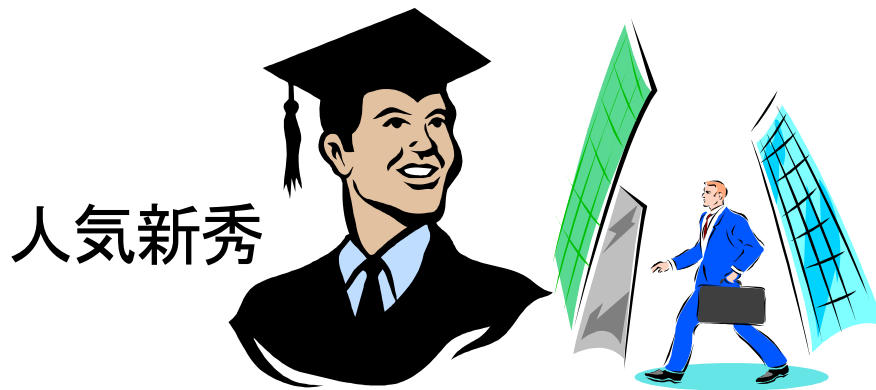


# Becoming a Preferred Graduate in Industrial and Systems Engineering

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Are you the one?

Preferred Graduate Checklist + Reflective Note  
= Your Story of Becoming a Preferred Graduate

## **Your Story of Becoming a Preferred Graduate**

Monitoring your development and reflecting on your experience help you become better. The checklists and templates in this document are specially designed to help you monitor and reflect on your status as a preferred graduate.

### **How?**

1. Use the *preferred graduate checklist* to check your status as a preferred graduate at regular intervals (e.g. every year / semester)
2. *Reflect* – the guidelines in the reflection templates will help you – and write down your reflections, thoughts, ideas, plans...

Write your story,  
Live your story!



# Preferred Graduate Checklist



**What is a Preferred Graduate in Industrial and Systems Engineering?** See table below.  
**Why are the qualities of a Preferred Graduate important?** Read the first column carefully.

Nature of the Industrial and Systems Engineering (ISE) discipline	Qualities of the Preferred Graduates in the discipline	<b>How far am I from being a Preferred Graduate?</b>
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*'How much water would there be in your bucket?'*

A B C D E  
Circle one.

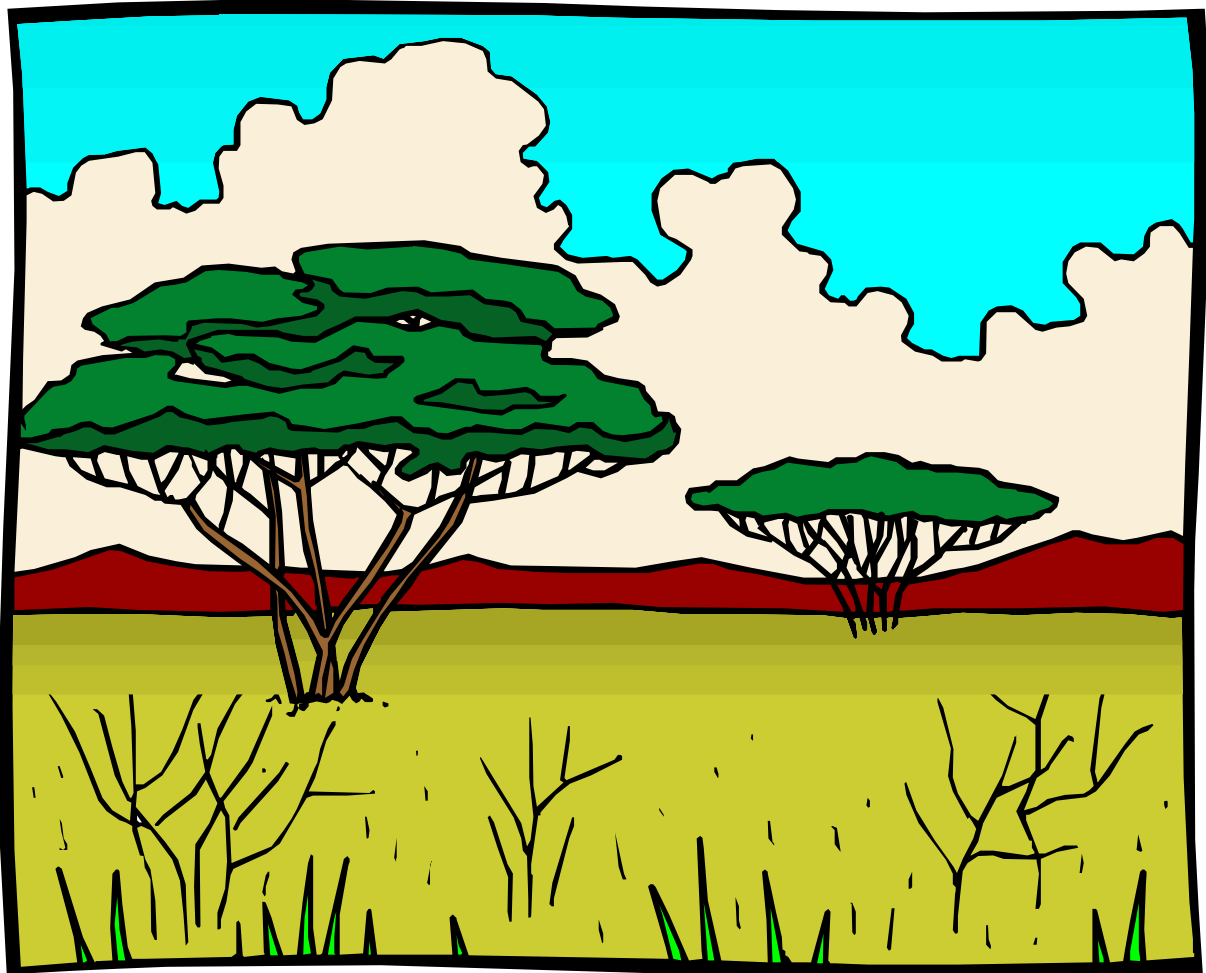
Industrial and Systems Engineering (ISE) provides consultation in improving the activity and efficiency of various 'processes,' for example, banking, databases and paperwork flow in organisations, etc. ISE designs, improves and installs systems that integrate people, materials, information, physical and social sciences.	Have knowledge of mathematics, engineering, information technology, design, management, etc. for both the industrial and service sectors	A B C D E	1
In providing consultation, ISE engineers must be able to communicate well with industrial and business personnel, both at junior and senior levels.	Have strong communication skills in oral, written, graphic and numerical forms	A B C D E	2
	Have strong interpersonal skills	A B C D E	3
In providing consultation, ISE engineers may need to accept and compromise with the views of other professionals because their ideas and perspectives may be different.	Able to be flexible	A B C D E	4

*Continued on the next page...*



Nature of the Industrial and Systems Engineering (ISE) discipline	Qualities of the Preferred Graduates in the discipline	<i>How far am I from being a Preferred Graduate?</i>
ISE is about recognising areas in organisations where improvements can be made. Therefore, this profession is about actively formulating problems, devising and implementing strategies to resolve such problems.	Have strong observation skills to detect problems and recognise where improvements can be made	A B C D E 5
	Have strong problem solving skills to solve problems in actual practice	A B C D E 6
ISE engineers often have to make decisions based on incomplete information due to time and financial constraints.	Able to make decisions, often based on incomplete information	A B C D E 7
When facing a problem, ISE engineers need to make a critical assessment of the situation and seek necessary information (such as from people, journal papers, internet and databases in organisations) before deciding on the best possible solution.	Open-minded	A B C D E 8
	Have creativity, critical thinking and analytical skills	A B C D E 9
ISE engineer may need to manage small team of staff.	Able to be a leader and a team player	A B C D E 10
ISE engineers need to acquire constantly the most up-to-date knowledge with regard to their own specialised areas and other related engineering fields. Continuous Professional Development (CPD) is very important to them.	Able to overcome resistance to change	A B C D E 11
	Have independent and life-long learning skills	A B C D E 12
ISE engineers need to recognise the advantages and limitations associated with the fact that organisations today operate in an international environment.	Able to see both the positive and negative sides of a situation	A B C D E 13
	Have a social and global outlook	A B C D E 14
ISE engineers must observe the ethical standards of the profession.	Be responsible for the actions taken	A B C D E 15

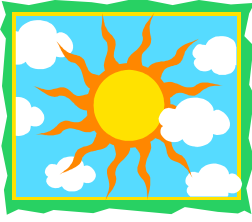
Turn to the next page...



## Your first time... with the preferred graduate checklist

Now that you have completed the preferred graduate checklist for the first time, what have you learnt about your discipline? What have you learnt about *yourself* as a future professional in that discipline? How prepared are you? What do you need to work on? How...

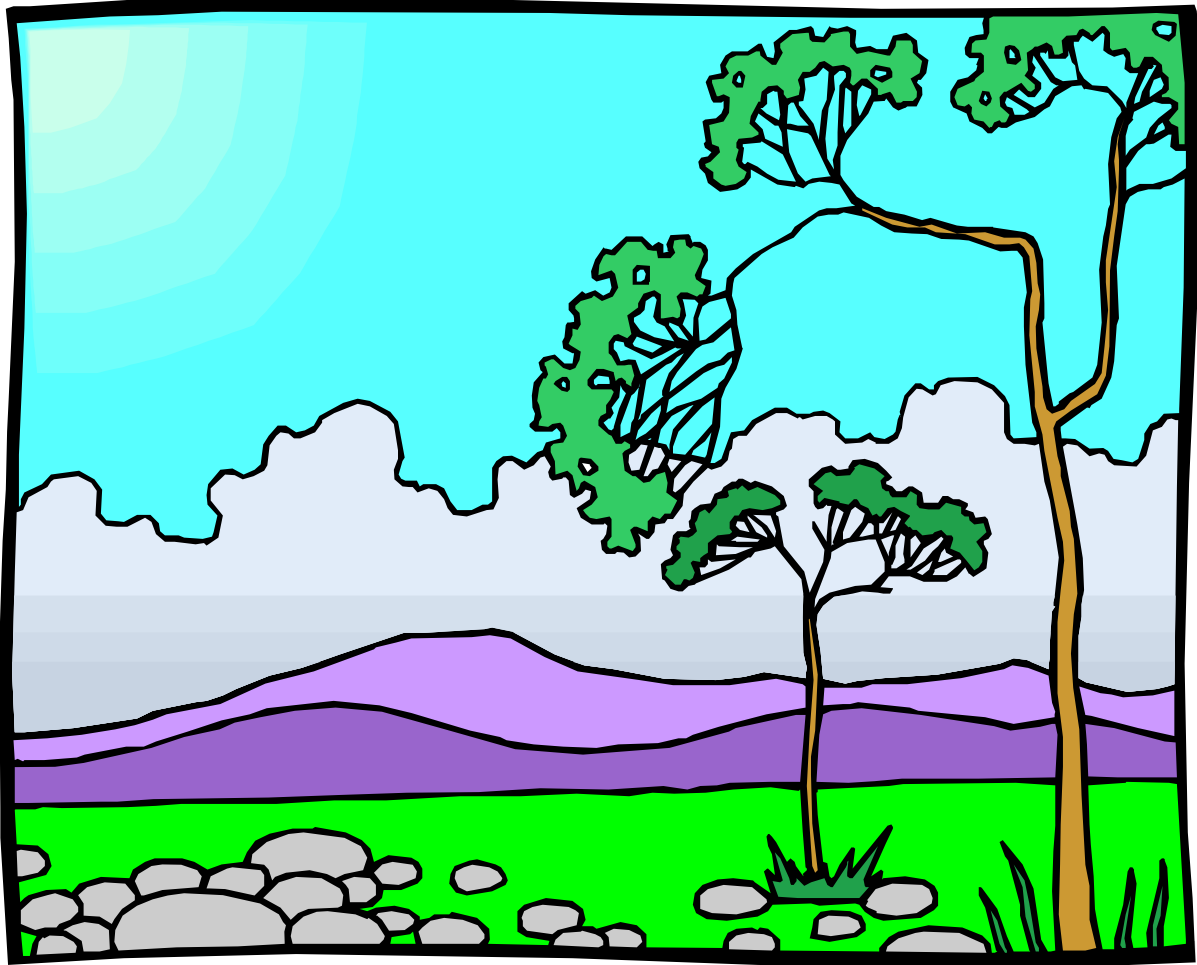
- 1) Assess your status as a preferred graduate by completing the preferred graduate checklist.
- 2) Write on next page your reflections and plans regarding your development as a preferred graduate.



## My Reflections...

Today is \_\_\_\_\_

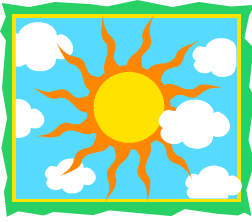
- ☉ Is being a professional in your field like what you have expected?
- ☉ What qualities do you need? What qualities do you have?
- ☉ How do you plan to develop the qualities you need?



## One year has gone... How far have you gone?

It has been some times since you last completed a preferred graduate checklist, how far have you progressed since then? What qualities have you developed or need to develop? What new goals will you set for the coming year?

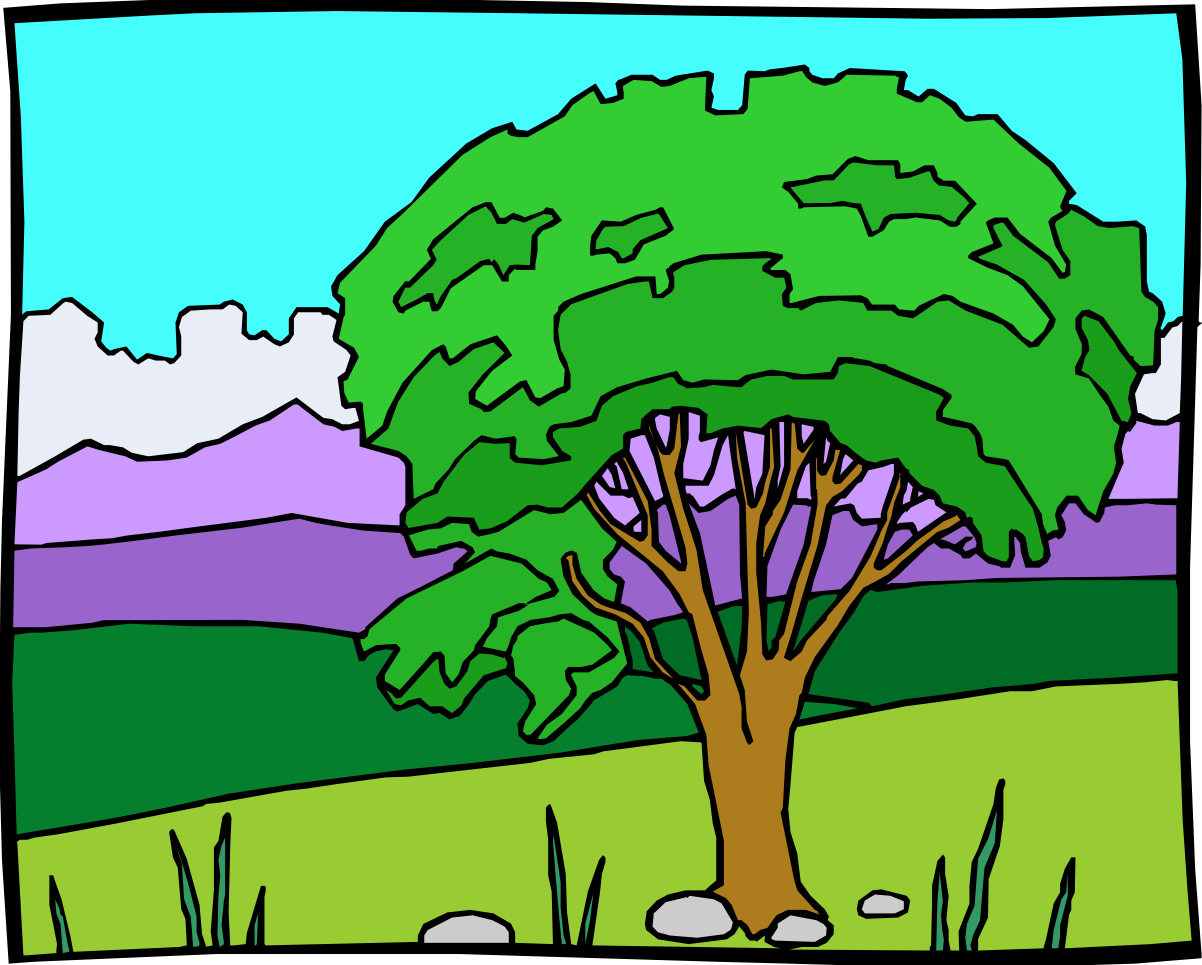
- 1) Assess your status as a preferred graduate by completing the preferred graduate checklist.
- 2) Write on next page your reflections and plans regarding your development as a preferred graduate.



## My Reflections...

Today is \_\_\_\_\_

- Have you achieved the goals that you set last time?
- Are the strategies that you have used to develop relevant qualities effective?
- What do you need to work further on?

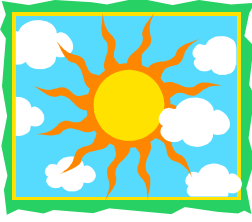


The time is coming closer... Let's give it the finishing touch

You are now only one year from your becoming a professional, how far left do you have to go? What steps do you need to take to get there (in terms of competence rather than qualification)? What would be your focuses this year?

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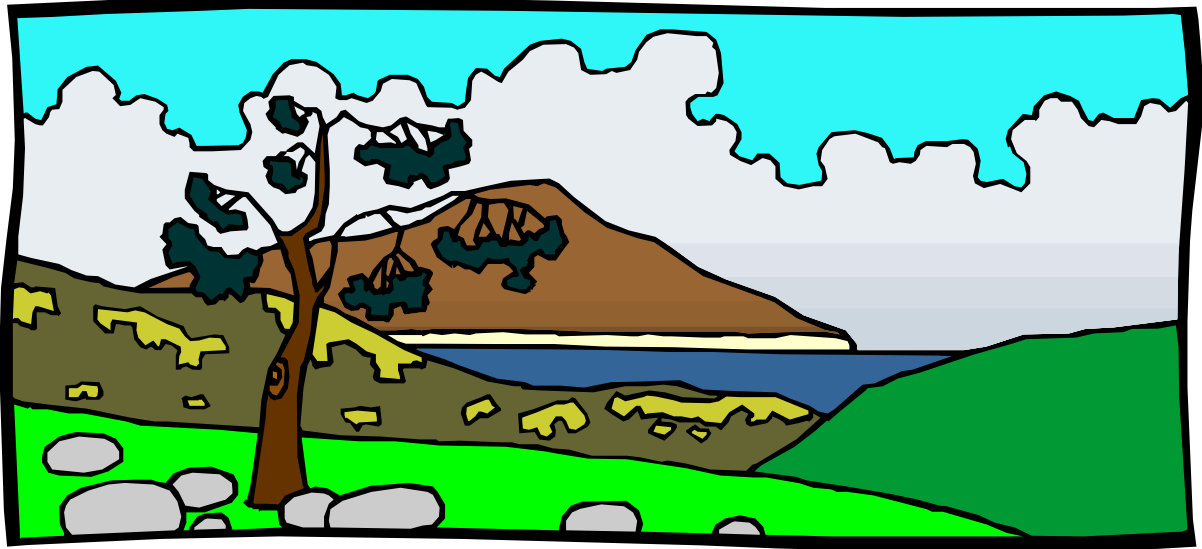




## My Reflections...

Today is \_\_\_\_\_

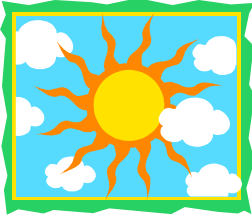
- ④ What qualities remained to be developed?
- ④ What learning difficulties have you encountered? How could they be overcome?
- ④ How would you plan this year in relation to your career development?



## Finale... Are you ready?

At last, you are here, up on a hill looking at the prospect that lies in front of you, seeing all the challenges and opportunities. After all these years, what have you learnt about yourself? Are you ready?

- 1) Assess your status as a preferred graduate by completing the preferred graduate checklist.
- 2) Write on next page your reflections and plans regarding your development as a preferred graduate.



## My Reflections...

Today is \_\_\_\_\_

- ④ What do you know about your strengths and weaknesses?
- ④ How well do you know yourself as a learner, a professional, and a person?
- ④ What will you bring with you from your university life into your working life?