

DAU 5-19 Student Career Counselling Policy

Policy Code	Policy Name		
DAU 5-19	Student Career Counselling Policy		
Responsible Executive		Current Revision Date	Next Revision Date
- Deanship of Admission, Registration and Student Affairs - Alumni affairs and career guidance center		10/2023	10/2027

1. Policy Purpose

DAU is committed to providing guidance in career development services for all students and alumni. DAU helps students and alumni explore and attain their career goals and connects them to the job market in the KSA.

2. Policy Scope

DAU applies this policy to all students at all colleges. Also, the alumni are eligible to use career services.

3. Policy Statement

Career Service and career path counseling are two important pillars of any academic institution's success. Many supporting areas are available such as career planning, resume preparation, and interviewing techniques throughout the year.

Career Counseling in DAU

Career Counseling Services in DAU are set to achieve the following objectives:

- To assist students and graduates in making decisions, setting goals, and making plans as far as career is concerned.
- To raise students' awareness of possible options for planning the post-graduation phase.
- To direct students and graduates to supplementary skills necessary to meet evolving job requirements.
- To signpost students and graduates to resources available for job search.
- To assist students and graduates in acquiring skills necessary for effective job search.
- To post job ads electronically and on signboards campus wide.
- To establish relations with employers on a win-win basis whereby the OCS will help in providing the necessary logistics for on-campus recruitment or for CV screening processes.
- To liaise with businesses, government, and organizations for possible internship, voluntary, or part-time opportunities for students and graduates.
- To mentor and coach students helping them to create future career plans
- To conduct training for soft skills required by the job market and provide professional development workshops.
- To get internship and placement opportunities from the best employers.
- To create mock interview activities to practice interviews and simulate the employment process.
- To organize career fairs and career days to enable employers and students/alumni to interact with one another. DAU also set up the Career Advancements Training Program in which students and alumni can raise their knowledge about the Labor market requirements.

Some career services and activities in DAU:

- *Resume Development:* Advising students on how to write a resume and a cover letter.

- **Workshops/Seminars:** Seminars and workshops are conducted to inform students about the job market, career planning, resume preparation, and interviewing techniques. Workshops are offered throughout the year to meet the needs of students.
- **Career Day:** DAU annually conducts a career day for all colleges which will increase their skills in the labor markets. Also, different companies with employment opportunities participate in this day and this can facilitate DAU students to get job offers from these companies.
- **Interviews:** Companies can schedule DAU interviews with students. Students are notified of the interviews by the Alumni Affairs and Career Development Unit.
- **Employment Searching:** DAU conducts workshops for students on the methodology for job hunting on different digital platforms.

4. Related Policies/ Documents/ Forms

DAU 5-10 DAU Alumni Policy

5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy