

The ALUMNA GUIDE

For Career Days



جامعة الملك عبدالعزيز
وكالة عمادة شؤون الطلاب للبرقيات



contact us

Deanship of Student Affairs Female Alumni



KAU FEMALE ALUMNI

studentaffairs.kau.edu.sa/Pages-alumg.aspx

Your presence is important in the career forums

- There is a recruitment forum during the day. Your presence is important during the recruitment forum so you would:
- Know more about available Career opportunities in the labor market.
- Build a relationship with companies that provide jobs and interact directly with them.
- Get the views of business owners about your CV and find an opportunity for jobs in the field of your choice.
- Ask & answer questions that are expected to occur between alumni and the represented

Before coming to Career forums it will be a good idea to



Self-marketing suggestions

- Make sure to wander in the museum take advantage of the largest number of companies
- Introducing yourself using the introduction that you trained on
- Ask the most important questions
- Try to exchange business cards with company representatives, if any, or know the name and number of the person in charge in the absence of business cards
- Be careful with time. Give a chance to others to talk to the representatives
- Be tactful in talking



Prepare a set of CV copies

- For this you will need to Access to websites that explain how to prepare a CV

During the recruitment forum

- Training on presenting yourself to the representatives of the companies that will be in Career Day
- Write an introduction and try it out verbally. It should include definitions of the name, summary of education and experiences and the reason to come to the Employment Forum
- Prepare a list of questions such as
 - Questions about employment or training ended by employmen
 - Questions about majors and available jobs related to them
 - Questions such as salary, working hours, benefits. This line of questions should happen in the first meeting--

During the recruitment forum

During the recruitment forum

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- Introducing yourself using the introduction that you trained on
- Ask the most important questions
- Try to exchange business cards with company representatives, if any, or know the name and number of the person in charge in the absence of business cards
- Be careful with time. Give a chance to others to talk to the representatives
- Be tactful in talking
- Pay attention to appearance. Dress appropriately to look official when you attend the forum and meet the recruiters and interviewers government agencies and private sectors
- Stay away from improper behavior, such as having gum, preoccupation with electronic devices or wearing sunglasses during the interview etc

Your role after the career forum

- Follow-up on communication with companies
- Follow the tips that guided you such as sending the requested copies of the CV, contact someone else in the organization, or sign up at the company's website