

Destination Survey

Overview

Demonstration

Share tips and tricks

Q & A



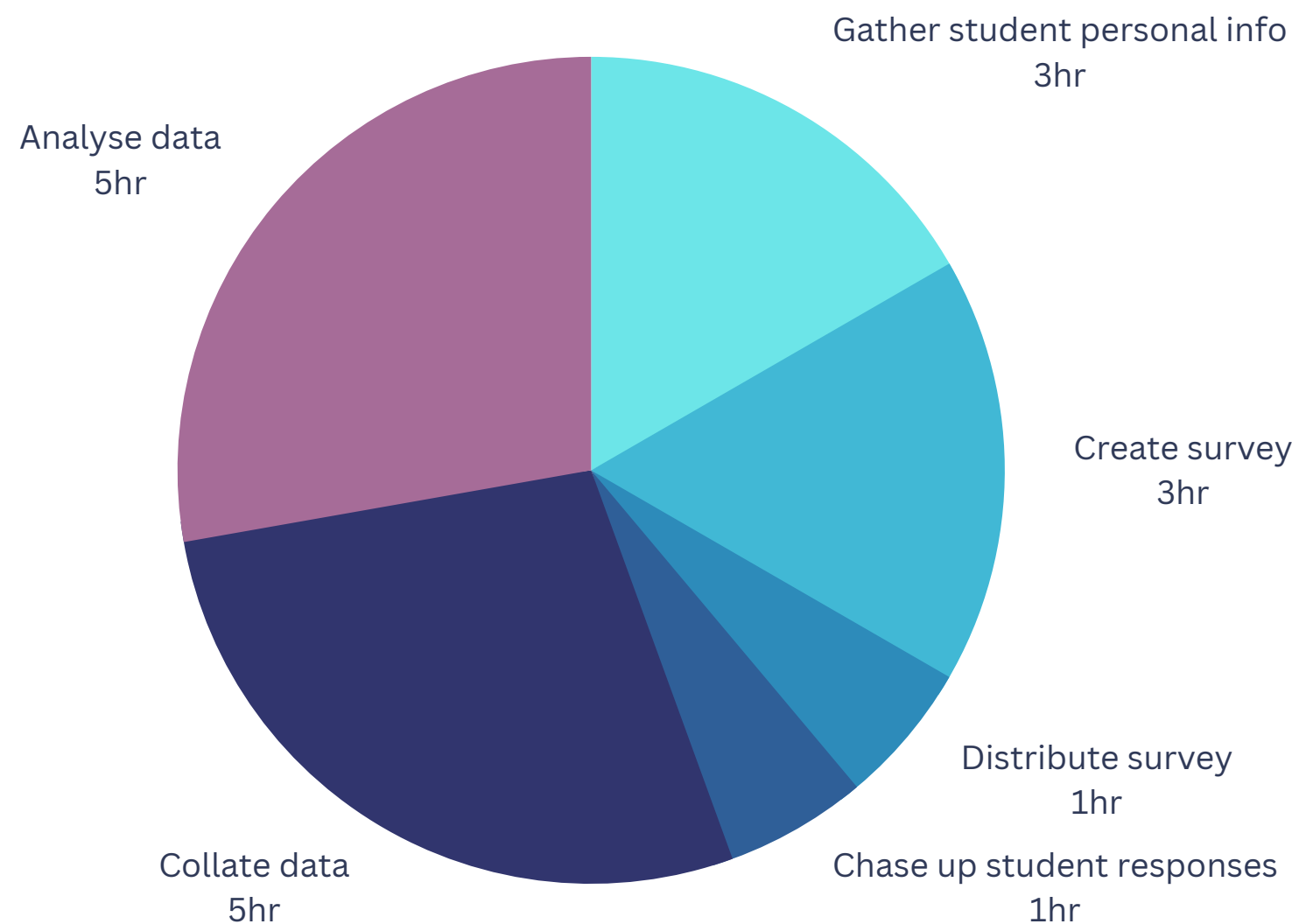
Career Tools

Benefits

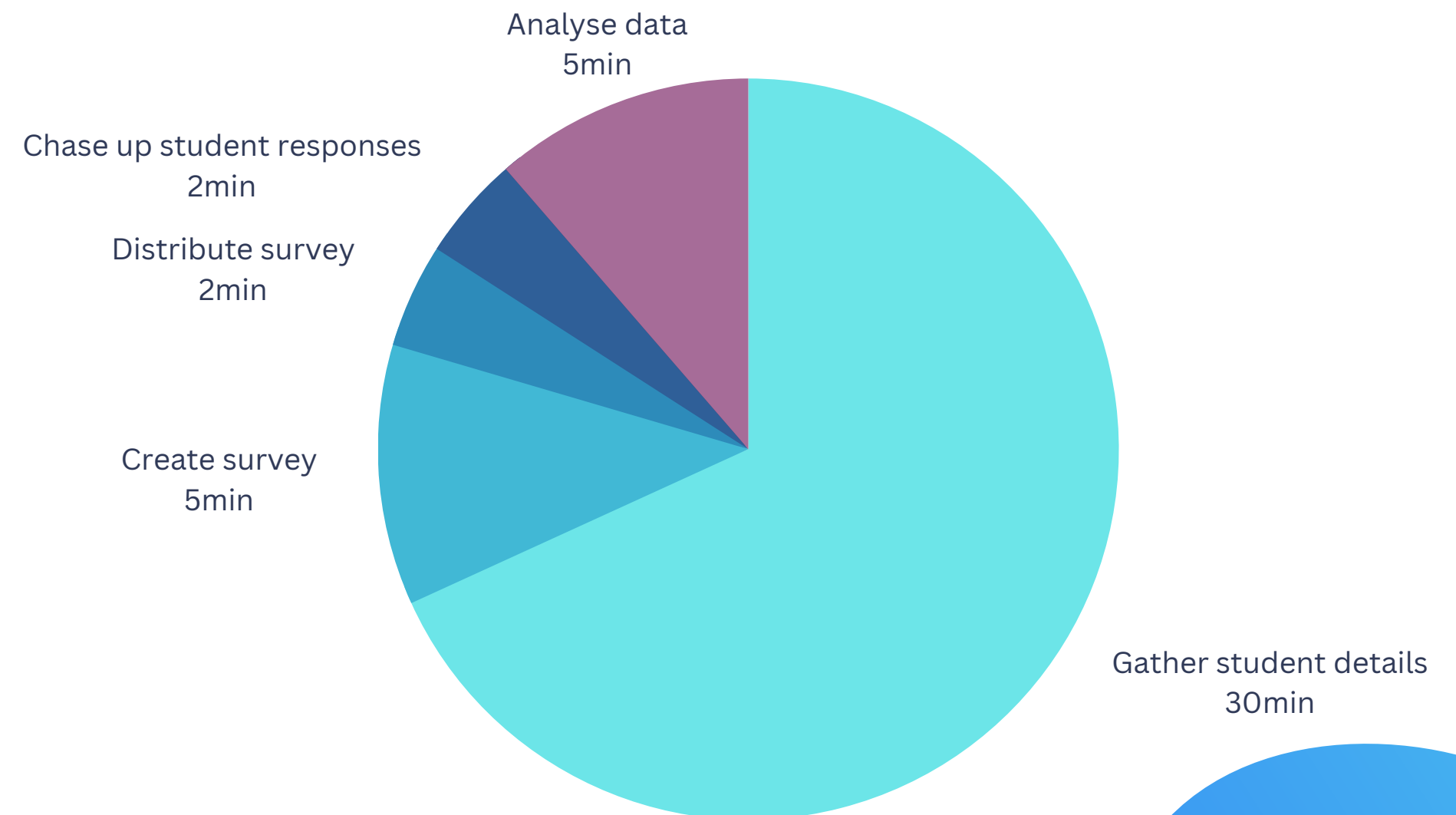
- Helps meet reporting requirements.
- Enhances school support of transitions.
- Promotes alumni engagement and networking.
- Supports evaluation and improvement of careers programs.
- Significantly reduces time spent individually contacting graduates.

The Destination Survey reduces the time for this task by 95%

Manual= 18hrs per survey



Automated via CT = 45mins per survey



5 Steps to a Successful Survey

1. Gather student information.
2. Customise your questions (premium feature).
3. Send as an email and/or sms.
4. Graduates complete the survey.
5. Download and interpret results.

Destination Survey Demonstration

Tips, Tricks, and Success Stories

What custom questions will you ask?
How do you engage students with the survey?
What works / doesn't work at your school?

Engaging Graduates

- **Relationships and Reminders**
 - Feel supported
 - Feel their feedback counts
 - Understand how it benefits them, you, and future cohorts
 - Reminders to build awareness and anticipation
- **Email or SMS?**
 - Email = one response compared to SMS = 100 responses in first send out

Future Updates

To be able to:

1. Clear responses so the survey can be redone (i.e. in the case of a mistake)
2. Complete the survey again with the same cohort of students so you can compare the data (helpful for Vic.).
3. Edit the email notification.
4. Send an 'Intention Survey' to capture students' plans at the end of Year 11 / start of Year 12, and/or throughout.

Q+A

Submitted Questions

1. How many years can students reply post school?
2. Can data be used in conjunction with the new UAC data?
3. Will the survey be state specific? eg list the Unis and TAFEs relevant for our states.
4. Could we update the generic questions to reflect more detail required by schools.
5. Trying to make one that is relevant in today's various career paths that takes as many options into account as possible.
6. Can you provide a timeline to make using the Destination Survey successful?

Sample Timeline

Beginning of and throughout the school year:

- Add or update student contact details.
- Ensure information is captured for every student.
- Remind students to keep their details up-to-date.
- Regular reminders about the importance of the survey can boost completion rate.

4-6 weeks prior to data deadline:

- Send first email, sms, or both - the link expires after 7 days.

3-5 weeks prior to deadline:

- Resend to those who did not respond.
- Begin cross checking responses against TAC data.

Sample Timeline

4-2 weeks prior to deadline:

- Email parents about the survey asking them to encourage their child to complete it.
- Email parents asking them to complete it on their child's behalf - populate the template and update student personal email and mobile fields with parent information (back up student info first!)
- If you have spoken to a student, their parent, or a sibling, you can impersonate the graduate to complete it on their behalf (premium feature).

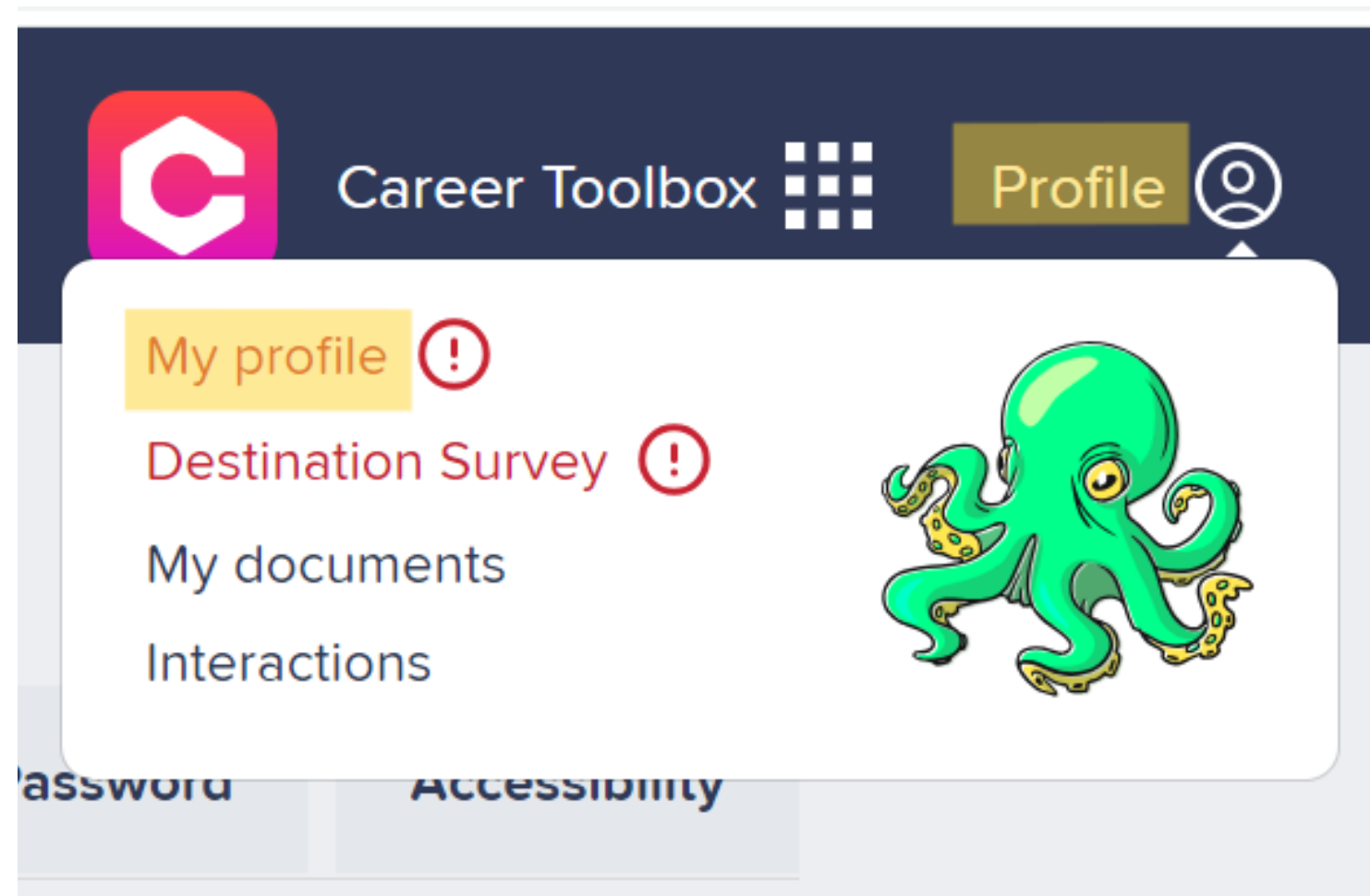
2-1 week prior to deadline:

- Call students who have not responded or who need further pathway support.
- Finish cross checking information.
- Format a copy of the spreadsheet for reporting.

Gathering Student Contact Information

Students update their profiles

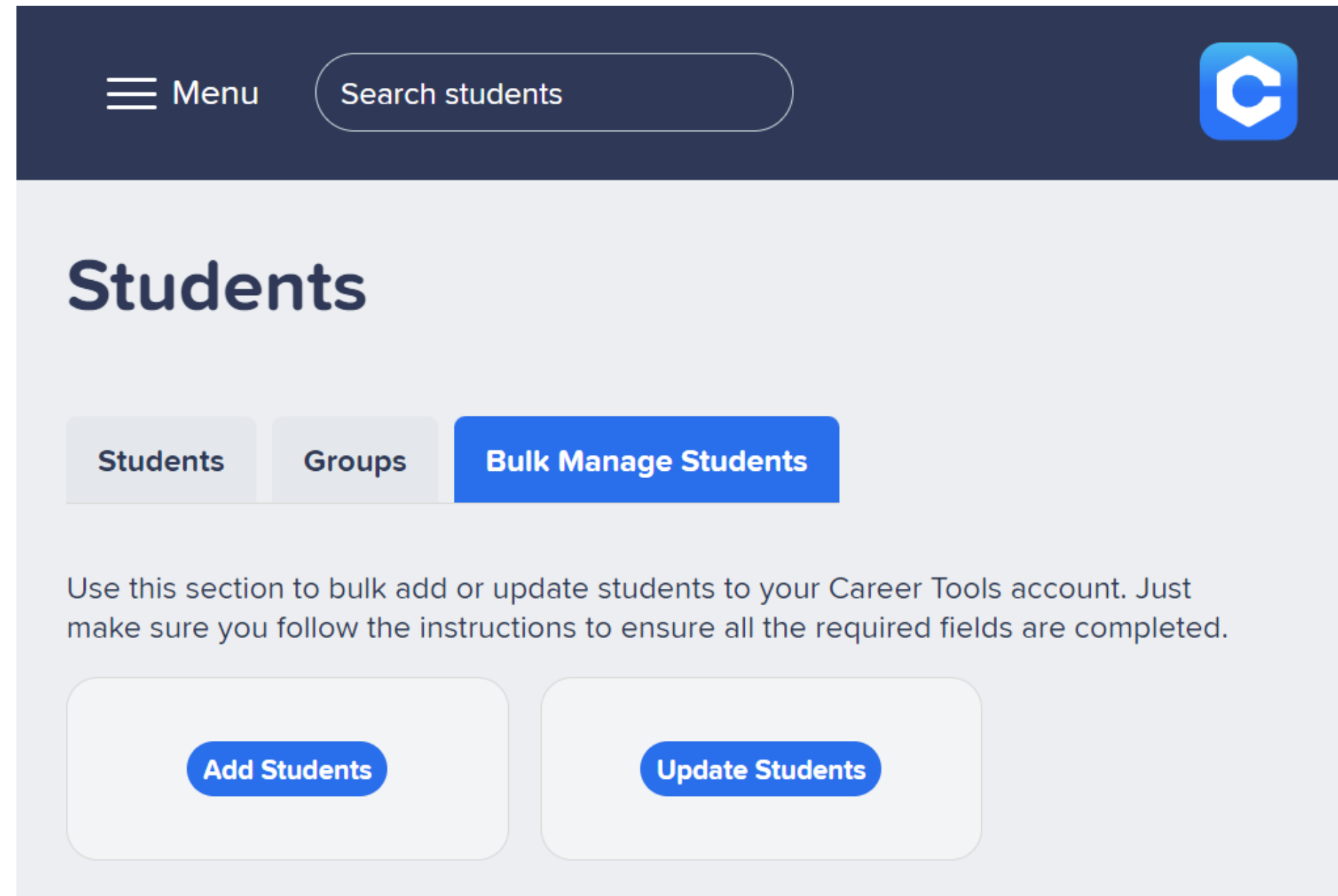
- Least amount of admin and works well in class or assembly
- Students may be absent or may not complete the task; can check in pathway 1-1

A screenshot of the 'Account Details' form in the Career Toolbox system. The form has a light gray background and a top navigation bar with tabs: 'Account Details' (active), 'About Me' (with a red exclamation mark icon), 'Parents' (with a red exclamation mark icon), and 'Change Password'. The form contains several input fields, each with a green checkmark indicating successful entry: 'First name *' with the value 'Sam', 'Last name *' with the value 'Smith', 'Account Email *' with the value 'samsmith@highschool.com.au', 'Personal Email' with the value 'samsmith@gmail.com', and 'Phone Number (Optional)' with the value '0412345678'.

Gathering Student Contact Information

Bulk add or update students

- Start with an enrolment spreadsheet.
- Match the headings to the template and save as csv.

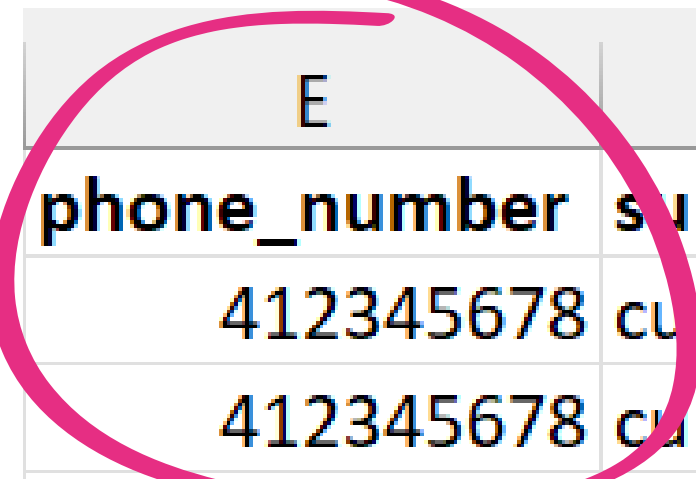


Tips for Using Bulk Add or Update

- Names, account email, personal email, mobile number, year level, and sub-type are required (for DS to work) - other columns are optional/can be deleted.
- Students should not use icloud email addresses.
- Mobile phone numbers must not have spaces.
- Sub type must be 'current' if adding new accounts.
- Must be saved as a CSV file to work.
- Mobile numbers must have leading zeros to send by sms.

Leading 0s on Mobile Numbers

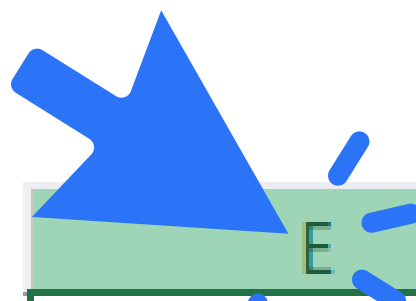
- Excel automatically removes leading zeros.
- SMS feature won't work.



E	F	G	H
phone_number	sub_type	year_group	password
412345678	current	13	password
412345678	current	13	password

It's easy to fix.

1. Select the phone number column.



E	F	G	H
phone_number	sub_type	year_group	password
412345678	current	13	password
412345678	current	13	password

2. Press ctrl+1 to display the format cells menu

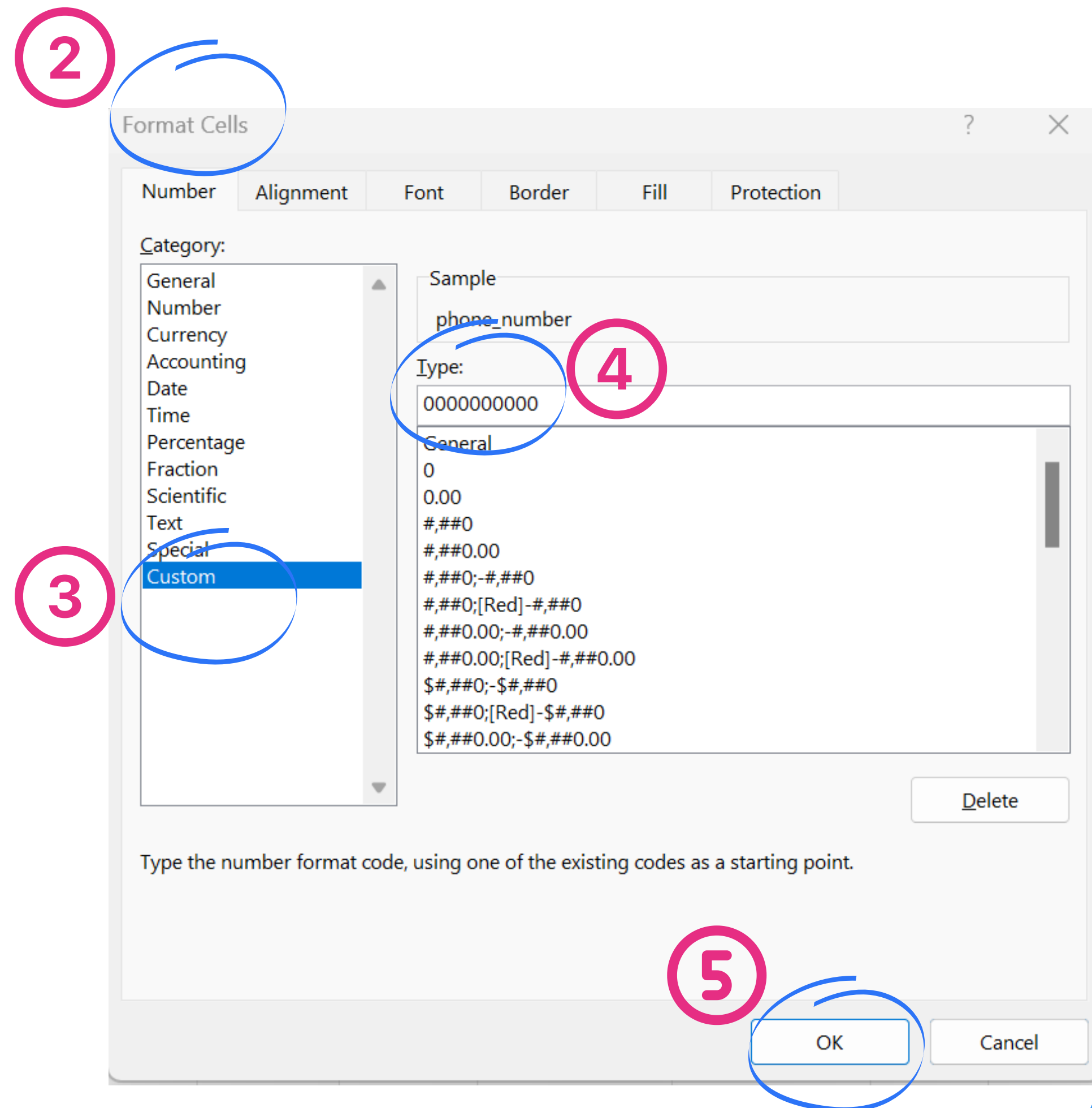
3. Click 'Custom'

4. Type in ten zeros

5. Click OK

The mobile numbers will now be formatted correctly!

0412345678
0412345678



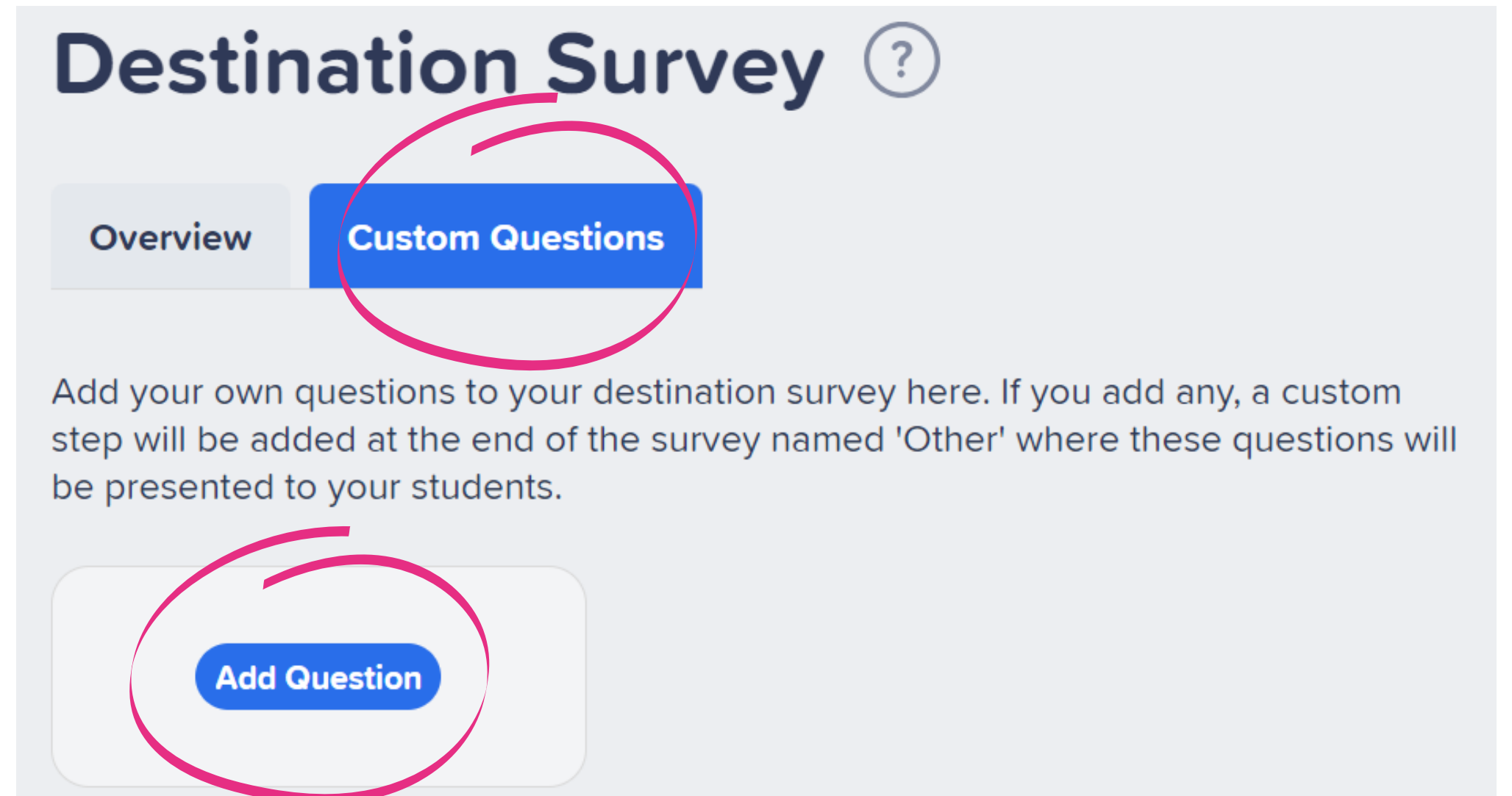
Survey Questions

Standard questions

- Cannot be changed.

Custom questions

- Available for Premium and Ultimate subscribers.



Custom Questions

1. Type question.

2. Choose optional or required.

3. Select question type.

4. Select single or multi answer option.

5. Add answer options.

Add Custom Question

Question Title

Would you like further support with your pathway plans?



Answer Required

Question Type

Text Line

Text Box

Dropdown

Checkboxes



Career Tools

Email Notification

Generic email that will be sent to students:

(coming soon is the ability to edit or create your own text)

Hi [Student's name],

Around this time each year I contact all of our Year 12 students from last year to find out what you have ended up doing.

I have a really quick survey that I'd love you to fill out for me (should only take you 5 minutes or so).

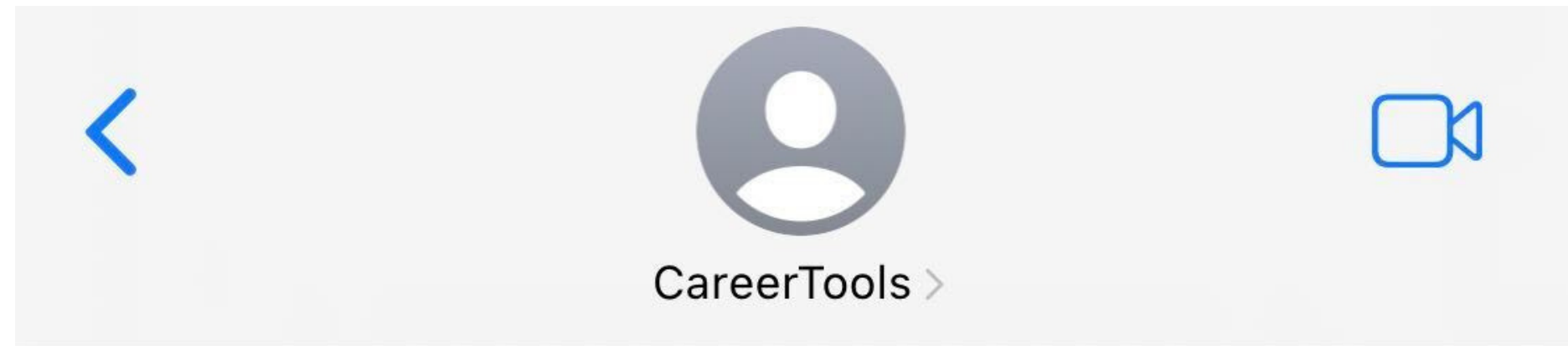
Not only am I interested in knowing what you are doing now that you have left school, this information is hugely helpful to us in making sure that our school programs work well for all students who come along in the years behind you, but also how I can offer the best careers service as well.

The link to the survey is below:[link]Thanks for helping me out with this, I really do appreciate it. All the best,

[Name]

[School Name]

SMS Notification



Text Message
Today 1:31 pm

Please complete the destination survey for your school using your unique link:
<https://vic.careertools-demo.com.au/toklog/GgnzOeFQVQhGiQC>

Help Articles

Help articles include step-by-step written and visual instructions:

- [About the Destination Survey](#)
- [Sending the survey and viewing results](#)
- [How students complete the survey](#)
- [Adding custom questions](#)

Happy End of Term!



Email here4you@careertools.com.au
if you have additional questions or feedback