




The Catholic University of Eastern Africa

TITLE	AUTHOR
<p align="center">PROCEDURE FOR CAREER FAIRS (CUEA/DVC ACD/CCD/01)</p>	<p align="center">CORPORATE COMMUNICATIONS MANAGER</p>
	<p align="center">NO. OF APPENDICES:</p>
	<p align="center">NONE</p>
<p>AUTHORIZATION This Standard Operating Procedure is issued under the authority of:</p>	
<p>TITLE</p>	<p align="center">DEPUTY VICE CHANCELLOR ACADEMICS</p>
<p>SIGNATURE</p>	
<p>DATE</p>	<p align="center">19th August 2014</p>
<p>ISSUE DATE</p>	<p align="center">19th August 2014</p>
<p>STAMP CONTROLLED / UNCONTROLLED</p>	<p align="center">CONTROLLED</p>
<p>NOTE:</p> <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academics and the Corporate Communications Manager. 	

	Standard Operating Procedure	CUEA/DVC ACD/CCM/01
Title	PROCEDURE FOR CAREER FAIRS	Page 2 of 4

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

0. CONTENTS AND RECORD OF CHANGES 2

1.0 PURPOSE..... 2

2.0 SCOPE 2

3.0 TERMS AND DEFINITIONS 2

4.0 REFERENCES 3

5.0 PRINCIPAL RESPONSIBILITIES 3

6.0 METHOD 3

0.0 APPENDICES 4

0.2 Record of Changes

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization
		<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>

0.3 Distribution / Circulation

This Standard operating Procedure is available at relevant functions authorized users.

1.0 PURPOSE


The purpose of this procedure is to create awareness of the university programmes through educating the public about them.

2.0 SCOPE

The procedure shall apply to all Career Fairs at the University.

3.0 TERMS AND DEFINITIONS

Revision	01		Date	19 th August 2014
----------	----	--	------	------------------------------

	Standard Operating Procedure	CUEA/DVC ACD/CCM/01
Title	PROCEDURE FOR CAREER FAIRS	Page 3 of 4

Career Fair: This refers to a day where the general public learns about different careers. The university through various media outlets invites the public to visit its grounds. Presentations are done by the various faculties on the programmes.

4.0 REFERENCES

ISO 9001:2008 Standard


5.0 PRINCIPAL RESPONSIBILITIES

The principle responsibility for the maintenance of this procedure lies with the DVC Academic.

6.0 METHOD

- 6.1 The office of the DVC Academic shall initiate the idea of a Career Fair.
- 6.2 This shall be discussed at Deans meeting after which, it is forwarded to the Registrar and Corporate Communications Manager (CCM).
- 6.3 A planning committee shall be appointed by the office of the DVC Academics.
- 6.4 The modalities and a budget shall be discussed by the planning committee and presented to the DVC-Academics for approval.
- 6.5 Items highlighted in the budget shall be put into action e.g. requisition of banners, advertisements, posters, etc.
- 6.6 On the material day the public and concerned staff shall converge at the designated venue.
- 6.7 After presentations there shall be questions and answer session.

Revision	01		Date	19 th August 2014
----------	----	--	------	------------------------------

	Standard Operating Procedure	CUEA/DVC ACD/CCM/01
Title	PROCEDURE FOR CAREER FAIRS	Page 4 of 4

6.8 The Career Fair will conclude with a tour of the University.

7.0 APPENDICES

NONE

Revision	01		Date	19 th August 2014
----------	----	--	------	------------------------------