

# STANDARD OPERATING PROCEDURES

## JOB FAIR UNIVERSITAS NEGERI SURABAYA





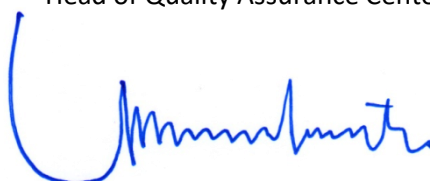


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	UNIVERSITAS NEGERI SURABAYA
	STANDARD OPERATING PROCEDURE (SOP)
	<b>JOB FAIR</b>

### 1.0. Goal

This procedure as a guideline in the implementation of job fair *implemented* by Unesa Career Centre (UCC) Universitas Negeri Surabaya.

### 2.0. Scope

Money the scope of this exchange is to identify and register companies that will follow the job market and facilitate meetings *between job seekers* and labor users both in person and virtually.

### 3.0 REFERENCES

**3.1** Joint Decree of the Minister of Manpower and Minister of Education and Culture No.Kep-215/MEN/1993 and No. 076/U/1993, on The Establishment of Job Exchanges and The Guidance of Job Market Organizers in the Secondary Education and Higher Education Units

**3.2** Decision of the Director General of Domestic Development and Work Placement KEP-131/DPPTKDN/XI/2004 On Special Job Market Technical Instructions

**3.3** Peraturan Menteri Tenaga Kerja RI Nomor 39 Tahun 2016 About Penempatan Tenaga Kerja

### 4.0 DEFINITION

#### 4.1 Job Market

The job market is a gathering place for employers to promote institutions, types of businesses, and especially the jobs available in those institutions. Job seekers visit this activity with the intention of applying for and seeking employment information. In the job market can also be held seminars, short training, corporate exposé, recruitment and interviews.

#### 4.2. Online or virtual job market

<b>Document No.</b>	<b>Revision</b> 02	<b>It is</b> 2 From 4	<b>Date of Publication</b>
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An online or virtual job market is a job market that utilizes information technology in bringing together/facilitating meetings between job seekers and employers/labor users..

## 5.0 TERMS

- 5.1. The implementation of both physical and virtual job exchanges is held at Universitas Negri Surabaya and managed by Unesa Career Centre (UCC)..
- 5.2 Unesa students and Unesa alumni get priority as *job seekers* in job exchanges managed by UCC
- 5.3 Work fields managed by UCC are open to the public

## 6.0 PROCEDURE DETAILS

### 6.1 Non-virtual job market

6. 1.1 Preparation of job exchange activity proposal by Unesa Career Centre (UCC) Team
6. 1.2 Company logging.
6. 1.3 Socialization to the company.
6. 1.4 Socialization to unesa students, alumni and the general public.
6. 1.5 Construction of *booths* at job market venues. *venue*
6. 1.6 Filling *booths* by employers.
6. 1.7 Implementation of the job market.
6. 1.8 Monitoring and evaluation of activities.

### 6.2 Online/Virtual Job Market

- 6.2.1 Determination of online media or platforms for online/virtual job exchanges
- 6.2.2 Preparation of online/virtual job market proposals
6. 2.3 Socialization to the company.
6. 2.4 Socialization to unesa students, alumni and the general public.
6. 2.5 Implementation of online/virtual job exchanges.
6. 1.6 Monitoring and evaluation of activities.

<b>Document No.</b>	<b>Revision</b> 02	<b>It is</b> 3 From 4	<b>Date of Publication</b>
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**7.0 LIST OF RECORDS**

7.1 Activity proposals

7.2 Enterprise stuffing form

7.3 Register of participants in job market activities

**8.0 CHANGE NOTES**

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