國立高雄餐旅大學學生就業輔導實施要點

Guidelines for Student Employment Counseling
National Kaohsiung University of Hospitality and Tourism

100 年 02 月 17 日第 236 次行政會議審議通過
Approved by the 236th Administrative Meeting on February 17, 2011
108 年 08 月 07 日第 424 次行政會議修正通過
Amended and approved by the 424th Administrative Meeting on August 7, 2019

一、本校為協助學生進行職涯規劃，強化畢業生就業網絡交流機制，以提升學生就業力，特訂定本校「學生就業輔導實施要點」(以下簡稱本要點)。

Article 1

In order to assist students with career planning, strengthen employment networking mechanisms for graduates, and enhance students' employability, National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as "the University") hereby establishes the *Guidelines for Student Employment Counseling* (hereinafter referred to as "the Guidelines").

二、本要點輔導對象為本校學生及畢業生，就業輔導工作由各學術單位（指各系、學位學程及科，下同）推薦具有實務經驗及熱心輔導學生之老師擔任（下稱職輔老師），任期為二年，得連任，就業輔導工作得邀請各學術單位職輔老師代表與就業與育成服務組共同進行。

Article 2

The subjects of employment counseling under these Guidelines include students and graduates of the University.

Employment counseling services shall be carried out by faculty members recommended by each academic unit (including departments, degree programs, and divisions; hereinafter the same), who possess practical experience and enthusiasm for student guidance. Such faculty members shall serve as Employment Counseling Instructors (hereinafter referred to as "Counselors") for a term of two years and may be reappointed.

Employment counseling services may be jointly conducted by representatives of the academic units' Counselors and the Employment and Incubation Services Section.

三、本校實施就業輔導工作事項如下：

Article 3

The employment counseling services implemented by the University include the following matters:

(一)推動各項職涯測驗，引導職涯規劃。

Promoting various career assessment tools to guide career planning.

(二)辦理新生、在校生及畢業生就業輔導活動。

Organizing employment counseling activities for freshmen, current students, and graduates.

(三)辦理就業博覽會。

Organizing job fairs.

(四)畢業生流向追蹤調查之推動與成效之檢討。

Promoting graduate destination tracking surveys and reviewing their effectiveness.

(五)畢業校友服務、場地借用、傑出校友推薦。

Providing alumni services, venue reservations, and recommendations for outstanding alumni.

(六)推動一學術單位一職輔老師制度。

Promoting the system of “one Employment Counseling Instructor per academic unit.”

(七)其他就業輔導相關事宜。

Other matters related to employment counseling.

四、就業輔導工作討論會議每學期至少召開會議一次，必要時得召開臨時會 議。

Article 4

Employment counseling coordination meetings shall be convened at least once per semester. Extraordinary meetings may be convened when necessary.

五、本要點之輔導工作所需經費，由政府部門相關計畫經費支應。

Article 5

Funding required for the implementation of employment counseling services under these Guidelines shall be supported by relevant government project funds

六、本要點未盡事宜，依本校相關規定辦理。

Article 6

Any matters not specified herein shall be handled in accordance with relevant regulations of the University.

七、本要點經由行政會議通過，陳請 校長核定後實施，修正時亦同。

Article 7

These Guidelines shall take effect upon approval by the Administrative Meeting and ratification by the President of the University. The same procedure shall apply to any amendments.

本規章負責單位：研究發展處就業與育成服務組

Responsible Unit:

Employment and Incubation Services Section, Office of Research and Development