

Prepared by : CEC	Working Instruction Distribution of Feedback Form	Date : 01 March 2020	
Checked by : MR		Revision : 00	
Approved by: Vice Rector 3		Doc No : WI-CEC/DOFBF/06/IKB/03/2020/00	Page : 01 of 01
<p>Aims:</p> <ol style="list-style-type: none"> 1. To develop and follow an efficient system for the evaluation of every activity conducted at Careers & Employability Centre, whether its Internship programme for the students, campus hiring and job posting. 2. To be able to evaluate both parties 			
<p>Person in Charge:</p> <p>Head of Careers & Employability Centre, Deputy Head Careers & Employability Centre and Deputy Manager Careers & Employability Centre</p>			
Phase of Process			
No.	Description and phase of process	PIC	Document
1.	Once part of LSPR Careers & Employability Centre Corporate Partners, based on partners or client requirement whether its internship, job placement and events, CEC will process the request and for each services provided by LSPR Careers & Employability. LSPR CEC will send a feedback form to evaluate each services, if the partners or participants were satisfied or not and to know which area LSPR CEC can improve.	Careers & Employability Team	Feedback Form
2.	All feedback forms will be given immediately the process was finished and each company needs to return the feedback form at the latest 1 week after the email, or it can be by phone if hard to follow up the company.	Careers & Employability Team	Feedback Form
3.	All feedback return by company will put on CEC file.	Deputy Manager CEC	CEC Databank
			