

LSPR Communication & Business Institute

Prepared By: Head CEC	Working Instructions	Date: 01 March 2020
Checked By: MR	Career Fair	Revision: 00
Approval By: Vice Rector 3	Doc No: WI-CEC/CF/09/IKB/03/2020/00	Page:01 of 01

1. Objectives:

To provide alumni the chance to get a future career.

To provide the best workplace for LSPR alumni through our Joint Partnership Programme with corporate partners.

To provide good manpower to corporate partners

2. Programmes:

- **Career Fair**

Many big companies participate in this programme. In this event we provide the alumni a venue to do job search. LSPR Careers & Employability Centre (CEC) set this event after the alumni pass their Thesis defense and before the graduation. This is the right time to apply for a new job.

3. Schedule

- **Career Fair**

November – December every year

3. Phase of Process

No	Description and phase of Process	PIC	Document
1	Careers & Employability Centre send the Proposal to Corporate Partner to join Career Fair	Deputy Manager Careers & Employability Centre	Proposal
2	Careers & Employability Centre receives a Request Form through email from Corporate Partners for Career Fair	Deputy Manager Careers & Employability Centre	Request Form
3	CEC will make the standard poster for Career Fair. It will be posted at all designated bulletin board and will be email blast to all alumni, so interested applicants will attend and apply or send Curriculum Vitae (CV) to company	CEC Team	CEC Standard Poster Job Posting/ Data Base Alumni / Skill inventory

	participants.		
4	Execute the event (Career Fair). CEC provide the booth for each company participants, Presentation room, Interview room & Psychological Test room	CEC Team / Requesting companies/Applicant	CEC Standard CV Attendance 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	CEC Team / Applicant	CEC Databank

