

Frequently Asked Questions

The Role of Office of Career Guidance & Placement (CGP)

1. What is the role of the Office of Career Guidance & Placement (CGP)?

The Office of Career Guidance & Placement (CGP) provides a variety of services to help students and graduates meet their goals. Some of the services are:

- **Career Exploration:**
 - The CGP office can provide information on various occupations when you are trying to decide your career. The counselor will point you towards finding out more about potential careers, understand who you are and what you want in your career and do some research into fields and occupations you think might be a good fit for you.
- **Career Decision Making:**
 - A counselor at CGP office can help you choose a career, based on your choices and suggest some possible options or help you figure out if the career you have in mind is suitable for you. The career counselor will subsequently help you decide what academic major will help you meet your goal.
- **CV/ Resume Writing & Cover Letter Writing:**
 - CGP office guides students to write their CVs / resumes and cover letters. They often conduct workshops and provide one-on-one sessions during which they review CVs/resumes and cover letters. **See Sample CV and CV Checklist in ‘Resume/ CV Writing’ under ‘Students & Graduates’ tab on the Main Menu.**
- **Job Interview Preparation:**
 - CGP office usually sponsors workshops to help you learn how to present yourself well in a job interview. They sometimes provide mock interviewing sessions where you can practice your skills. **See ‘General Structure of Interviews’ and ‘Interviewing Tips’ in ‘Tips and Tools for Interviews’ under ‘Students & Graduates’ tab on the Main Menu.**

2. What are the key functions of CGP?

- Placement: Internships, Part-time/full-time Jobs
- Career Counseling: Career paths, Job demand in industries
- Training & Development: Professional (soft) and industry skills

Hours and Services

3. How do I connect with CGP?

We are committed to helping you whenever you need us. Visit our office at:
Independent University, Bangladesh (IUB), First Floor (Level – 2), Room No: 2044, 2045
Plot # 16, Block # B, Aftabuddin Ahmed Road, Bashundhara R/A, Dhaka - 1212.

Office Hours:

Sunday – Thursday: 8:30am to 5:00pm

Closed on weekends and Govt. holidays

You may also reach us at Phone: +8801709963681

Email: cgp@iub.edu.bd **or**

Join the official Facebook page: <https://www.facebook.com/groups/iubcgp/> and become member to avail our services.

Internship and Job Opportunities

For Internships:

Get updated news of internship opportunities through FB page and notice boards, email your recent CV at cgp@iub.edu.bd for internship placement.

4. What is the procedure if I want to apply for an Internship?

The general procedure to apply for Internship:

Internship Procedure for Business School Students

- ✓ Contact the **BBA Program Office** for the **Internship Form** and other details.
- ✓ The BBA Program Office will send the **Eligibility List of students to the CGP Office.**
- ✓ After publication of the **Eligibility List**, the students will come to the **CGP office** and
- ✓ **Highlight their name in the Eligibility List** (If your name is not on the list, please contact BBA program office)
- ✓ Write your **name, ID, and desired company names** (max 4) in the CGP log book.
- ✓ Get the **delivery date and time** from CGP Officer/SOD.
- ✓ **Collect the forwarding letter** to be submitted to the companies and sign the log book.

Internship Procedure for SECS/ SLASS/ SLS/ SESM students

- ✓ Collect the **Internship Form** from **CGP office.**
- ✓ Submit the **Form with your CV and also email the CV to cgp@iub.edu.bd.**
- ✓ After submitting the Form write your **name, ID, and desired company names** (max 4) in the CGP log book.
- ✓ Get the **delivery date and time** from CGP Officer/SOD.
- ✓ **Collect the forwarding letters** to be submitted to the companies and sign the log book.

5. If I try to manage my own job or internship, then how can CGP help me?

CGP will help you with a forwarding letter, references and any other assistance you may need with your job or internship placement.

For Job Opportunities:

6. How can I get to know of job openings from CGP?

CGP Office notifies students/graduates throughout the year about jobs (part-time, contractual or full-time) and internship opportunities by FB posts, SMS services, announcement on this webpage and notices.

7. Are there opportunities for students to speak directly with employers?

We invite employers to participate in workshops, panels, networking events, information sessions, meetups and career fairs. We also host an annual IUB Job Fair for all IUB students and graduates. Keep a lookout for Job Fair information and announcements in the IUB web.

General Queries

8. I am not a student of Independent University, Bangladesh, can I get any service from CGP?

No, our services are exclusively for the students and Alumni of Independent University, Bangladesh.

9. If I hold a bachelor's degree from IUB but a post-graduate degree from another university, will I get assistance from CGP?

Yes, you will be able to get help from Career Guidance and Placement (CGP). We always welcome our alumni.

10. How can I get feedback from CGP, about a matter relating to a job or internship?

You are always welcome to contact us for any update. However, we appreciate your patience and, so, please allow us a reasonable time to work on your requirements. We will inform you as soon as there are confirmed updates. **Please make sure that the Office has your updated contact details.**

11. Can I work with CGP as a volunteer? What are the benefits?

Yes. You can work with us as a volunteer. You will also get a certificate on your service which will benefit you in your job interview. You can get regular updates at: <https://www.facebook.com/groups/iubcgp/>

12. How can we get a job at CGP?

There is an opportunity for you to work at Career Guidance & Placement (CGP) as a Student on Duty (SoD). CGP notifies all the students through notices and Facebook posts. You will have to fill in the '**Application Form**' available under the heading '**Work with CGP**' located at the bottom of the Home page then email the same to cgp@iub.edu.bd. You will then be called for an interview.

13. What is the email address of CGP?

For general queries email us at cgp@iub.edu.bd, and we will get back to you.

Registering for Workshops, Appointments & Events

14. Can I attend CGP workshops or appointments without registering online?

Yes, you can attend all CGP workshops without registration (unless specified) but for appointments you must pre-register on the '**Book an Appointment**' tab under '**Students & Graduates**'.

15. Where can I find a calendar of all CGP workshops & events?

All upcoming CGP workshops and events are listed under '**Events**'.

16. What is the objective of the seminars/workshops that CGP organizes? Why should we attend these?

The objective of our seminars/workshops is to connect students with the relevant industry personnel. Typically, the seminars/workshops are conducted by corporate leaders, motivational speakers, and trainers. These key figures in industry share their expectations of fresh graduates and growing employees. They also provide guidance and techniques to develop your employability and soft skills.

17. How can Career Counsellors help me?

Career Counsellors are available to assist students in a variety of ways. Common topics that are discussed include:

- Exploring your talents, interests, and skills
- Developing a career plan and exploring career options
- Fine-tuning your job search techniques and developing job search strategies
- Assistance in aligning your degree with a career