

## CAREER PLANNING AND GRADUATE FOLLOW-UP COMMISSION

Q.NO	NAME SURNAME	DUTY
1	Lecturer Zübeyir Şükrü ÖZKORUCU	Minister
2	Lecturer Mustafa DEMİR	Member
3	Lecturer Dr. Anıl MÜTEVELLİOĞLU	Member
4	Lecturer Seçil KARSLI	Member
5	Lecturer Emin Ergun SELCUK	Member
6	Lecturer Arzu SARIGÜL	Member
7	Lecturer Mustafa Tufan ALTUNOK	Member

### **Duties of the Career Planning and Graduate Tracking Committee:**

1. **Conducting Career Planning Activities:**  
Seminars, workshops, consultancy, career days, and job/internship meetings are organized to help students determine their career goals.
2. **Establishing Collaborations with the Sector:**  
Ensuring that people have access to internship and job opportunities by collaborating with the public, private sector, and non-governmental organizations at local and national levels.
3. **Guiding Students:**  
We offer selection consultancy and guidance services to students, including career development, professional selection, CV preparation, and interview options.
4. **Creating a Career Information System:**  
Creating a career information system so they can keep track of the experiences, skills, and certificates they have acquired during the education process.
5. **Creating and Updating an Alumni Database:**  
Creating and regularly updating a database containing contact information and the installation of alumni.
6. **Maintaining Communication with Alumni:**  
Continuously interacting with alums through events, surveys, and online platforms to maintain communication with them.
7. **Monitoring and Reporting Graduate Employment:**  
Collecting and analyzing data on the sectoral distribution of graduates, employment rates, and job fields.
8. **Collecting Feedback and Contributing to Program Development:**  
Evaluating the feedback from graduates and ensuring its contribution to learning and training programs.
9. **Collecting Employer Feedback:**  
Gathering graduates' feedback from major institutions and employers across organizations to rate the relevance of program outcomes to the labor market.
10. **Conducting Annual Reporting and Evaluation:**  
Presenting annual reports of career planning and graduate monitoring activities to the school administration.