

LSPR Communication & Business Institute

Prepared By: Head CEC	<b>Working Instructions</b>		Date: 01 March 2020
Checked By: MR	<b>Job Posting</b>		Revision: 00
Approval By: Vice Rector 3	Doc No : WI-CEC/JP/12/IKB/03/2020/00	Page:01 of 01	
<p><b>1. Objectives :</b></p> <p style="padding-left: 40px;">To provide alumni the chance to get a future career.</p> <p style="padding-left: 40px;">To provide the best workplace for LSPR alumni through our joint partnership programme with corporate partners.</p> <p style="padding-left: 40px;">To provide good manpower to corporate partners</p>			
<p><b>2. Programme :</b></p> <ul style="list-style-type: none"> <li>• <b>Job Posting</b> The company that need to hire candidates from LSPR should send the qualifications and the positions that are needed. There are charges for Job posting, depend on the package and distinguished into corporate partner and non corporate partner. Here are the charges details of the package.</li> </ul> <p><b>3. Schedule</b></p> <ul style="list-style-type: none"> <li>• <b>Job Posting</b> Depends on the company demand, 2 working days process.</li> </ul>			
<b>3. Phase of Process</b>			
No	Description and phase of Process	PIC	Document
1	Careers & Employability Centre receives a request through email or phone calls from Corporate Partners for applicants or request for job posting or during job fair and campus hiring	Deputy Manager Careers & Employability Centre	Request email
2	CEC will make the standard poster for Job posting so interested applicants can send Curriculum Vitae (CV) to Careers & Employability Centre, it will be posted at all designated bulletin board and will be email blast to all alumni, then CEC will start selecting CV of appropriate students from data base or list of batches per major of alumni or graduating students or to all interested applicants	Deputy Manager Careers & Employability Centre  CEC Officer	CEC Standard Poster Job Posting/ Data Base Alumni / skill inventory

3	CEC send Curriculum Vitae (CV) to companies	Deputy Manager Careers & Employability Centre	Curriculum Vitae (CV)
4	CEC receives calls from companies for the set interview for the candidates and informs the candidates selected for interview	Deputy Manager Careers & Employability Centre CEC Officer	Appointment logbook
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	Deputy Manager Careers & Employability Centre	CEC Databank

