

International University of Tbilisi



Career Support Services

Approved by Rector's Order #02-012 of January 22, 2024

The central function of the Career and Student Support Center is the comprehensive facilitation of students' integration into the university environment. This includes personal, professional, and career development support for students, development of general skills necessary for employment, which will help young people to realize their professional and social skills in society.

The following support mechanisms work in the career and student support center:

- **Consultation Hours**

Students have the opportunity to benefit from the consultation services of the Career and Student Support Center, which are available to any student. Every Monday and Thursday from 12:00 to 13:00, you can turn to the Career and Student Support Center for consultation. During these hours, you can receive guidance on interesting topics related to career and student support. Consultations may cover aspects such as resume writing, motivational letter preparation, autobiography development principles, and more.

- **Communication through social networks.**

Operated by the closed group of the University's Career and Student Support Center, this social network functions as a platform for disseminating essential information to students regarding new vacancies or educational programs. Here, students have the opportunity to ask questions and receive answers in real-time regarding any topic of interest, providing them with relevant information on new job opportunities or educational programs.

- **Meetings with employing companies.**

The Career and Student Support Center facilitates engagement between students and prospective employers. It organizes presentations by various companies at the university at least once a month, providing students with the opportunity to familiarize themselves with job opportunities.

- **Partnership relation with the employer**

The center collaborates with both private and public sectors, within the framework of mutual agreement and memorandum, on the basis of which it will offer internships or employment to students

- **Informal Education**

Public lectures on various relevant topics will be held, as well as certified trainings and seminars that provide students and graduates with opportunities to expand their knowledge or acquire new skills.

- **Employer Database**

The center creates and periodically updates a database of potential employers.

- **Employer Forum**

The center related to its professional activities, will participate annually in different forums. The forum provides students with the opportunity to connect with representatives from various sectors, including business and public organizations introduce news, requests, and developments in different spheres. Additionally, newcomers have the chance to explore unique opportunities within a specific field and get acquainted with organizations of interest for their future employment goals.

- **Internship at the University**

The center provides information to students about the internship programs announced by the university.

- **Student Satisfaction Survey**

The center annually conducts satisfaction survey to determine how accurately and purposefully the work process has been carried out. During the evaluation, we use the following questionnaire.

1. **We receive information through announcements about various events/activities organized by the university or other institutions (job forums, meetings with potential employers, public lectures, masterclasses).**

Please evaluate with a 3-point scale:

- 1 - I do not agree,
- 2 - Partially agree,
- 3 - I agree.

2. **Various events/activities organized by the service (employment forum, meetings with potential employers, public lectures, master classes) are well organized**

Please evaluate with a 3-point scale:

- 1 - I do not agree,
- 2 - Partially agree,
- 3 - I agree.

3. **The events/activities organized by the service (job forums, meetings with potential employers, professional tours, public lectures, masterclasses) is designed to contribute to the successful career development and acquisition of essential skills.**

Please evaluate with a 3-point scale:

- 1 - I do not agree,
- 2 - Partially agree,
- 3 - I agree.

4. The Career Center facilitates the involvement of students in the planning process of activities.

Please evaluate with a 3-point scale:

- 1 - I do not agree,
- 2 - Partially agree,
- 3 - I agree.

5. I would like additional support from the Career Services Center: