Action plan for the analysis and promotion of graduate employment for the 2023-2024 academic year

№	Name of events	Performers	Term of execution	Structural division (to whom it is provided)
1	Providing a list of graduates of 2023 who studied in the main OP on the basis of the secondary school with the indication of contact details	Deans of faculties	5 november 2023 г.	
2	Providing information on the employment of graduates of 2023 who studied under the reduced program on the basis of the Second higher and secondary special education	Deans of faculties	10 november 2023 г.	Head of the Department of Monitoring and Strategic Planning
3	Updating pages about employment, databases of practices (employment tips), placement of vacancies, etc. on the university's website	Head of the Career Center	on an ongoing basis	Head of the Department of Monitoring and Strategic Planning
4	Conducting an analysis on the basis of the "Electronic Labor Exchange" on the availability of job vacancies in the region of Abai and the city of Semey	Head of the Career Center	December, February, April, June	Head of the Department of Monitoring and Strategic Planning
5	Providing information on the availability of vacancies for jobs in the Abai region and Semey city to graduate students and graduates of 2023	Head of the Department of Monitoring and Strategic Planning	February, April, June	The report is provided to the Vice-Rector for educational and methodological work
6	Drawing up a schedule for organizing master classes, presentations, seminars on employment and career growth from representatives of social partners-employers of the Abai region	Head of the Career Center, deans of faculties	November 2023 year	The schedule is provided to the vice-rector for educational and methodological work
7	Holding meetings with graduate students based on the results of monitoring vacancies in the labor market in the Abai region and conducting the first preliminary distribution of 4th-year students before the start of industrial and pre-graduate practice, followed by sending them to these enterprises for internships	Head of the Department of Monitoring and Strategic Planning	December, January 2023	The approved schedule of meetings with graduate students is provided by the Dean of the faculty

8	Analysis of concluded agreements with organizations and enterprises	Head of the Career Center	December 2023 year	The report is provided to the Vice-Rector for educational and methodological work
9	Approval of the schedule of the "Alumni Fair" event for graduate students	Head of the Department of Monitoring and Strategic Planning	1 march 2024 year	Dean of the Faculty
10	Organization by specialists of the Career Center of consultations for 4th-year students on writing resumes, interviewing, job search in the context of academic groups.	Head of the Career Center	December-January	Head of the Department of Monitoring and Strategic Planning
11	The holding of the event "Alumni Fair" and the conclusion of contracts for the employment of graduates, including within the framework of the program "Serpin".	Head of the Career Center	April-May 2024 year	Head of the Department of Monitoring and Strategic Planning
12	Conducting the final distribution of graduate students on the basis of a state educational grant	Deans of faculties; Head of Postgraduate Education	April-May 2024 year	Head of the Department of Monitoring and Strategic Planning
13	Conducting an analysis of the employment of graduates in 2024	Head of the Department of Monitoring and Strategic Planning; Head of Postgraduate Education	August-September	To the Vice-Rector for educational and methodical work
14	Distribution of informal letters of recommendation on behalf of ABU employers	Head of the Career Center	on an ongoing basis	Head of the Department of Monitoring and Strategic Planning

"Consistently"
Vice-Rector for Educational and Methodological Work

Head of the Department of Monitoring and Strategic Planning

Жарыкбасова К.С

Г.Алтынбекова