduation. Include information only for those graduates who reported a job change at four months after graduation.

Table 5.B
(Optional)

PART-TIME MBA EMPLOYMENT PROFILE
Table 5.B - JOB CHANGE BY INDUSTRY (OPTIONAL)

Include information for all graduates who report employment.

Prepare one table for each part-time MBA program. Check only one per table as applicable to each school's MBA population:

- In-Person
- Online
- Hybrid

Prepare one final report with all data collected as of the end of the data collection period.

OPTIONAL	START OF MBA		FOUR MONTH POST MBA	
	NUMBER	**PERCENT**	**NUMBER**	**PERCENT**
Industry 1				
Industry 2				
Industry 3				
Industry 4				
Industry 5				
Industry 6				
Industry 7				
Industry 8				

G. GENDER, RACE, AND NATIONAL ORIGIN

The MBA 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 only, as appropriate to your school. This collection **should not be included as a part of a formal employment profile.**

H. COMPLIANCE STATEMENT AND REQUIRED FOOTNOTES

1. *FOOTNOTES:* Footnotes are **required** in certain areas: (a) the percent of graduates for whom you have reliable information, (b) graduation dates within the reporting year, (c) clearly identifying interim reports, (d) salary tables that include purchase price parity multiplier, and (e) how your school defines its hybrid program

2. COMPLIANCE STATEMENT: Include a *compliance statement* on your part-time MBA Employment Profile if it has been developed in accordance with the standards in this document. The Compliance Statement should appear on both printed and online Part-Time MBA Employment Profiles.

Example: Sample Footnote
This report conforms to the MBA Career Services & Employer Alliance Standards for Reporting Part-Time MBA Employment Profile.

3.   GRADUATION DATE: Footnote the graduating class(es) that are included in this report.

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, 2016 and May 15, 2017.

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, 2016 and June 10, 2017.

4.   PERCENT OF GRADUATES FOR WHOM YOU HAVE USEABLE INFORMATION: The MBA CSEA minimum target is 75 percent of all graduates (see Table 1). While you may have received information from *less than 75 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: Useable Information
Your school has 1,000 total part-time MBA 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 (880/1,000).

5. DEFINITION OF HYBRID PROGRAM: Footnote how your school defines a hybrid program.

Example: Footnote for Hybrid Program
XYZ University's part-time Hybrid MBA program is 40% in-person and 60% online instruction.

6. PERCENT OF GRADUATES PROVIDING USEABLE SALARY INFORMATION: The MBA CSEA minimum target is 75 percent. The equation is: *the number of part-time graduates for whom you have useable salary information / total part-time graduates = percent providing usable salary information*.

Example: Footnoting Graduates Who Submitted Salary Information
Example 1: Useable Salary Information
If a school has 100 employed part-time graduates, and 92 of those graduates provided useable salary information, the percent of graduates for whom you have useable salary information is 92%.
Example 2: Useable Salary Information
If a school has 100 employed graduates, 78 of those graduates provided useable salary information, and you have useable salary information from employers for 14 other graduates, the percent of 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 at four months after graduation.
Footnote Example:
The salary tables expressed including Purchasing Power Parity were calculated using the IMF-World Economic Outlook Tables

7. 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 four months post-graduation date). However, schools should date those interim reports and clearly indicate that those reports are **interim** reports.

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Example: Interim Reports

This is an INTERIM REPORT. A final Part-Time MBA Employment Profile, which will include all information received as of (the end of the data collection period) will be published at a later date.

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

Footnote Example:

This is XYZ UNIVERSITY'S FINAL Part-Time MBA Employment Profile. It is based upon information from 100 percent of the part-time MBA graduates.

APPENDICES

APPENDIX I – GEOGRAPHIC REGIONS
COMPOSITION OF MAJOR AREAS AND REGIONS
From United Nations, Department of Economic and Social Affairs, Population Division (2015). *2015 Revision of World Population Prospects* (http://esa.un.org/unpd/wpp/).

AFRICA

Eastern Africa
Burundi
Comoros
Djibouti
Eritrea
Ethiopia
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

Northern Africa
Algeria

Egypt
Libyan Arab Jamahiriya
Morocco
Sudan
Tunisia
Western Sahara

Southern Africa
Botswana
Lesotho
Namibia
South Africa
Swaziland

Western Africa
Benin
Burkina Faso
Cabo Verde
Côte d'Ivoire
Gambia
Ghana
Guinea
Guinea-Bissau
Liberia
Mali
Mauritania
Niger
Nigeria
Saint Helena
Senegal
Sierra Leone
Togo

ASIA

Eastern Asia
China

China, Hong Kong SAR
China, Macao SAR
Democratic People's Republic of Korea
Japan
Mongolia
Republic of Korea

South-Central Asia
Afghanistan
Bangladesh
Bhutan
India
Iran (Islamic Republic of)
Kazakhstan
Kyrgyzstan
Maldives
Nepal
Pakistan
Sri Lanka
Tajikistan
Turkmenistan
Uzbekistan

South-Eastern Asia
Brunei Darussalam
Cambodia
Indonesia
Lao People's Democratic Republic
Malaysia
Myanmar
Philippines
Singapore
Thailand
Timor Leste
Viet Nam

Western Asia
Armenia
Azerbaijan
Bahrain
Cyprus
Georgia
Iraq
Israel
Jordan

Kuwait
Lebanon
Oman
Qatar
Saudi Arabia
State of Palestine
Syrian Arab Republic
Turkey
United Arab Emirates
Yemen

EUROPE

Eastern Europe
Belarus
Bulgaria
Czech Republic
Hungary
Poland
Republic of Moldova
Romania
Russian Federation
Slovakia
Ukraine

Northern Europe
Åland Islands
Denmark
Estonia
Faeroe Islands
Finland
Guernsey
Iceland
Ireland
Isle of Man
Jersey
Latvia
Lithuania
Norway
Sweden
United Kingdom of Great Britain and Northern
Ireland

Southern Europe
Albania

Andorra
Bosnia and Herzegovina
Croatia
Gibraltar
Greece
Holy See
Italy
Malta
Montenegro
Portugal
San Marino
Serbia
Slovenia
Spain
TFYR of Macedonia

Western Europe
Austria
Belgium
France
Germany
Liechtenstein
Luxembourg
Monaco
Netherlands
Switzerland

LATIN AMERICA and the CARIBBEAN

Caribbean
Anguilla
Antigua and Barbuda
Aruba
Bahamas
Barbados
Bonaire, Saba and Sint Eustatius
British Virgin Islands
Cayman Islands
Cuba
Curaçao
Dominica
Dominican Republic
Grenada
Guadaloupe
Haiti

Jamaica
Martinique
Montserrat
Puerto Rico
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the
Grenadines
Sint Maarten (Dutch part)
Trinidad and Tobago
Turks and Caicos Islands
United States Virgin
Islands

Central America
Belize
Costa Rica
El Salvador
Guatemala
Honduras
Mexico
Nicaragua
Panama

South America
Argentina
Bolivia (Plurinational State of)
Brazil
Chile
Colombia
Ecuador
Falkland Islands (Malvinas)
French Guiana
Guyana
Paraguay
Peru
Suriname
Uruguay
Venezuela (Bolivarian Republic of)

NORTH AMERICA

Bermuda
Canada
Greenland

Saint Pierre and Miquelon
United States of America

OCEANIA

Australia and New Zealand
Australia
New Zealand
Norfolk Island

Melanesia
Fiji
New Caledonia
Papua New Guinea
Solomon Islands
Vanuatu

Micronesia
Guam
Kiribati
Marshall Islands
Micronesia (Federated States of)
Nauru
Northern Mariana Islands
Palau

Polynesia
American Samoa
Cook Islands
French Polynesia
Niue
Pitcairn
Samoa
Tokelau
Tonga
Tuvalu
Wallis and Futuna Islands

APPENDIX II – STANDARDS HISTORY

HISTORY OF THE STANDARDS FOR REPORTING PART-TIME (EXCLUDING EXECUTIVE) MBA EMPLOYMENT PROFILE

In July 1994, the MBA Employment Statistics Standards Committee was formed at the MBA Career Services & Employer Alliance's (formerly MBA Career Services Council) inaugural meeting in San Diego, California. In 1996, V.1 of the Standards for Reporting MBA Employment Statistics was approved by the board and put into practice.

In 2013, MBA Career Services & Employer Alliance surveyed its membership to obtain feedback on employment data tracking for part-time MBA students and determine the need to develop standards for the growing population. Members indicated via the survey and during a session at the Global Conference that there was a strong interest in establishing standards.

In 2014, a task force was formed and charged with understanding the market, soliciting additional input from the membership and drafting the part-time standards. The task force consisted of Nicole Hall (Wake Forest University). Tracy Handler (New York University), and Wendy Tsung (Emory University). A pilot survey was launched in 2015 with six schools to test a first draft of the standards. Results from the pilot were discussed with members during a breakout session at the Global Conference, and additional feedback was collected to help frame the survey questions.

In 2015, the survey was further refined and a modified survey was shared with the MBA CSEA Working Professionals Resource Group, as well as the MBA Career Services for Working Professionals organization (MBA CSWP) for additional feedback. Later that year, additional pilot schools tested the survey with their class of 2015 graduates. A webinar was hosted with MBA CSEA members to discuss results from the pilot survey and capture additional feedback.

In 2016, MBA CSEA met with the MBA CSWP to capture additional feedback, and a breakout session was held at the Global Conference. A working group was formed to review, comment on and discuss the draft standards. The working group consisted of: Tracy Handler (New York University), Erika Harrigan (University of Maryland), Ana Herranz Martin (IE), Blaze Konkol (University of Chicago), Shawnice Meador (University of North Carolina), Helen Rutledge (Queens University), Adnan Rukiah (Northwestern University), Wendy Tsung (Goizueta Business School), Beth Ursin (Willamette) Amber Wigmore (IE).

In 2017, a draft of the standards was provided to the Standards Committee and Board of Directors for review and comments, and then to the MBA CSEA membership for additional feedback. Later that year, version I of the standards was approved by the Standards Committee and Board of Directors.

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