


Category	Student Support	Policy Number	ACA-STS-201	 جامعة زايد ZAYED UNIVERSITY
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Responsible Office	Provost	Policy Owner	SCAD	
Date Approved	18 August 2016	Effective Date	14 August 2016	
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PROCEDURES

Undergraduate Student Career Services

The Student Career Services Office offers the following services:

- Career Information, Advice, Guidance and Counseling
- Student and Graduate Employment

1. Career Information, Advice, Guidance and Counseling

- 1.1** Zayed University will provide students and graduates (up to one year after graduation) with career guidance and counseling to enable them to make well-informed and realistic decisions about their future career.
- 1.2** The Career Counseling process utilized by the Student Career Service Office guides students through the aspects of career planning. These aspects include self-exploration, self-understanding, career exploration, academic choice, career objectives, and career/job selection.
- 1.3** Students are provided with various services to advance their career development. The services available include:
- a) Individual career counseling appointments to discuss career choice and the career development process;
 - b) Group sessions and workshops on a range of topics including skills identification, self-awareness, CV writing, and interview techniques;
 - c) Provision of the online Career assessments and feedback;
 - d) Access to resources and reference materials in the Career Resource Centers.
 - e) Assistance in searching, locating, and applying for part-time jobs, summer jobs, internships, work placement, and graduate jobs;
 - f) Employer events, Career Fairs, and Career Awareness days.
- 1.4** Career counseling is provided on an individual and group basis. It is the role of a Career Counselor to discuss and offer information, support, and guidance of career-related topics. Any career-related topics can be discussed in these sessions such as:
- a) Major and career options available;
 - b) Help with identifying skills;
 - c) How to research work and further study options;
 - d) How to find work and further study opportunities;
 - e) How to make applications;
 - f) Interview techniques.

- 1.5 The Career Resource Centers will have:
 - a) information on different career sectors;
 - b) reference books to assist in writing CVs and cover letters, to improve interview skills, and much more;
 - c) information on scholarship and sponsorship opportunities;
 - d) access to computer-assisted self-assessment packages;
 - e) information on Psychometric and Personality Testing.
- 1.6 Students will be screened when visiting the Student Career Offices which will result in the offering of an appropriate level of service – self-help, brief staffed assisted services, or individual counselling appointments.
- 1.7 Zayed University will adhere to best practice in the provision of career guidance and counseling, and ensure that the services delivered to students are provided by highly professional staff with the appropriate qualifications in Career Counseling and Guidance
- 1.8 Careers staff work to construct a supportive partnership with faculty, and provide support to the academic departments on all careers related issues. The service also offers assistance on students’ skills development to faculties seeking to identify or develop skills acquired by students in their respective courses.

2. Student and Graduate Employment

- 2.1 The Student Career Services Office works to educate, support and guide ZU students and graduates as they seek to define their career within the dynamic employment market and assemble applications for employment. Students can gain work experience to develop their employability skills through On-Campus Employment (ONCE) and World of Work (WOW) programs.
- 2.2 The aims of the Student Career Services Office in relation to student and graduate employment are:
 - a) To make links with local, national and international companies to ensure career and professional opportunities for ZU students and graduates;
 - b) To promote ZU students and graduates in communication with employers;
 - c) To facilitate the process of securing gainful employment.
- 2.3 The Student Career Services Office actively supports the community and employers by hosting a number of events on campus to facilitate networking between potential graduates and alumni with employers in order to highlight their skills and experience. These events include:
 - a) Career Fairs;
 - b) On-Campus Presentations;
 - c) Individual employer visit days;
 - d) Employer Interviews;
 - e) Mock Interview Days;
 - f) Career information sessions provided by employers.
- 2.4 The Student Career Services Office is in constant contact with a large number of employers who post job advertisements and information on education and training opportunities with us, which is then disseminated to graduates and students as appropriate.
- 2.5 An automated online CV portal is available to allow employers to view graduates’ CVs and to select candidates online.

3. Confidentiality

All career counseling sessions are confidential.

4. Client Feedback

4.1 Client feedback is essential to continually improve the service. Client views are important in planning future provision.

4.2 Formal feedback is sought through an online survey in relation to one-to-one sessions, group work, and career development and student employment programs.

5. Revision History

Date	Revision
24 November 2022	Administrative change: <ul style="list-style-type: none">• Updated the information header to the new format.• Updated the policy number from ACA-STU-08 to ACA-STS-201
18 August 2016	New procedures approved by the Vice-President (VP Decision #83 of 2016)