



MINISTRY OF EDUCATION AND SCIENCE
REPUBLIC OF KAZAKHSTAN

SATBAYEV UNIVERSITY

Document of
QMS
2 level

Revision No. 5 of "01" 06 2020

710 SU DP

EMPLOYMENT OF GRADUATES

710 SU DP

Almaty 2020

FOREWORD

1 DEVELOPED by the Financial Assistance Division of the Registrar's office of Satbayev University

Director of the Registrar's office

« 25 » 05 20 20

 A. Mankhanova

2 AGREED

Academic Provost

« 29 » 05 20 20

 R. Iskakov

Head of the Office of Licensing, Certification and Quality Control of Education

« 28 » 05 20 20

 A. Sauranbayeva

Head of the Legal Department

« 24 » 05 20 20

 D. Kuldzhanova

Vice-Director of the Registrar's Office

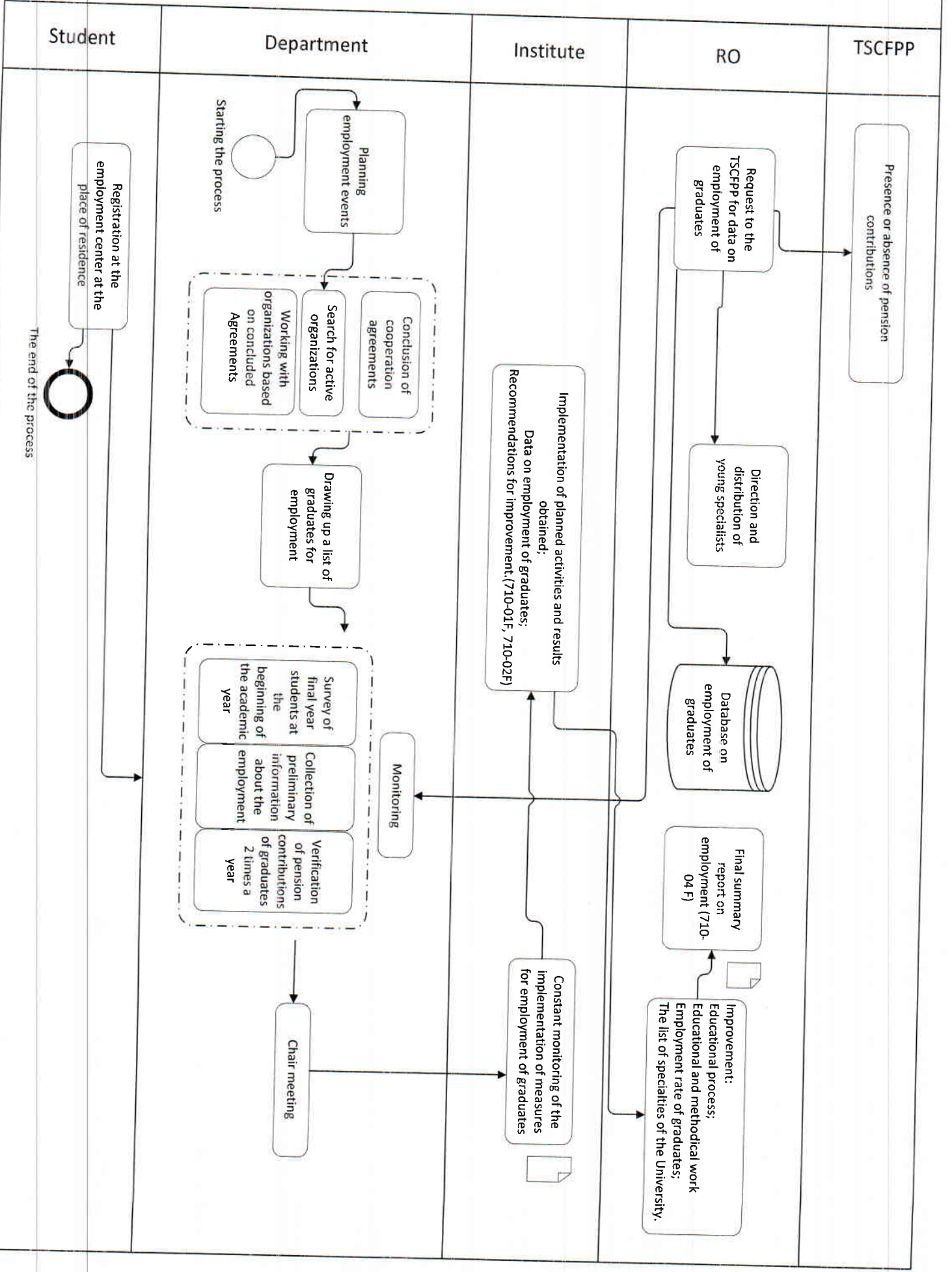
« 26 » 05 20 20

 A. Makhmetova

3 APPROVED by the Board's decision of « 01 » 06 2020 No. 15

4 ENTERED instead of the revision No. 2 of 29th December 2017

710-Employment of graduates



TSCFPP

Presence or absence of pension contributions

RO

Request to the TSCFPP for data on employment of graduates

Direction and distribution of young specialists

Database on employment of graduates

Final summary report on employment (710-04 F)

Improvement: Educational process; Employment rate of graduates; The list of specialties of the University.

Institute

Implementation of planned activities and results obtained; Data on employment of graduates; Recommendations for improvement: (710-01F, 710-02F)

Constant monitoring of the implementation of measures for employment of graduates

Department

Starting the process

Planning employment events

Search for active organizations
Conclusion of cooperation agreements
Working with organizations based on concluded Agreements

Drawing up a list of graduates for employment

Survey of final year students at the beginning of the academic year
Collection of preliminary information about the employment
Verification of pension contributions of graduates 2 times a year

Monitoring

Chair meeting

Student

Registration at the employment center at the place of residence

The end of the process

CHANGES' REGISTRATION SHEET

Sequence number of change	Basis (reference to the document)	Section and paragraph of the document	Type of change (replace, annul, add)	Number and date of notification	Change was made	
					Date	Surname and initials, signature, position