

(Date)

Dear _____,

Your name has been given to us by a graduate of our Master of Science in Public Administration as a local employer or potential employer of master's graduates in public administration. We would like to find out from you the kinds of knowledge and skills you expect when you hire individuals who have completed programs such as ours.

We are very much concerned that our graduates should be well equipped for careers in public and non-profit administration, and we hope that you will help us by completing the attached short questionnaire. All information will be treated as strictly confidential, and in no way do we expect you to discuss the specific job performance or any other personal matter relating to yourself or any employee.

Information from the survey will be used to help us in adapting the MSPA program to current needs, and also to provide individuals now taking or thinking about the MSPA degree, information regarding available careers.

This survey is only a starting point in our efforts to engage public and non-profit employers more actively in our work. If you are willing, we should be happy to follow up on the survey, and discuss with you your needs and views.

Could you please return the survey in the preaddressed stamped envelope, attention Dr. Naomi Caiden. If you have any questions, or simply would like to talk, please do not hesitate to contact me at 323-343-2237 or ncaiden@calstatela.edu.

Thank you very much for your cooperation.

Sincerely,

Naomi Caiden
MSPA Adviser
Chair, Department of Political Science

**SURVEY OF EMPLOYERS AND POTENTIAL EMPLOYERS
OF MSPA GRADUATES**

1. What is the name of your organization?

2. What is the title of your position?

3. Are there any positions in your organization that you know about that specifically require a master's degree in public or non-profit administration?

If so, could you provide information on those positions, e.g. job title?

4. Have you hired graduates in public administration in the past four years?

How many?

What kinds of positions were they recruited to?

5. Do you feel that employees who have completed a master's degree in public administration or non-profit administration are more qualified than those who have not?

Could you explain your answer?

6. What kinds of knowledge and skills do you think are most important in the individuals hired by your organization? Could you rank them in order, placing 1 in first place?

Networking skills

Skills in analyzing statistical data

Skills in writing short papers

Skills in conducting and writing up research

Skills in using computers

Understanding of organizational structure and behavior

Knowledge about public and non-profit budgeting

Knowledge about human resources administration

Knowledge about policy analysis

Knowledge of intergovernmental relations

Understanding of the philosophy of public service

Other (please explain)

7. In general, have the individuals you have hired with a degree in public administration met your expectations? Please explain.

We realize that a short survey of this kind is necessarily superficial. We invite you to provide more comments on a separate sheet or on the back of this questionnaire. Or, if you are willing to participate in a more detailed follow up, we will be happy to contact you if you fill in the attached sheet.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

DEPARTMENT OF POLITICAL SCIENCE

SURVEY OF MSPA ALUMNI AND EMPLOYERS

YES I should be happy for you to contact me to discuss my career in public administration.

Name:

Address:

Day time phone:

E-mail

We greatly appreciate your participation.