

LSPR Communication & Business Institute

Prepared By: Head CEC	Working Instructions Campus Hiring	Date: 01 March 2020
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1. Objectives:

To provide LSPR alumni good job opportunities.

To provide the best workplace for LSPR alumni through our joint partnership programme with LSPR corporate partners.

To provide good manpower to corporate partners

2. Programmes:

- **Campus Hiring**

The company that need employees in large number, for example to open a new branch or was much needed employees, we suggest to have Campus Hiring in LSPR. The Campus Hiring set in one day. Firstly the company present their company profile to the alumni and the benefit by joining work in their company. After that some of the company has interview or psychological test to the candidates, it's depend on the company needed. Sometimes the result announce in the end of recruitment section, but sometime the result announce later.

3. Schedule

- **Campus Hiring**

Depends on the company demand. Prefer in Odd semester, before graduation (September-November)

3. Phase of Process

No	Description and phase of Process	PIC	Document
1	Careers & Employability Centre receives a request through email or phone calls from Corporate Partners for Campus Hiring	CEC Team/ requesting companies	Request email
2	CEC will make the standard poster for Campus Hiring. It will be posted at all designated bulletin board and will be email blast to all alumni	CEC Team	CEC Standard Poster For Campus Hiring Data Base Alumni / skill inventory
3	CEC received the feedback email from Alumni	CEC Team / Applicant	Curriculum Vitae

	for participant in Campus Hiring		
4	CEC set the Campus Hiring (Presentation from Company, Psikotest, Interview)	CEC Team / Applicant	Appointment logbook Attendance
5	Companies will inform CEC and candidates interviewed whether they matched the hiring criteria or they will be hired or not. If not hired CV will go back to CEC databank	CEC Team / Applicant	CEC Databank

