

Policy: **Career Services**

Code: **06ST10**

Reviewed/ Revised: **26/07/2022**

Date of Next Review: **February 2024**

Policy Owner: **Industry Relation Manager**

Target audience: **All EAHM Students, Staff and Employers**

---

### **PURPOSE:**

To define the meaning of and procedures around career services at EAHM.

### **SCOPE:**

EAHM aspires to enhance the essential human resource capacity for the regional and worldwide industry by delivering the best possible levels of business, hospitality, and tourism education, along with the transfer of applied industry expertise and access to high-quality internship opportunities.

The Industry Relations & Global Mobility Office of the EAHM maintains connections with the industry, employment portals, and associated social media page updates. The function includes creating internships with quality assurance, part-time employment, industry exposure, and the placement of graduates in their first jobs. This office also conducts yearly Career Fairs, Guest Speaker sessions, and Networking events, which attract employers eager to hire EAHM graduates.

This policy explains EAHM's general approach to offering career services to students, prospective graduates and Alumni of EAHM.

### **DEFINITIONS:**

Career Services at EAHM may be characterized as the provision of counselling, help, and information to aid students in choosing a suitable career path/employer and preparing for a variety of employment. Career Development classes are provided to EAHM students as an addition to Career Services in order to guarantee that all of their abilities and opportunities are utilized during and after their studies.

### **POLICY STATEMENT:**

As an international institution, our students and alumni enjoy internship and career possibilities in the hospitality industry and related fields. The Industry Relations Office is entrusted with ensuring the following in order to prepare people for employment:

- Throughout the year, organize Industry Presentations with Industry Guest Speakers
- Provide CV writing courses and CV review sessions.
- Conduct courses on Professional Appearance and Industry Expectations
- Schedule sessions on Internship Skills and Interview Skills
- Organize one or more career fairs
- Have one-on-one meetings with job-seeking students, alumni, and recent grads (casual jobs, internships and full-time employment)
- Conduct career development related workshops
- Provide recommendations for job-seeking students (if suitable and applicable) List employment vacancies for students to apply for on the EAHM job site. Schedule interviews on and off campus.
- Facilitate internship opportunities for students of different academic disciplines (mandatory for Undergraduate students)

- Assist students and graduates with employment application procedures and offer appropriate guidance
- Update the department of Quality Assurance’s internship-related career information.
- Establish, sustain, and increase the scope of placement options for students and graduates through networking and connection-building within the hotel, event, sport, entertainment, consultancy, and financial sectors, as well as luxury enterprises.
- Develop, maintain, and build productive, long-lasting connections and collaborations with the travel, tourist, hospitality, and service industries.
- Maintain a comprehensive database of all business partners

**RESPONSIBILITY:**

The Manager of Industry Relations and Global Mobility Office will ensure that this policy is implemented and will monitor and update the policy on an annual basis.

**IMPLEMENTATION OF THE POLICY:**

See Policy section.

**ASSOCIATED DOCUMENTS:**

- Internship syllabus
- Internship handbook
- Career Development and Industry Presentations syllabus
- Student Contract
- Catalogue

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024**.

**POLICY APPROVALS RECORD**

Policy Name:	<b>Career Services</b>	
Policy Code:	<b>06ST10</b>	Formerly: EA/STU/014
Date of first approval:	<b>02/2019</b>	

Reviewed/ Updated	Details of Amendment
26/07/2022	- Owner of the policy, detailed responsibility listed under scope and responsibilities, associated documents reviewed