

**Work plan for the Employment of Graduates of International Relations Department  
(Bachelor / Master / PhD) for 2017-2018 academic year**

<b>№</b>	<b>Events</b>	<b>Deadlines</b>	<b>Responsible persons</b>	<b>Accounting document</b>
<b>1</b>	Approval of the work plan for the employment of graduates	June 2017	Chaukerova A.N.	Work plan
<b>2</b>	Drawing up the "Employer" database	September 2017	Chaukerova A.N.	Database "Employer"
<b>3</b>	Preparation of information about graduates of the International Relations department, graduating from the University in 2018.	October 2017	Chaukerova A.N.	Contingent of 2018's graduates
<b>4</b>	Preparation of CVs and characteristics of 2018's graduates.	December 2017	Chaukerova A.N.	CVs and characteristics
<b>5</b>	Updating the database of graduates of 2015, 2016 and 2017.	Quarterly	Chaukerova A.N.	Database
<b>6</b>	Organization of graduates' meetings with employers	October 2017 - May 2018	Chaukerova A.N.	Report
<b>7</b>	Informing graduates on vacancies for employment	During the academic year	Chaukerova A.N.	Annual report
<b>8</b>	Participation in the organization and carrying out of the "Job Fair - 2018"	April - May 2018	Chaukerova A.N.	Report
<b>9</b>	Coordination of work on the distribution of 2018's graduates with the participation of employees of the department of career and business partnership	April - May 2018	Chaukerova A.N.	Annual report
<b>10</b>	Preparation of the reporting documentation on the employment of graduates	June 2018	Chaukerova A.N.	Annual report