

STANDARD OPERATING PROCEDURES

COACHING AND CAREER DEVELOPMENT STATE UNIVERSITY OF SURABAYA

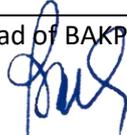
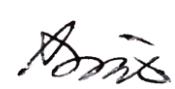


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UNIVERSITAS NEGERI SURABAYA
STANDARD OPERATING PROCEDURES (SOP)
COACHING AND CAREER DEVELOPMENT

1.0. Goal

This procedure as a guideline in the implementation of the world of work supply for students and alumni of Universitas Negeri Surabaya by Unesa Career Center..

2.0. Scope

The scope of this procedure starts from the need to supply the world of work for students and alumni unesa as an effort to support millennials, especially students and alumni of Unesa as the implementation of an independent policy of study – independent campus. This procedure relates to the stages carried out for the supply for students and alumni including (1) pactivity planning, (2) sosialisasi kegiatan (3) implementation and reporting.. The activities are online training and seminars by inviting speakers who are practitioners in the world of work, aimed at students and alumni.

3.0. Reference

- 3.1. Unesa Development Master Plan (RENIP) 2016-2035
- 3.2. Rector's Decree No. 318/UN38/HK/KL 2016 on Operational Plan (RENOP) in 2016-2020
- 3.3. Rector's Decree No. 276/UN38/HK/KL 2016 on Strategic Plan of Universitas Negeri Surabaya in 2016-2020.
- 3.4. Rector's performance contract with the Ministry of Education year 2019
- 3.5. Unesa Main performance indikator (IKU) manual year 2019
- 3.6. SK UCC Management Team Number 1187/UN38/HK/KM/ 2019
- 3.7. Unesa Career Center work program in 2020
- 3.8. Free Pocket Book to Study Independent Campus
- 3.9. Guidelines Pimplementation Pengembangan Karir Universitas Negeri Surabaya year 2019

4.0. DEFINITION OF WORLD OF WORK SUPPLY FOR ALUMNI

The supply of the world of work for alumni based on Indonesia's employment conditions has not given hope for the decline in the unemployment rate. The employment opportunities are much smaller when compared to the number of college graduates. As a result the level of competition to get a job is also getting higher. Therefore, it is necessary to set up graduates to face the world of work.

The purpose of this activity is (i) Provide an overview of the world of work and the challenges faced, (ii) Provide an overview of career opportunities that can be entered (employees or entrepreneurs), (iii) Tips on success tips for penetrating the world of work and (iv) Sharing experiences with successful alumni. The results of this supply activity are expected to be used as a supply for students in finding work after graduating from university.

5.0. Conditions

- 5.1. Participants of the activity are alumni, fourth to eighth semester students, or Unesa students who have received a letter of approval determination
- 5.2. The implementation time is before graduation, 2-3 times a year
- 5.3. The implementation of supply activities is carried out directly (face-to-face) or through online
- 5.4. The activity report is prepared at the end of each activity

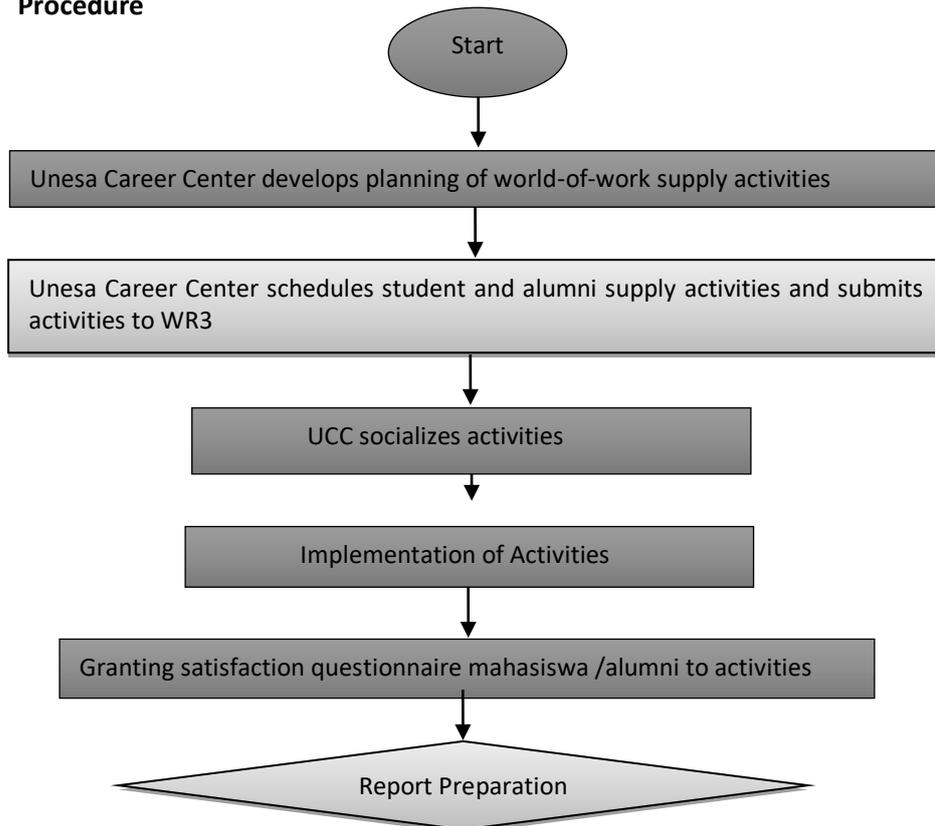
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6.0. PROCEDURE DETAILS

- 6.1. Activity Planning Stages
 - 6.1.1. Define themes and scheduling activities
 - 6.1.2. Assigning Speakers/Speakers
 - 6.1.3. Set the order of event activities
 - 6.1.4. Preparing instruments for the success of activities
- 6.2. Socialization Stages
 - 6.2.1. Designing and socializing activity brochures
 - 6.2.2. Identify participants
- 6.3. Implementation and Reporting Phase
 - 6.3.1. Set up administrative needsf activities
 - 6.3.2. Preparing the operationalization of activities
 - 6.3.3. Guide the implementation of activities
 - 6.3.4. Conduct a service satisfaction survey
 - 6.3.5. Compile a report

7.0 Procedure



7.0. LIST OF RECORDS

- 7.1 Work-world briefing guide for alumni
- 7.2 Work-world briefing report for alumni

8.0. CHANGE NOTES

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