

## THE JOB PLACEMENT PROGRAMMES

### - JOB LINK

JobLink is a computerized job placement system which links job-seekers (UWI students and alumni) with prospective employers. For job-seekers, it is a high-speed career networking tool to search for jobs. UWI students and graduates may register using their identification number and date of birth. Employers will be assigned a log-on identification number and password once they have registered to use JobLink. Employers will be able to place their vacancies on the system, and job-seekers, their resumes and on request a preliminary search done by the computer will match areas of interest and need.

### - OVERSEAS WORK AND TRAVEL PROGRAMME

The Office facilitates Overseas Work and Travel agencies which offer summer employment in the USA, UK and Canada. Please visit our website for a listing of agencies that are facilitated through our department.

### - THE ANNUAL ON-CAMPUS GRADUATE RECRUITMENT PROGRAMME

The office arranges a Graduate Recruitment Programme from mid-March to the end of April between final year students and employers who need graduates to work in their organizations. A significant number of Public and Private Sector organizations participate annually. The Jamaican job market has become increasingly competitive and you are encouraged to take full advantage of these interviews.

Students should register on JobLink to participate in the programme. You will receive more detailed information on how to participate during your final year.

### - PART TIME EMPLOYMENT

Requests are made to the office for on and off-campus part-time employment of students. The application process is open between September 1 and April 30 annually on our website ([myspot.mona.uwi.edu/placement](http://myspot.mona.uwi.edu/placement)). You are permitted to work for a maximum of twelve hours weekly.

### - SUMMER EMPLOYMENT & WORK STUDY PROGRAMMES

Similar to the Part-time employment, the application process for summer employment is open between September 1 and April 30 annually on our website ([myspot.mona.uwi.edu/placement](http://myspot.mona.uwi.edu/placement)).

Through our Work Study Programme with public and private sector organizations, a limited number of undergraduates are hired in career-related work during the summer vacation.



Student seeking to access job opportunities.

### - ALUMNI PLACEMENT

Throughout the year, private and public sector organizations advertise their vacancies with the Department. Alumni are therefore invited to email their resumes to the Office. However, in order to fully utilize the services offered, a fee is required so that you can be assisted in your job search. Assistance is also given in job-hunting skills and techniques, and resume writing.

Please note that the registration fee is for one year and Alumni does not refer to new graduates of the UWI.

New graduates are invited to email their resumes to the Office for referral and placement and no registration fee is required for one year.

### CAREER INFORMATION CENTRE

In order to make wise career decisions you need to have accurate and up-to-date information. Come in and use our Career Information Centre, which contains material on prospective employers and job opportunities related to various disciplines. The Centre also has information on postgraduate studies at the UWI as well as USA, UK and Canada.



Final year student researches career information

We also encourage you to contact embassies, professional organizations, general libraries, industrial directories and check websites if additional information is needed.

### NEED FOR GRADUATE PLACEMENT FORMATION

A Graduate Questionnaire is included in the graduation package and is also distributed at the One Stop Graduation Centre. This information is needed for statistical purposes. Please complete and return the Questionnaire to the Office of Placement and Career Services.

Telephone: 927-1650/935-8332  
Ext: 2224/2332  
Email: [placemnt@uwimona.edu.jm](mailto:placemnt@uwimona.edu.jm)  
URL: [www.myspot.uwi.edu/placement](http://www.myspot.uwi.edu/placement)



**THE UNIVERSITY OF THE  
WEST INDIES, MONA**

**Placement  
and  
Career Services**



# WELCOME TO PLACEMENT & CAREER SERVICES

## WE OFFER SERVICES IN CAREER DEVELOPMENT AND JOB PLACEMENT

Our career development and placement programmes are designed to help you through the process of deciding what employment areas would best suit you (depending on your interests, skills, etc.), choosing courses suited to those employment areas, researching career options, determining job objectives and arranging (in your final year) interviews with employers for suitable permanent positions after graduation. Our Career Advisers are available for consultation at any stage of your University experience.

## THE CAREER DEVELOPMENT PROGRAMMES ARE:

### - ORIENTATION SEMINARS

These seminars are specially organized for first year students. They are designed to help you become aware of the career opportunities related to certain academic majors and to link subject choices with career objectives.

### - INDIVIDUAL CAREER COUNSELLING

Individual Career Counselling is available to give you ideas, guidance and information to help you work effectively towards a career choice. If you do not have an idea of what you would like to do, you are invited to 'walk in' or make an appointment. If you have already decided, then we can help you link your subject choices with your career objective and identify possible employment opportunities.

### - PEER ADVISORS' PROGRAMME

If you prefer to discuss your career development with one of your peers, you are always welcome to visit Room 6 at the office and talk with a Peer Adviser. The Placement and Career Services Peer Advisers are trained to assist you and to make referrals when necessary. They can be identified by their gold peer advisers buttons; look out for your peer advisers as you move around campus.

### - SYSTEM FOR INTERACTIVE GUIDANCE AND INFORMATION PLUS (SIGI3)

This is a computerized career counselling information package. It is designed to help you decide what employment areas would best suit you depending on your interests, values, skills and abilities. You are therefore given the opportunity to do a self-assessment. You may also research general information, for example: marketability, nature of the job and training regarding a vast number of careers.



Senior Administrative Assistant assist student using SIGI<sup>3</sup> Programme

### - JOB SHADOWING EXPERIENCE PROGRAMME (JSEP)

The Job Shadowing Experience Programme was designed to give second and third year students

the opportunity to acquire occupational knowledge of their career option by observing a professional in their specific area of study. It is a workplace experience option where students learn about a job by walking through the work day as a "shadow" to a competent worker. It therefore enables students to witness firsthand the work environment, employability and occupational skills in practice: the value of professional training and potential career options. It is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student.

### - WORLD OF WORK SEMINARS

These are specially organized for final year students, although any student wishing to attend may do so. The sessions are held from mid-October to mid-November on consecutive Thursday afternoons and are designed to equip you with the necessary job-hunting skills and techniques for the job search and the world of work.

The presenters at these seminars are Human Resource Specialists from public and private sector organizations.

### - CAREER AWARENESS MONTH

Career Awareness Month serves to highlight the importance of career planning as well as the programmes offered to enhance the development of students.

This event is held early in Semester II and features, among other activities, the following:

- Dressing Appropriately and Workplace Ethics Seminar
- Mock Interview Programme
- Resume Clinic
- Symposia
- Career Exposition & Job Fair

### - ANNUAL CAREER EXPOSITION

The Annual Career Exposition is held during Career Awareness Month. It highlights a wide cross-section of career areas by utilizing between thirty-five and forty Private and Public Sector organizations to mount displays.

Representatives of these organizations also do presentations on a wide range of career areas.

You should therefore attend this Exposition because it will expose you to a variety of possible career opportunities. You will widen your knowledge of the various organizations and network with key Human Resource Personnel.

The Exposition is held over a two-day period and although it is organized for you, students from high schools and other tertiary institutions across the island as well as the general public, are invited. Look out for the posters and visit our office to find out how you can participate.



Mr. Courtney Lodge, Guest Speaker, speaks at an official opening of the Annual Career Expo.

### - CAREERS CLUB

The aim of the Club is to disseminate career information in a variety of areas while assisting students to develop their leadership skills and abilities. The club meets every Thursday at 2:00 p.m. Please contact the Office for more information.