



# IMPLEMENTATION HANDBOOK

## UNESA CAREER FAIR

### FOR STUDENTS AND ALUMNI

### UNIVERSITAS NEGERI SURABAYA

**CAREER AND ALUMNI SERVICES SUB-DIRECTORATE  
DIRECTORATE OF STUDENT AFFAIRS AND ALUMNI  
UNIVERSITAS NEGERI SURABAYA**



**CAREER AND ALUMNI SERVICES SUB-DIRECTORATE  
UNIVERSITAS NEGERI SURABAYA**



## CONFIRMATION PAGE

# CAREER AND ALUMNI SERVICE IMPLEMENTATION HANDBOOK DIPLOMA, MASTER'S, MASTER'S AND DOCTORAL PROGRAMS UNIVERSITAS NEGERI SURABAYA

Knowing,  
Vice rector for Education, Student  
Affairs and Alumni

Surabaya, August 13, 2024  
Directorate Of Student Affairs &  
Alumni

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UNESA  
Universitas Negeri Surabaya

# REMAKS

Welcome to the UNESA Career Fair 2024!

With pride and enthusiasm, we welcome all participants, companies, and partners who have attended this prestigious event. UNESA Career Fair is an important forum for students and graduates to explore career opportunities and build professional networks that will pave the way to a glorious future.

On this occasion, we are very grateful for the support and participation of various leading companies that have committed to attend and share information regarding career opportunities in their respective fields. Your presence not only provides valuable insights, but also inspires and motivates prospective workers who are ready to enter the professional world.

We also want to thank the entire committee and team who have worked hard to organize this event. Without your dedication and hard work, the UNESA Career Fair will not be realized. Thank you for all the efforts and attention that has been given to ensure this event takes place successfully.

As part of the Unesa academic community, we believe that this activity will provide great benefits for the participants. With various workshops, seminars, and interview sessions that have been prepared, we hope you can make the most of this opportunity. Feel free to ask questions, discuss, and explore the various opportunities available.

Finally, May the UNESA Career Fair be an inspiring starting point for your career journey. Happy exploring and good luck in the search for opportunities that will lead you to a brilliant future.

Thank you for your presence and participation.

Welcome to the show!

Surabaya, September 13, 2024  
Director of Student Affairs and Alumni  
Universitas Negeri Surabaya

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# INTRODUCTION

## Welcome to UNESA Career Fair

We are very happy and proud to welcome you to this long-awaited event. UNESA Career Fair is one of our flagship initiatives in providing support to students and graduates of Surabaya State University (UNESA) in starting their career journey. The event is designed to bridge the needs of the industrial world with the aspirations of aspiring professionals, as well as open up opportunities for them to find career opportunities that match their skills and interests.

The importance of this activity lies not only in the opportunity to meet in person with various leading companies, but also in a series of events that support the development of skills and knowledge. In this guidebook, you will find comprehensive information about the event schedule, list of participating companies, workshop sessions, and various other activities that we have prepared to maximize your experience during the event.



At UNESA Career Fair, we invite companies from various industry sectors to share information on career opportunities, internship programs, and job openings. In addition, we also provide a variety of seminars and workshops designed to help you prepare for the challenges of the world of work, from creating an effective CV to successful interview techniques.

We hope that by taking part in this event, you not only gain valuable information about the world of work but also build a network that will support your career development in the future. This event is the first step towards your professional success, and we are committed to providing a rewarding and inspiring experience.

We would like to thank all parties who have contributed to the organization of the UNESA Career Fair, from the participating companies, speakers, to the organizers who have worked hard to make this event happen. Without your support and participation, this event will not be realized successfully.

Welcome to the Unesa Career Fair! Hopefully this event brings benefits and inspiration to all of you.

**CAREER AND ALUMNI SERVICES SUB-DIRECTORATE  
DIRECTORATE OF STUDENT AFFAIRS AND ALUMNI  
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# Background

In the face of challenges and opportunities in an ever-evolving world of work, it is important for students and graduates to prepare themselves thoroughly. Rapid changes in technology, increasingly integrated global markets, and dynamic industrial developments demand readiness and relevant knowledge from the prospective workforce. To that end, the State University of Surabaya (UNESA) is proud to present the UNESA Career Fair, a strategic initiative that aims to bridge the gap between the academic and industrial worlds.

The UNESA Career Fair is an event designed to provide students and graduates with a rare opportunity to interact directly with representatives of leading companies. This event aims to:

1. **Introducing career opportunities:** in the UNESA Career Fair, participants can explore various career opportunities offered by companies from various sectors. This is an opportunity to find out first-hand about internship programs, job openings and available career paths.
2. **Developing professional skills:** today's world of work demands skills that are not only technical, but also soft skills such as communication, leadership, and time management. Through various workshop sessions and seminars, the event provides practical insights and training to enhance participants' professional skills.
3. **Build a professional network:** Networking is a key element in career development. UNESA Career Fair provides a platform for participants to interact with experienced recruiters, industry professionals, and alumni. The networks built during these events can open the door to a wide range of career opportunities in the future..

4. As part of our commitment to facilitate the career success of students and graduates, we hope that the UNESA Career Fair will be a positive and productive starting point. With the various activities that have been planned, we are confident that this event will provide great benefits and open up new opportunities for all participants.

We would like to thank all those who have contributed to the organization of this event, including the participating companies, speakers, and the organizing team. Hopefully the UNESA Career Fair provides a useful experience and supports each participant in achieving their career goals.



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# Purpose **Activities**

1

Equipping college graduates with self-preparation to enter the workforce

2

Job descriptions: responsible for the day-to-day operation of the office. responsible for the day-to-day operation of the office. responsible for the day-to-day operation of the office

3

Facilitating graduates or students to get jobs or job opportunities from the best companies

4

Establish a mutually beneficial synergistic relationship between UNESA and the world of work in the provision of graduate human resources as needed.

# Benefits Unesa Career Fair

UNESA Career Fair offers a variety of significant benefits for students, graduates, and companies participating. Here are some of the main benefits that can be gained from taking part in this event:

## 1. Direct access to Career Opportunities

Participants can interact directly with representatives from various leading companies, which gives them direct access to information about job openings, internship programs, and other career opportunities. This is an opportunity to explore a variety of career options and find opportunities that match their interests and expertise.

## 2. Professional Skills Development

Through various workshop sessions and seminars held during the event, participants can develop important professional skills, such as interview techniques, effective CV writing, and job search strategies. These skills are essential to improve their competitiveness in the job market.

## 3. Networking Opportunities

UNESA Career Fair provides an ideal platform to build a professional network. Attendees can meet with experienced recruiters, industry professionals, and alumni. The networks built during these events can open doors to a variety of future career opportunities as well as provide valuable support and advice.

#### **4. Increased understanding of the industry**

The event provides insight into the latest trends and needs of the industry. By understanding the needs of the labor market and industry developments, participants can tailor their skills and knowledge to be more relevant to market demands, increasing their chances of being accepted into desired positions.

#### **5. Support in the transition to the world of work**

UNESA Career Fair helps participants prepare for the transition from the academic world to the professional world. By providing practical information and guidance on the recruitment process, participants will be better prepared for the challenges that may arise in their career journey.

By taking advantage of the various benefits offered by the UNESA Career Fair, participants can maximize their chances of success in the world of work. We hope this event will provide a valuable experience and support each individual in achieving their career goals.

# Definition Of The Term

- **Job Exchange**

The job market is a gathering place for employers to promote institutions, types of businesses, and especially job vacancies available at these institutions. Job seekers visit this activity with the intention of applying for and seeking employment information. In the job fair can also be held seminars, short training, company exposure, recruitment and interviews.

- **Online or virtual job market**

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.

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# **CHAPTER II**

# **IMPLEMENTATION STANDARDS**

# **UNESA CAREER FAIR**

## **SCOPE**

The scope of this job market is to identify and register companies that will participate in the job market and facilitate meetings between job seekers and labor users both directly and virtually.

## **REFERENCES**

- Joint decree of the Minister of Labor and Minister of Education and culture No.Kep-215 / MEN / 1993 and No. 076 / U/1993, on the establishment of job exchanges and guidance on organizing job exchanges in secondary and Higher Education Units
- Decree of the Director General of domestic Job Development and placement KEP-131/DPPTKDN/XI / 2004 on technical guidance of special job market
- Regulation of the Minister of manpower No. 39 of 2016 on the placement of manpower

## TERMS

- The implementation of both physical and virtual job exchanges is held at the University of Negeri Surabaya and is managed by the Unesa counseling and Career Guidance Service (LBKK)
- Unesa students and Unesa alumni get priority as job seekers in bursakerja managed by LBKK
- The job market managed by LBKK is open to the public

## RESPONSIBLE PERSON

### The Unesa Career Fair

- a. The head of the Unesa Career Center is responsible for coordinating and supervising the implementation of activities.
- b. Career Development Division As An Executor.
- c. Division. Information Systems in the facilitation of activities

# PROCEDURE DETAILS

## Non-virtual job market

Preparation of proposals for job exchange activities by the Career Service team and Unesa Alumni

- Company data collection.
- Socialization to the company.
- Socialization to students, alumni and the general public.
- Construction booth at the labor exchange venue.
- Booth filling byworker.
- Implementation bursakerja.
- Monitoring and evaluation of activities.

## Online/Virtual Job Market

- Determination of online media or platform for online/virtual work
- Preparation of online/virtual work proposalbursa
- Socialization to the company.
- Socialization to students, alumni and the general public.
- Implementation of online/virtual job exchange.
- Monitoring and evaluation of activities.

# DOKUMENTATION



# **Flowchart Program**

## **unesa career fair Day 1**

### **Registration and Re-Registration:**

Participants register online and re-register when they come to the location.

### **Opening Ceremony:**

Remarks from university representatives, such as the rector or Dean, and representatives from event organizers.

### **Career Seminar or talk show:**

In collaboration with Disnaker, tips on preparing for the world of work, and insight into the latest industry trends.

### **Company Booth:**

Participants can visit booths from various companies to get more information related to job vacancies, internships, or other recruitment programs. Some companies may also conduct live interviews on the spot.

### **Closure:**

Closing the event is usually accompanied by a thank you from the organizers to the participants, companies, and speakers who have participated.

# **Program Flow Chart**

## **unesa career fair Day 2**

### **Registration and Re-Registration:**

Participants register online and re-register when they come to the location.

### **Opening Ceremony**

Remarks from university representatives, such as the rector or Dean, and representatives from event organizers.

### **Company Presentation Session:**

Participating companies are given the opportunity to introduce their company profile, work culture, as well as the career opportunities available in their company.

### **Company Booth and Direct Recruitment:**

Participants can visit booths from various companies to get more information related to job vacancies, or other recruitment programs. Some companies may also conduct live interviews on the spot.

### **Closure:**

Closing the event is usually accompanied by a thank you from the organizers to the participants, companies, and speakers who have participated.

## **CHAPTER III**

### **CLOSING**

Thank you for attending the Unesa Career Fair. We hope this event can be a bridge that connects you with a variety of promising career opportunities, as well as provide new insights into the evolving world of work. Your active participation in various sessions, such as seminars, workshops, and networking, is an important first step towards career success.

The standard of implementation of The Graduate debriefing Program is a minimum standard in providing services to graduates. Development that is intended to increase the quality of implementation is expected as long as it is relevant to the interests of students and does not deviate from this standard.

Hopefully the experience gained from this Career Fair helps you in building a better future. Feel free to continue to develop yourself and explore your potential. We believe that every individual has the opportunity to achieve his dreams and career goals with the right effort and dedication.

We congratulate the participants who have made good use of this opportunity, and thank all those who have contributed to the success of this event.

See you at the next Unesa Career Fair!

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