



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

COLLEGE OF MEDICINE

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PROCEDURE

JOB INTRODUCTION

Encryption : QT.44/CTHSSV

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Signature			
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Titles:	Head of Student Affairs Department, Vice Rector		Principal

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose: This process aims to standardize the organization and implementation of employment for students after graduation.

2. Scope of Application: This procedure and regulation apply to units involved in providing job placement counseling for graduating students of the university.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

Job placement services: Providing job placement advice and assistance to students after graduation.

2. Abbreviations:

TT	Information
Student	Students
Union	Unit
TD	Recruitment
TH	Synthetic
Overseas employment	Labor export

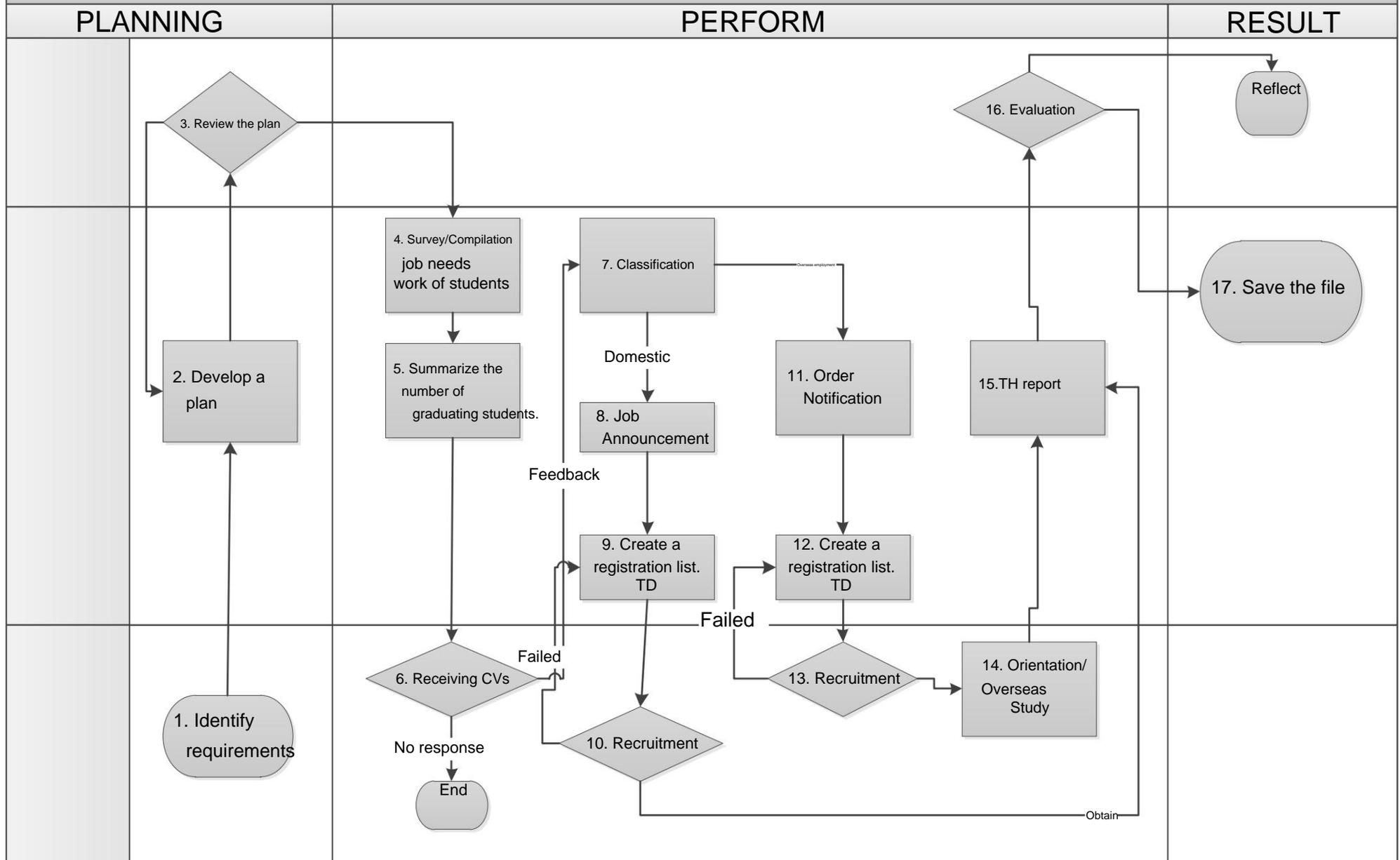
III. FLOWCHART (See page 3)

IV. SPECIFICATION (See pages 4-7)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name: Encoding	
1.	Plan BM/QT25/CDY-CTHSSV/01	
2.	Survey forms on student needs BM/QT25/ CDY-CTHSSV/02	
3.	Summary Table of Student Needs BM/QT25/ CDY-CTHSSV/03	
4.	Notice sent to companies BM/QT25/ CDY-CTHSSV/04	
5.	Recruitment Announcement BM/QT25/ CDY-CTHSSV/05	
6.	Recruitment Announcement for Overseas Employment BM/QT25/ CDY-CTHSSV/06	
7.	Summary of job listings BM/QT25/ CDY-CTHSSV/07	

JOB PLACEMENT PROCESS



JOB PLACEMENT PROCESS SPECIFICATIONS

No.	Step name job	Specification	Set department/unit perform	Set unit/unit combination	The result was achieved. Okay	Limit complete wall	Form
1	Identify the love bridge	Identifying requirements: Introducing job opportunities for graduates, and the recruitment needs of domestic and foreign businesses.	Students, Business Industry, Industry <small>Overseas employment agency</small>	Identify the goal target job introduction for students			
2	Develop a plan plan	Develop a consulting plan. Introducing job opportunities for students. graduated from school	Recruitment and Employment Department	Training Room create, the Department	Built consulting plan job referral make students good graduation	3 days	BM/QT25/C DY- CTHSSV/01
3	Review plan plan	Approve the consulting plan. Introducing job opportunities for students. graduated from school	<small>Board of Directors</small>	Planning room plan	Job placement counseling plan for The student's graduation application has been approved.	1 day	
4	Survey/ Summary of job requirements HSSV	Conduct a survey of graduates' career aspirations after graduation. Compile a detailed list of their aspirations.	Recruitment and Employment Department	Departments expertise	Understand job aspirations Students after graduate	10 days	BM/ QT25/CDY- CTHSSV/02 BM/ QT25/CDY-

		Employment of graduates (Resume, job aspirations - requirements...)			Created the table A detailed summary of job aspirations of high school and university students.		CTHSSV/03
5	Summary of numbers number of students graduate	Summary of the number of students Vocational training: Number of trainees for each profession, skill level, male/female...	Recruitment and Employment Department	Create a summary table combined quantity Graduates of vocational training programs	2 days	BM/QT53/P. KH/04	
6	Reception Notification	The school sent notification number quantity, job demand to businesses, Center, Company Overseas employment agencies, training centers, The company reviewed the needs and provided feedback to the school.	Recruitment and Employment Department	Units recruitment	Announcement regarding job opportunities for high school and university students. Graduates are employed by various organizations. recruitment grasp	1 week	
7	Classifications	Receiving feedback from businesses, Company, Center Overseas Employment: Classification of Recruitment Units	Recruitment and Employment Department	Received feedback from recruiting units. Use the method of compiling and classifying recruitment units (domestic or foreign)	3 weeks		

8	Notification recruitment	Job Announcement use by domestic businesses	Recruitment and Employment Department	Survey Department test	Announcing job openings from businesses to potential partners. statue	2 days	BM/ QT25/CDY- CTHSSV/05
9	Make a list	Create a summary list Students participate in recruitment for businesses.	Recruitment and Employment Department	Make a list summary Students participate family selection transfer to businesses	1 day		
10	Recruitment	Businesses recruit high school and university students according to their requirements.	Businesses	Recruitment and Employment Department	Students participate recruitment businesses	According to request rack profession	
11	Notification orders	Order notifications Recruitment for overseas employment	Recruitment and Employment Department		Students grasp received by the orders goods and markets Overseas employment school	1 week	BM/ QT25/CDY- CTHSSV/06
12	Make a list	Compile a list of students participating in the recruitment process for overseas employment programs.	Recruitment and Employment Department	To establish a reputation Students participating in the recruitment process for overseas employment orders are listed in this book.	2 days		
13	Main recruitment awake	Employer partners main recruitment	Business water industry	Company, Center Overseas employment	Students are businesses	According to Request	

		Students who have passed the preliminary selection	outside		foreign choice select	of the order row	
14	Learning waiting direction exit	Students after being admitted officially enroll in the course language, education direction... waiting to depart	Company, Center <small>Overseas employment</small>	Students study and complete the necessary procedures before departure.	As requested of the order		
15th	Report	Summary of the number of students successful in getting hired to work in Water and Overseas Employment (Periodically, once every 6 months)	Recruitment and Employment Department	Units recruitment	The total number of students has been compiled. successful job domestic affairs <small>and overseas employment</small>	5 days	BM/ QT25/CDY- CTHSSV/07
16	Reviews	Evaluating job placement services	Board of Directors effect	Board of Directors effect	School leaders evaluate job placement services.		
17.	Save the file.	Keep a record of the gender process. job introduction	Recruitment and Employment Department	Keep records of regulations presentation job			