



WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Services (CEES)

D 3.2 Guideline on careers, employability and enterprise services

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1. WELCOME NOTE

Dear HEIs staff and stakeholders. Through this guide, we provide to students with comprehensive career advice and important and useful tips to guide you students in your professional development, we also provide to teaching staff to help for students in searching job and career opportunities.

The Career Center of TerSU is a unique institution that aims to provide a wide range of services on the development of employability skills, job placement and self-development for students, graduates, teachers and university staff. This guide introduces you to the work of the career center as well as the mechanism for maintaining continuous communication between the university and employers.

See our website for more information: <https://tersu.uz/>

<https://tersu.uz/struct/view/1000049>

2. The overall concept on careers, employability and enterprise services offered by HEI

The principles and tasks of the TerSU Career Center are based on the university's mission and vision. The mission of our university is to be a leading educational institution, in which education is based on a safe and sustainable environment of our university, where a multinational student body will receive innovative skills and knowledge for their future careers. We strive to build strong, reciprocal, positive relationships with students so that they can achieve independence as well as the confidence to develop their full potential – this is the university's vision. Based on the decree of the President of the Republic of Uzbekistan on measures to establish mechanisms for the employment of students, the University plays the role of not only the largest university training personnel for the entire region but also an intermediary connecting students and graduates with major employers in the region.

in 2022, a Career Center was organized at TerSU, which is aimed at developing modern and in-demand skills of graduates for their future careers or professional activities.

The goal of the center is to provide employment to students who are looking for work today, their professional growth, and the development of mutual relations with employers.

The tasks of the center include conducting job fairs and educational seminars at the university, organizing professional tests for students and guiding them to the profession, and cooperation with employers. It also includes the creation of a database of job seekers, employers, and open vacancy lists – maintaining an online (with available vacancies in all 14 districts of the region) vacancy for students and graduates.

The main task of the center is to inform students about the knowledge, skills, and qualifications required for vacancies. In this service, recommendations for students in choosing a future career, during the interview process, and tips for increasing time productivity are provided – organizing seminars, workshops, and selections (exams, conversations, practical tests of employers) for the students and evaluating questionnaires for employing companies.

In a modernly equipped center, marketing and student internships of higher education institutions for students and youth, organization of scientific and research activities of talented students, departments of commercialization of scientific and innovative developments, employees of the accounting department working with students, business incubation and acceleration, and media centers specialists provide service.

3. PART I: services for students

To support the students (bachelor, master, and doctoral) in TerSU in the employment process the Career Center offers its service. It is part of the Department of Youth Affairs under the Vice-rector for Spiritual Education and Youth Affairs.

The main services offered to students in the employment area include the following:

- Informing students about available vacancies at partner enterprises of the region.

The purpose of this service is to monitor and systematize the list of vacancies at partner enterprises for further provision to students and graduates of the university.

- Explaining how to search for vacancies using the employment platform of the Career Center and some other governmental resources.

<https://tersu.uz/struct/view/1000049>

<https://vacancy.argos.uz/>

<https://ish.mehnat.uz/>

- Set up interviews for students to meet with possible employers such as companies, government entities, and recruitment agencies in the area. The interviews aim to have a conversation between business representatives and students about finding a job. They will talk about things like payment, what the job requires, and the benefits that the company offers to its employees. Sometimes companies set up their own requirements and collect the students and organize special contests. This kind of events are organized according to the employers' request.

- Organizing job fairs once a year where all enterprises and organizations of the region present their vacancies for students. The purpose of the event is to provide students with the opportunity to meet with a large number of representatives of enterprises at a time to select potential employment opportunities. Besides job fair takes place in campus of the university so that all departments could present their academic directions in the form of promo materials to the potential employers and discuss the skills they need.

- The accelerator and business center within the Career center aims to support business ideas, startup projects, scientific projects of the students. It works with talented students as well as the local government (Khokimiyat) and the largest employers of the region and organizes contests for the best startup idea with awards, gets donation from employers to organize motivational seminars for students. On the basis of cooperation, the enterprises this center provide students an opportunity to have short term internships to get an imagination about a particular job in the future and what skills they should develop to get this job.

4. PART II: services for HEI staff

The university has a system of working with the academic and administrative staff:

-The educational and methodological department organizes local one month (144 hours) professional development training, as well as advanced training courses. Usually, these courses are held every 3 years in the Republican specialized centers as a continuation. These courses are hybrid and provide subjects for developing not only hard but also soft ones too. It has a special program for increasing pedagogical skills and gaining modern knowledge about new teaching methodologies.

-The Department of International Relations organizes foreign internships for the teaching staff of the university. On the basis of mutual agreement between TerSU and our foreign partners – leading universities in specific fields, organize foreign scientific or practical internships in HEIs (for working in the laboratories, resource centers and libraries, faculties as a visiting professor, etc.).

-There is also an iTEP language center where teachers can take a free course and pass a test and receive an international certificate. According to the new decree of the President of the Republic of Uzbekistan, members of the teaching staff of any HEIs will get incentives (50% extra salary) for obtaining a language certificate from any worldwide accepted testing company (like IELTS, TESOL, iTEP). Free iTEP preparation courses give staff members to develop their language level and get a certificate.

-The scientific department of the university organizes scientific internships and gives paid scientific vocations to work on scientific work at the request of an employee.

-HR runs a KPI system established in 2023 to evaluate the achievements of the staff members. This system allows academic staff to work on specific requirements and see their strong and weak points. Depending on their achievements the university will award the employees encouraging them to evolve their professional and personal skills too.

-HR assists university staff in their recruitment in cooperation with Public service development agency the Surkhandarya regional branch, the Regional General Directorate of Employment, the Regional Youth Affairs Agency, students, and media representatives took part.

-as well as a modern resource center for working on scientific work or materials for lessons and an anti-plagiarism system for checking masters and doctoral dissertations.

5. PART III: services for other stakeholders:

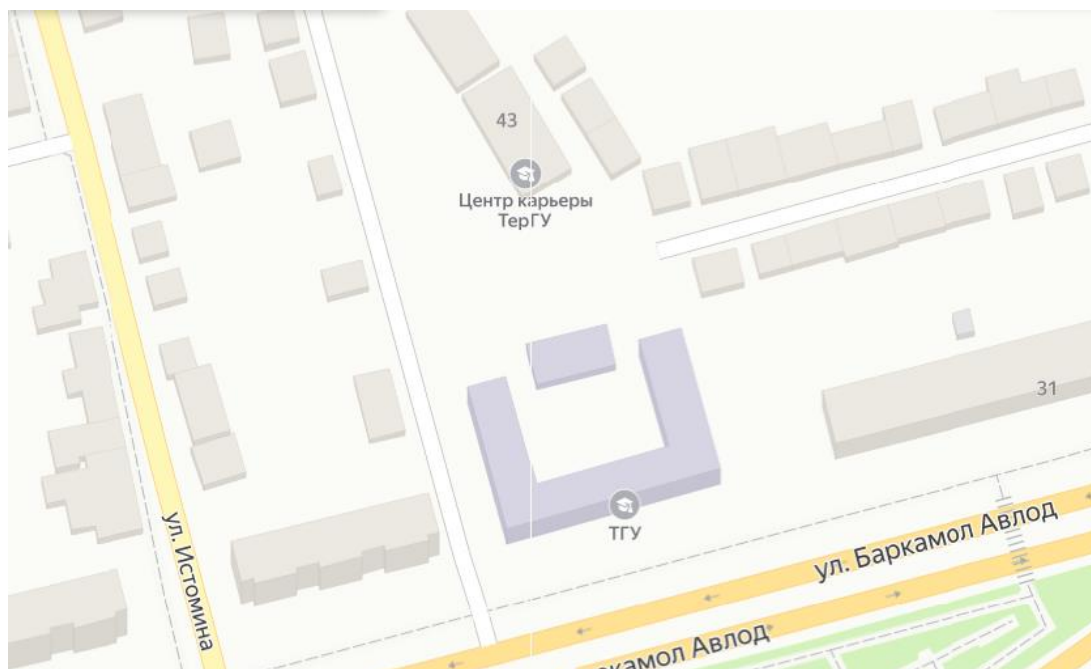
Career Center of TerSU set of communication with stakeholders (employers, state bodies and public organizations) on employment issues, development of new initiatives with enterprises in terms of providing personnel for the governmental and private sectors of all spheres in the region. The purpose of this communication is to establish an effective work of the online platform of vacancies where employers present their vacant positions especially for students. Besides Career Center supports employers by organizing various events that help companies collect skillful students.

- Set up interviews for students to meet with possible employers such as companies, government entities, and recruitment agencies in the area. The interviews aim to have a conversation between business representatives and students about finding a job. They will talk about things like payment, what the job requires, and the benefits that the company offers to its employees. Sometimes companies set up their own requirements and collect the students and organize special contests. This kind of events are organized according to the employers' request.

- Organizing job fairs once a year where all enterprises and organizations of the region present their vacancies for students. The purpose of the event is to provide students with the opportunity to meet with a large number of representatives of enterprises at a time to select potential employment opportunities. Besides job fair takes place in campus of the university so that all departments could present their academic directions in the form of promo materials to the potential employers and discuss the skills they need.

- This year the Career Center is creating an association of Employers the main purpose of which will be establishing a network between university, students and employers. It will organize special seminars and workshops for students to get an information about the skills they need for particular positions and selection processes and career opportunities in the future. This network also will academic staff of the university make needed changes to the content of courses to meet employers requirements.

6. Map, contact information



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7. Visualisation

