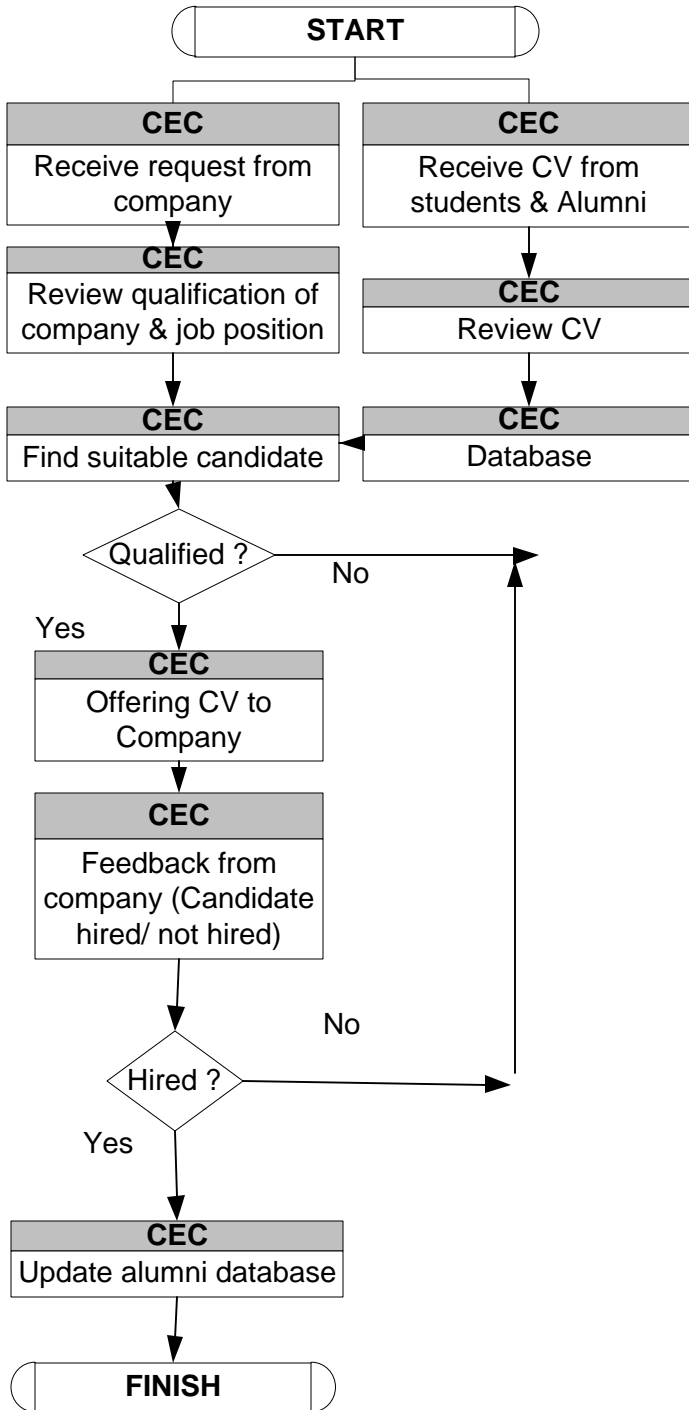


Prepared by :CEC	Job Placement (Job Posting, Campus Hiring, Career Fair)	Date : 01 Maret 2020
Checked by : MR		Revision : 00
Approved by: Vice Rektor III	Doc No: SOP-CEC/JP/03/IKB/03/2020/00	Page : 01 Of 01

STANDARD OPERATING PROCEDURE



Dokumen	Referensi
-Letter of Request from company	Company request via E-mail, fax or phone. Careers & Employability Centre ensures that important details of the company are stated in the letter of request : Contact person, company name (PT), contact numbers, E-mail address.
-Curriculum Vitae Candidate -Cover Letter (optional) -Certificate	Careers & Employability Centre review qualifications of company based on LSPR criterion : 1.MNC(Multinational company) 2.Well established local company : - PT(with official Registration No.) - Minimum of 20 employees - Establishment 3-5 years 3. NGO 4. Government Institutions 5. Educational Institutions 6. Job Openings relevant to LSPR Major of concentrations.
For Reference : Criteria Company Profile Payment Proof	Processing of Job Postings requires 2 working days upon received of bank payment.
Careers & Employability Centre Data Base	Media channels for Job Postings includes the following: 1. Email blast 2. Facebook 3. Instagram 4. In Campus : Notice board
Media Channel Job Posting	Job posting is in accordance to the appropriate package agreed by the company: Silver Package – the postings will include <u>1 time</u> posting within 5 working days through Email blast, social media & Notice board. 2. Gold Package – the postings will include <u>2 times</u> posting within 10 working days through Email blast, social media & Notice board 3. Platinum Package - the postings will include <u>3 times</u> posting within 15 working days through Email blast, social media & Notice board.
Package Scheme	The screened saved job opportunities is sent to company via E-mail upon posting (LSPR Social Media)