



MEMORANDUM

TO: Class of December 2023
FROM: Yvette S. Clayton, Director, Career Development Services Center
DATE: October 10, 2023
RE: **Graduation Clearance with CDS**

Congratulations on earning a degree from Alabama A&M University (AAMU)! Your hard work and persistence have allowed you to reach this major milestone in your life.

As you complete the steps in the graduation clearance process, please be advised that Career Development Services (CDS) is included in the Exit Criteria.

Complete the First Destination Survey (Employment Status Survey)

All graduating students are required to complete the First Destination Survey. The non-identifying information is used for reporting, and to assist the university with recruitment and accreditation efforts. *Example: XX% of the graduates in the December Class of 2023 had an average starting salary of \$50,000.*

- You can access the First Destination Survey available in Handshake.
 - Log into your Handshake account via the AAMU single sign on (SSO) portal: <https://www.aamu.edu/myaamu/>
 - Type the word "Handshake" in the search bar of your SSO account and click on the tool
 - Click on your initials in the top right hand corner of the homepage of Handshake and complete the First Destination Survey

Note: If your status changes before you graduate, and after you submit the survey, i.e. from Searching for Employment to Employed; you accepted a position with a higher salary, or if you are going to graduate school, please go back and update your form. That will help us to have the most accurate data on the December Class of 2023.

Important Note:

- Career Development Services no longer requires graduating seniors to register with our office. It is our hope that students have a profile and current resume in Handshake *prior to graduation*.
 - *If you are still seeking employment opportunities, please be sure to have a current resume uploaded in Handshake and complete your profile.*
 - Note: AAMU alumni are always welcome to attend CDS events, including career fairs.

The last day for candidates to be cleared with CDS is Friday, December 1, 2023. If you have any questions, please contact us at 256-372-5692. Our office is located in the Patton Building, Room 101.