



Applying Google form in Doing Job Survey: A Case Study At Binh Thuan Medical College

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Abstract: Doing job survey is considered a very important task of a college. Surveying the percentage of students who have jobs after graduation contributes to assessing the training quality of the university as well as the ability of the medical staff trained by the university to meet the medical human resource needs of agencies and units inside and outside the province (Huong, P.T.L., 2008, pp.107-114). This study focuses on studying the current situation, thereby proposing some solutions to survey the percentage of students who have a job after graduation at Binh Thuan Medical College.

Key words: job survey, Google form, Binh Thuan Medical College

I. INTRODUCTION

1. Reason for choosing topic

Surveys by mailing or telephone interviews have not yet reflected the employment situation of graduates of Binh Thuan Medical College (Nam, N.V., 2011) (student response rate is quite low less than 55%). From the difficulties, the following questions were raised: How to get a high response rate at a reasonable cost and time when conducting surveys that are graduate students? With knowledge and experience in using Google Form combined with finding references, researching and implementing solutions “**Applying Google Form in doing job survey: A case study at Binh Thuan Medical College**”.

2. Research purposes

This study is an attempt to apply the utility of Google Form to survey the percentage of students who have a job after graduation at Binh Thuan Medical College in the fastest and most effective way.

3. Research objectives

- Develop a specific guide on creating a survey form using Google Form and setting up a survey using Google Form to survey the employment situation of graduate students to conduct experiments on the topic.
- Conduct an experiment to survey the employment situation of students of the Nursing College of Binh Thuan Medical College who graduated from the courses from 2017 to 2019 to evaluate research results, draw conclusions and recommend recommendations.

4. Subject and scope of the research

In this study, research and recommendations are limited to 200 students of the College of Nursing, Binh Thuan Medical College who graduated from 2017 to 2019. Furthermore, this study is only intended to provide information for appropriate curriculum design with target learners.

5. Research methodology

- Theoretical research: Collect and read theoretical documents, legal documents, research topics on:
- + Employment situation of students after graduation.
- + How to create a form and the features and effects of a survey form with the Google Form utility.
- Experimental study: Create a survey on the employment situation of students after graduation with the Google Form utility. Implement surveys and evaluate the effectiveness of the solution using survey forms using the Google Form utility, and at the same time evaluate the employment situation of students after graduation.

II. SOLUTION FOR DOING JOB SURVEY

2.1. Theoretical foundations related to the research problem.

2.1.1. Employment situation of students after graduation

Surveying the percentage of students having jobs after graduation is an important task to contribute to assessing the training quality of colleges and universities in general. At the same time, it also contributes to assessing the ability of Binh Thuan Medical College to meet the health human resource needs of agencies and units inside and outside the province in particular. Through the survey results on the employment situation of graduates, the schools also recognize the strengths to continue to promote and detect the weaknesses to find solutions to overcome, propose and recommend solutions measures to improve the training quality of the college and raise the professional capacity, soft skills, career orientation and career expectations of students.

2.1.2. Google Form application in the online survey over the internet

Google Forms, is a free utility from Google that helps users create surveys to collect opinions of survey subjects. Initially, it was used in business to survey customer opinions and create forms for customers to register for a certain product or service. To use Google Form, users need to have a Gmail account, then log in to Google Drive (Google Cloud) and follow a few simple steps to enter Google Form and make and share electronic questionnaires death (Dung, N.V., & Huyen, N. T. T., 2017, pp.53-57).

The survey method using the Google Form utility is also a survey method using an electronic questionnaire that has begun to be used in recent years to survey the opinions of library readers at An Giang University in 2014 (Tu, D.T.B., 2018, pp. 43 – 47) or survey on research support activities for Ph.D. students at Hanoi National University in 2018 (according to the writers) or evaluate training programs at Can Tho University in 2019 (Phuc, N.T.H., & Phuong , V.T.T., 2019, pp. 105 -114) . In addition to the general benefits of surveys using electronic questionnaires, domestic and foreign authors (Tu, D.T.B., 2018, pp. 43 – 47) and foreign (according to the writers) commented that the Google Form utility also has outstanding advantages such as supporting writing questionnaires. Ask questions in different formats, automatically generate tables to import data with Excel, automatically analyze and create charts from imported data sources, automatically store information with free cloud storage services (Google Drive).

2.2. Situation and difficulties of job survey

2.2.1. The reality of job survey

According to various authors, the candidates in studies of surveying are the one who graduated and left the college. They asked to complete the survey to measure the percentage of students who have a job after graduation. It is quite difficult to contact these students then the response rates in most of the surveys are unsatisfactory. Most of the surveys are conducted within 1 to 2 years after graduation, such as at the University of Social Sciences and Humanities of Hanoi National University (Cuong, P. H., 2014, pp. 44-53), Binh Thuan Medical College, etc. (Nam, N.V., 2011), Ho Chi Minh City University of Education (Huong, P.T.L., 2008, pp.107-114), and Ho Chi Minh City Open University. However, there are also surveys conducted earlier when students have just entered the labor market 3 months after graduation, such as in Binh Thuan Medical College (Nam, N.V., 2011). As for the method of surveying the job situation of students after graduation, the literature review is still

incomplete. There is no survey in Binh Thuan that applies an electronic questionnaire. All of them use a printed questionnaire or a combination of electronic interviews dialogue (according to various authors).

In general, the survey results show that the majority of students have jobs after graduation, although the data varies between surveys.

2.2.2. Some difficulties in conducting a survey on the employment situation of students after graduation.

Through reference to the reports made, it was found that the surveys on the percentage of students with employment after graduation were conducted by printed questionnaires or/and telephone interviews. The number of survey subjects who are graduate students is quite large, from hundreds of students to more than thousands of students. Due to a large number of surveys and conducting surveys using paper-based questionnaires, the first difficulty is the cost of printing and sending-receiving a large number of paper-printed questionnaires or the cost of communicating and interviewing via email and telephone.

Another difficulty of the paper-based survey method is that it takes a long time to input, process, and analyze the collected data. The last inconvenience is that survey results are usually saved in hard copy (paper print) or soft copy (data file) so they cannot be stored for a long time because damage or loss may occur (according to the writers).

From the theoretical basis and practical experience, research to find solutions to overcome the above difficulties and inconveniences by researching and proposing the Google Form utility application to survey the employment situation of students online form through personal social media accounts and public electronic questionnaires on the information page believe college website and social media accounts.

2.3. Solution for doing survey with the Google Form

2.3.1. Creating a Google Form survey questionnaire

In Google Drive, there is now a utility that allows creating an electronic questionnaire to survey online when it is necessary to investigate some relevant information. To create a survey questionnaire, you can refer to the manuals on the internet. Following are the basic steps according to the reference "Instructions for using Google drive to create a registration form – basic sales form" at the address: <https://phamngocluong.wordpress.com/2014/06/03/huong-dan-su-dung-google-drive-tao-mau-form-dang-ky-form-you-hang-co-ban/>

2.3.2. Creating a questionnaire

Using the Google Form allows the creation of an electronic questionnaire with the surveyor's arbitrary format, which can be added, edited, changed many types of questions, and created interesting topics for respondents. To design such an electronic questionnaire, it is necessary to do two things:

* Determine the content to ask:

This is the first work to be done before designing the electronic questionnaire. The surveyor must determine what he or she needs to ask about? What is the purpose of the question? What is the number of questions for each content? Format of multiple-choice questions or direct written comments? Ect.

* Electronic questionnaire design

After you have completed the required questions, the next step is to fill out the questions in the Google Form electronic questionnaire.

2.3.3. Applying created questionnaire

After developing the questions, evaluating and agreeing on the content of the questions in the questionnaire, making a questionnaire with an appropriate format, the research team transferred the questionnaire to the students in the survey by Zalo or Facebook account and post on the college's website. The participants are students of the College of Nursing after graduating from the courses from 2017 to 2019 of Binh Thuan Medical College.

2.4. Experimental results of Google Form utility application

2.4.1. Steps

- Create electronic questionnaires, discuss, comment, and complete; create private groups on Zalo; send the link of the electronic questionnaire on Zalo; Monitor student feedback from Google Forms in private groups on Zalo.

- Publicly post the link of the electronic questionnaire on the college's website and Facebook page and each member of the research team; continue to monitor and record student feedback from Google Form in a private group on Zalo and follow the link posted publicly on the website and social networks Facebook, Zalo; Report.

2.4.2. Employment situation of students

2.4.2.1. Surveyed graduate student response rate

With the total number of students responding at 82.6% (Table 1), although it has not achieved absolute results, compared with other surveys, this rate is quite high, allowing to reflect quite fully the situation of employment students' work after graduation, and also demonstrate the effectiveness of the survey solution using the Google Form utility.

2.4.2.2. Percentage of students having jobs after graduation

The study could not find other employment survey reports related to nursing college graduates or college graduates of other disciplines of schools in Binh Thuan, so it is impossible to discuss the rate 82.8% (pounds 2), nursing college students who graduated from the courses from 2017 to 2019 of Binh Thuan Medical College have stable jobs.

2.4.2.3. The group of students having jobs

Table 3 also shows that social networks are the source of employment information that students have the most access to (53%) and the majority of students (80.8%) find a job within 1 year after graduation. However, only 134 students responded about the source of recruitment information and the time to find a job out of a total of 135 students who responded with a job. The survey was not named to ensure individual rights and the objectivity and truthfulness of the answers, the research team could not request this missing information to be supplemented.

Based on table data 4, showing that more than 99% of workplaces are private or state-owned, of which private enterprises are approximately twice as many as state-owned enterprises (62.7% versus 35.8%), reflecting reflects the prevailing trend of working in private enterprises compared to state-owned enterprises, consistent with the current situation when private medical facilities continue to develop while home medical facilities continue to develop. The country is implementing the policy of streamlining personnel and reducing focal points. Statistics also show that no student is self-employed, consistent with the characteristics of the nursing profession. However, the result that no student went abroad to work reflects the students' anxiety and limited foreign language skills for going abroad to work even though this is a career orientation with many people advantage is recommended now.

The vast majority of graduates (more than 97%) have a job that is correct or related to their trained profession, starts work as an employee, and are assessed by their superiors as completing the task. These are quite encouraging figures, once again showing that the quality of the college's training meets the actual requirements of the nursing profession today. The monthly income of the vast majority of students who have a job (more than 95%) is between VND 3.5 million and VND 7 million, which quite accurately reflects the current income of the nursing profession depending on the workplace public or private institutions.

Table 5 reflects the students' choices about the most important knowledge/skills to find a job as well as the knowledge/skills the college needs to pay attention to further training. The results are quite consistent when the majority of students choose professional knowledge/skills as the most important thing to find a job (97.8%), followed by teamwork (90.3%), and at the same time, this is the case are also the knowledge/skills students want the college ~~school~~ to strengthen training (professional knowledge: 95.5%; professional practice: 57.9%;

teamwork: 73.7%). Presentation skills are considered important skills to convince employers when applying for jobs but are not considered important by students. The research team believes that it is important for students to choose the knowledge/skills to apply when working, but not to choose the knowledge/skills to apply when successfully applying for a job. Because very few students have jobs related to foreign countries, only less than 50% of students choose computer science, foreign languages are important and need to increase training. This figure reflects the fact that in domestic workplaces, the requirements for information technology and foreign languages are moderate, so most students can meet the requirements of the workplace.

Although there is information that has not collected enough 135 comments, quite similar to the results of table 5, which reflects the reliability of the obtained results. Based on table data 6, the majority of students who have a job think that professional knowledge and skills are very useful (more than 75%) and knowledge/skills in presentation, teamwork, and computer-foreign language are useful (more than 70%). This shows that the college needs to continue to focus on improving professional training more, and at the same time still need to pay attention to training soft skills for students.

2.4.2.4. The group of students who do not have a job

Due to the low total number of graduate students who responded that they did not have a job and students could choose from many options, the statistics are for reference only and may not reflect the situation of college students nurses who have graduated from recent courses without a job at Binh Thuan Medical College. Based on table data 7, the vast majority of students continue to find suitable jobs, while continuing to study and improve their expertise, in accordance with the assessment that professional knowledge and skills are the most important for having a suitable job.

2.4.3. Evaluate the effectiveness of the Google Form application solution

Through research results and application of surveys to survey the employment situation of students of the Nursing College of Binh Thuan Medical College after graduating from the courses from 2017 to 2019, the Google Form utility application solution in Surveys have the following advantages:

- The construction of the questionnaire is faster because there are many question formats available in Google Form, there is no need to manually design the questionnaire on Word or Excel; save money because there is no need to print the questionnaire on paper.

- The sending and receiving of questionnaires is done only through free internet means, without spending time and money on postal or telephone communication; Because the use of social networks is almost universal and frequent, the surveyed students quickly receive the electronic questionnaire as well as easily answer it as soon as they connect to the internet, so the response rate is very low more positive recovery; The number of graduate students' responses is automatically updated, helping to understand the survey progress without taking the time to tally like when using a paper questionnaire.

- The data given by graduate students are automatically acquired through an Excel table that is automatically created when using Google Form, without wasting time making an Excel table and entering data manually; data is saved correctly, avoiding confusion when entering data manually.

- The graph of survey questions is automatically created and updated automatically, and as soon as new data is received when using Google Form, saving time in making and adjusting the chart like when surveying with a table Paper question.

- Survey results are stored for free, long-term, and securely by Google Drive cloud storage service when using Google Form, avoiding damage or loss when storing by hardcopy or by soft storage (file).

2.4.4. The next development direction of this experiential initiative

From the research results of this experiential initiative, in the coming time, the research team will expand the Google Form utility application for various surveys inside and outside the college related to training activities (create registration forms) register online enrollment, prepare exam questions, test questions, exercises to do online, ets), do scientific research (online surveys of subjects who are proficient users of the internet and social networks, etc.), staff management, student management, and mass activities: Trade Union, Youth Union,

Student Union (online survey of opinions about activities; collecting comments on lecturers, officials; surveying the needs of the union activities of the trainers, members, etc.)

On the other hand, with the development of social networks in particular and information technology in general, the research team will find suitable ways to connect and interact with different surveyed subjects in order to achieve even higher response rate and better survey quality, effectively serving the completion of the goals and missions of Binh Thuan Medical College.

III. CONCLUSIONS AND RECOMMENDATIONS

3.1. Conclusions

Applying information technology in management in general and in vocational education and training management, in particular, is very necessary to improve the quality and effectiveness of training activities. The Google Form utility application to survey the employment situation of students after graduation is a new solution that has never been mentioned in any report in Binh Thuan province so far. This method ensures fast, reduces the cost of finance, time, and effort in conducting the survey compared to before. Survey results are automatically collected, presented scientifically in the form of Excel statistics tables and visual charts, helping to quickly grasp the progress and updated results to help the research team have discussions and adjustments timely during the survey. The response rate of the surveyed subjects has been increased significantly, so the survey results are reliable enough to reflect the employment status of graduates of the College of Nursing in recent courses of the College of Nursing, Binh Thuan Medical College. Another new feature of this Experience Initiative is the combination of methods of connecting with the target audience through private groups and through posting publicly on the Zalo website and social networking platforms, Facebook, as a result, significantly improved the response rate and quality of the survey.

The percentage of nursing college students graduating from the courses from 2017 to 2019 of Binh Thuan Medical College who have stable jobs through the survey using the Google Form utility in 2021 is 82.8%. Professional knowledge and skills are the most important training contents to find the right job. Attention should be paid to the development and implementation of short-term and continuous training programs in specialties for post-graduation general nurses to improve job opportunities.

The solution mentioned in this experiential initiative can be easily shared with individuals and organizations inside and outside the college to test the feasibility of the solution. The application of this experiential initiative to the purposes of training (online enrollment, etc), teaching (testing, exam, etc), management (collecting opinions, evaluating, etc) or scientific research (surveying rate of standards in the community, etc) will certainly bring better efficiency with more cost, time and effort savings.

3.2. Recommendations

3.2.1. About the Google Form utility application in college activities

- It is necessary to further strengthen the training of information technology for teachers and college administrators to be able to make good use of information technology applications in teaching and educational institution management profession and scientific research.

- Organizations that research specific activities in the college can apply the Google Form utility, in addition to surveying the employment situation of students after graduation, to implement in order to save time and costs. Faculties, departments, and divisions coordinate with the Information Technology Team and the Center for Informatics-Foreign Languages to apply the Google Form utility to set up appropriate questionnaires, test questions, opinion forms, surveys... with the tasks of each department, department, faculty.

- Regularly keep in contact with the target groups that need to be surveyed, such as setting up separate class groups on social networks Zalo, Facebook managed by the homeroom teachers and maintaining interaction from each other while students are still studying at college until students have graduated with news, recruitment information, scientific information, etc.

3.2.2. About some adjustments to improve the employment rate of graduates after graduation

- The college needs to make continuous efforts to improve the quality of training in professional knowledge and skills, pay due to attention to soft skills training and focus on implementing short-term and continuous training to foster professionals specialized courses for general nursing graduates who have just graduated in order to meet the requirements of medical facilities and increase job opportunities for graduates.

- Regularly conduct surveys on the employment situation of graduates with increasingly effective solutions in order to collect reliable data as a basis for reforming the recruitment structure, new program, content, training methods, etc

- In the future, it is necessary to coordinate with high schools to orientate the training of qualified medical personnel with foreign language ability to adapt to the working environment in foreign countries or medical facilities in the country. In addition, serving foreigners in Vietnam in order to expand the labor market for health workers and increase job opportunities for graduates.

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APPENDIX 1: STUDENT RESPONSE RATE (TABLE 1)

	Quantity	Percentage (%)
Total number of students surveyed	183	100
Number of students responding after submitting the electronic questionnaire via a private group on Zalo	96	52.5
More students responding when posting the board publicly electronic questions on Website, Facebook and Zalo	55	30.1
Total number of students responding	151	82.6

APPENDIX 2: PROGRESS OF WORKING STUDENTS TO TOTAL RESPONSIBILITIES (TABLE 2)

Current employment situation	Quantity	Percentage(%)
Have a stable job	125	82.8
Casual employment	10	6.6
Unemployed	16	10.6
Total	151	100

APPENDIX 3: SOME CHARACTERISTICS AND JOB OPPORTUNITIES OF THE GROUP OF STUDENTS (TABLE 3)

Characteristics		Quantity	Percentage (%)
Gender	Male	21	15.6
	Female	114	84.4
Graduation Year:	2017	70	51.9
	2018	26	19.3
	2019	39	28.8
Graduating Rank	Excellent	0	0
	Excellent	2	1.5
	Good	73	54.1
	Above average	60	44.4
	Average	0	0
Source of recruitment information	Job fair	0	0
	Socials	70	53
	Personal contacts	32	24.2
	Mass Media	30	22.7
Time to find a job	If before they graduated	6	4.4
	Within 6 months of graduation	48	35.6
	After 6 months since graduation	54	40.8
	1 year after graduation	26	19.2

**APPENDIX 4: SOME CHARACTERISTICS OF EMPLOYMENT AND INCOME
(TABLE 4)**

Characteristics		Quantity	Percentage (%)
Workplace	State agency/enterprise	48	35.8
	Sole proprietor	84	62.7
	Household	1	0.7
	Foreign enterprises in Vietnam	1	0.7
	Self-employment	0	0
	Work abroad	0	0
Specialized work	True to the specialty that has been trained	116	86.6
	Related to major already training	15	11.2
	Not related to major training	3	2.2
Working positions	Employees	133	98.5
	Team Leader	0	0
	Manager	0	0
	Other	2	1.5
Evaluation of superiors with work	Incomplete	0	0
	Complete	130	97.7
	Potentially	3	2.3
	Over Completion	0	0
Monthly income (million VND)	Under 3.5	2	1.5
	From 3.5 to 5.5	71	53
	From 5.6 to 7	57	42.5
	Over 7	4	3.0

APPENDIX 5: SOME OPINIONS OF STUDENTS FOR WORKING ABOUT THE KNOWLEDGE AND SKILLS THAT ARE TRAINED IN COLLEGE (TABLE 5)

Opinion		Quantity	Percentage (%)
The most important knowledge/skills for the job	Oral presentation	32	23.9
	Collaboration and teamwork	121	90.3
	Foreign languages, informatics	56	41.8
	Specialization	131	97.8
	Knowledge society	34	25.4
Knowledge/skills the school needs to strengthen in training	Oral presentation	29	21.8
	Collaboration and teamwork	98	73.7
	Foreign languages, informatics	51	38.3
	Professional knowledge	127	95.5
	Professional practice	77	57.9

**APPENDIX 6: COMMENTS OF WORKING STUDENTS ABOUT USEFUL LEVELS OF KNOWLEDGE AND SKILLS
TRAINED IN COLLEGE (TABLE 6)**

The usefulness of the knowledge and skills learned in school		Quantity	Percentage (%)
Foreign languages, informatics	Very useful	36	26.9
	Usefulness	98	73.1
	Not very helpful	0	0
Oral presentation	Very useful	16	11.9
	Usefulness	118	88.1
	Not very helpful	0	0
Teamwork	Very useful	36	26.9
	Usefulness	98	73.1
	Not very helpful	0	0
Professional knowledge	Very useful	103	78
	Usefulness	29	22
	Not very helpful	0	0
Professional practice	Very useful	102	76.1
	Usefulness	32	23.9
	Not very helpful	0	0

APPENDIX 7: CURRENT STATUS OF STUDENTS WITHOUT WORK (TABLE 7)

The way it is now	Quantity	Percentage(%)
Still looking for a job	15	93.8
Studying additionally, improving expertise	13	81.3
Studying a foreign language to work abroad	0	0
Studying another profession	2	12.5

APPENDIX 08: STEPS TO CREATE GOOGLE FORM SURVEY QUESTIONS

Step 1: Go to Gmail. Select the Drive application on the left corner of the screen.

Step 2. New Form

Click on Drive, Select "Create new", choose "Google forms"

(If Gmail uses the English language, select "Create" then select "Form"). The window appears as shown below:



Step 3: Create content for Form

To create content for the questionnaire, in the above window, select "Kind of question".

The types of questions that can be created in the Form include:

1. Text: In this type of question, the answer item will be 1 sentence, 1 paragraph. This type is used when n wants to ask an open-ended question for the surveyed object, without a specific answer.

Eg: Do you have any additional suggestions for the college?

2. Text of the passage: Similar to Document but the answer section is expanded so that the respondents can answer (type) more words.

3. Multiple options: In this type, the answer section will have many choices, the surveyed subjects can only choose 1 of the given answers (other answers can be added).

Eg: How long did it take you to find your first job after graduating?

Got a job before getting a diploma

Within 6 months

Over 06 months

There are also question types: Checkboxes; Choose from the list; Scale scale; Net; Day; Time.

APPENDIX 09: INSTRUCTIONS FOR FORMING SURVEY QUESTIONS FORM GOOGLE FROM

Open "Google Forms" to get the following window:

At the interface of the survey form creation section, fill in the following contents in turn:

- Part "Sample sentence without title" in bold at the beginning: fill in the sample name of the survey.

For example JOB SURVEY OF STUDENTS, AFTER GRADUATION to name the ballot.

- Part "Description of the form" is used to describe the form specifically, let students know who the research group is, what is doing, what is this form for, etc.

- Question Title: This is the question the research team wants to ask

- Text help: Describe the question or requirement of the question so that students can understand it easily.

- Select question type: Select the question type to suit the content of the question.

Below the question type is the answer options if you choose a multiple-choice question. You need to fill in the options in those boxes to get multiple-choice questions.

After completing the content of the question, click "Done" and move on to the next question by clicking "More questions".

Note: The question can be copied or deleted using the icons as shown below:



Finally, click on "Done", and complete an online form.

The survey window after completing the questions will have the following form:

At this point, we have basically finished creating the content for the Form and we have a complete questionnaire.

EMPLOYMENT SITUATION OF STUDENTS GRADUATES 2017-2019 BINH THUAN

SURVEY OF THE EMPLOYMENT SITUATION OF 2017-2019 GRADUATION STUDENTS BINH THUAN MEDICAL COLLEGE

Hello Sir/Madam!

In order to have objective feedback on the employment situation of graduates, to help the University have grounds and grounds to do well in management, enrollment, and training to meet social needs, Please take the time to answer and respond to the following information for the School:

**Obligatory*

PART 1: PERSONAL INFORMATION

I. Full name

Your Answer

13. According to you, in order to meet the society's requirements for the quality of human resources, what knowledge and skills should be enhanced in training (select up to 3) which factor do you find most important):

- Presentation skills
- Knowledge and skills of foreign languages and informatics
- Skills to coordinate with colleagues, work in groups
- Professional knowledge
- Practical skills and professional self-training

14. Have you ever recommended a job, internship, or sponsored scholarship for students of Binh Thuan Medical College?

- Yes
- No