

	Bayan College	
	Career and Industry Engagement Policy	
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The mission of the Career Guidance Center (CGC) is to maximize the employment opportunities available to Bayan College graduates. It helps students in designing, evaluating and implementing their career plans in relevance to the College’s mission to serve the community and to interface with the local labour market.

General Objectives

Bayan’s CGC aims to achieve the following:

- Provide education related to career choice and work performance;
- provide relevant information (educational and occupational) to help students in career planning;
- link with alumni, employers, professional organizations to optimize employment opportunities;
- prepare students for finding suitable employment by developing (through workshops /short courses) job-search skills, effective presentation skills;
- link academic learning with future work ;
- develop occupational interests and competencies, and
- explore future career opportunities.

Careers Education

- Provide individual & group guidance & counseling on career education.
- Organize seminars and workshops on job search techniques and self-marketing (i.e. Resume writing, interviewing skills...etc.)
- Provide occupational information and access to employers’ reference files.
- Maintain an updated vacancy list of current jobs in the market.
- Strengthen links with employers, especially through the career fair or various presentations organized by the CCG.
- Run an on campus Recruiting Program.
- Create a Career Guide Manual for use by potential graduates.

- Display part time/full time vacancies on campus through the CCG website and the Vacancy list.

Alumni Affairs

- Maintain Alumni records, especially on the graduates' first destination upon leaving the College.
- Provide graduates with the College's latest news and developments.
- Invite the graduates to conferences, seminars, workshops...etc. organized by the College.
- Organize discussion meetings between graduates and College top management / current students.