



جامعة زايد
ZAYED UNIVERSITY

Career Portal Guide

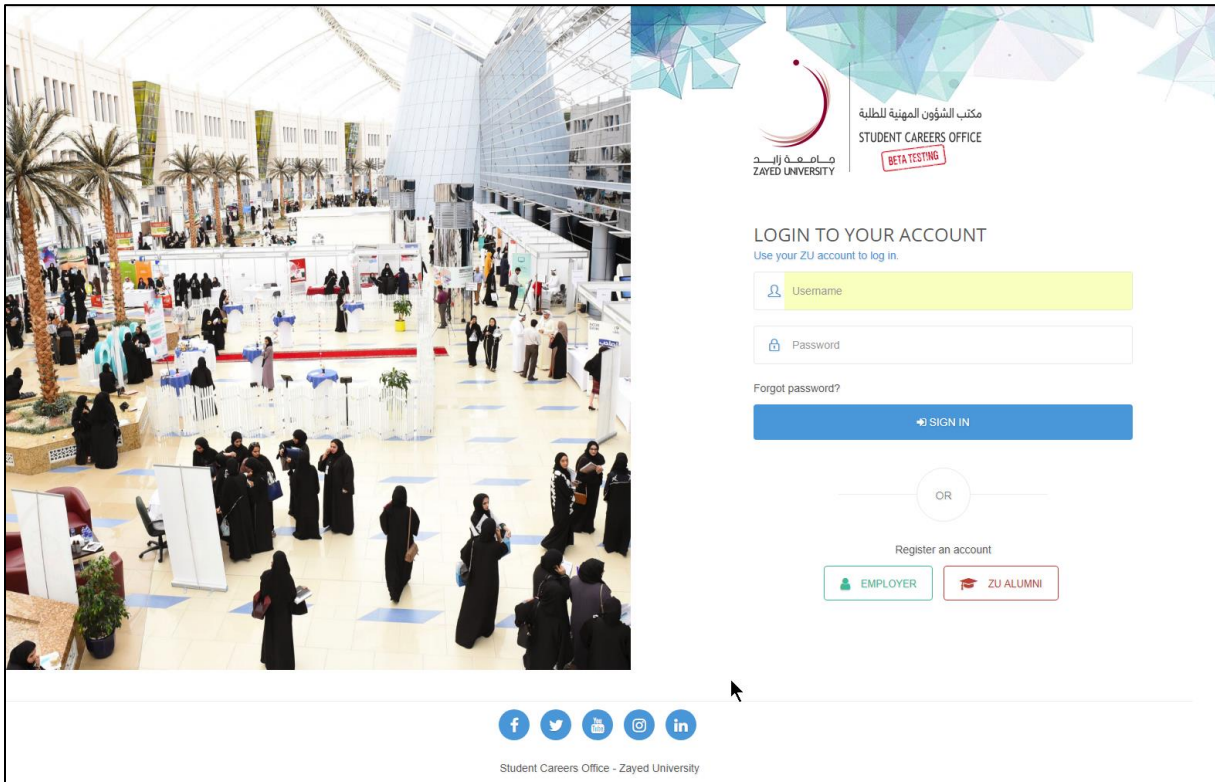
How to use the Career Portal for Student

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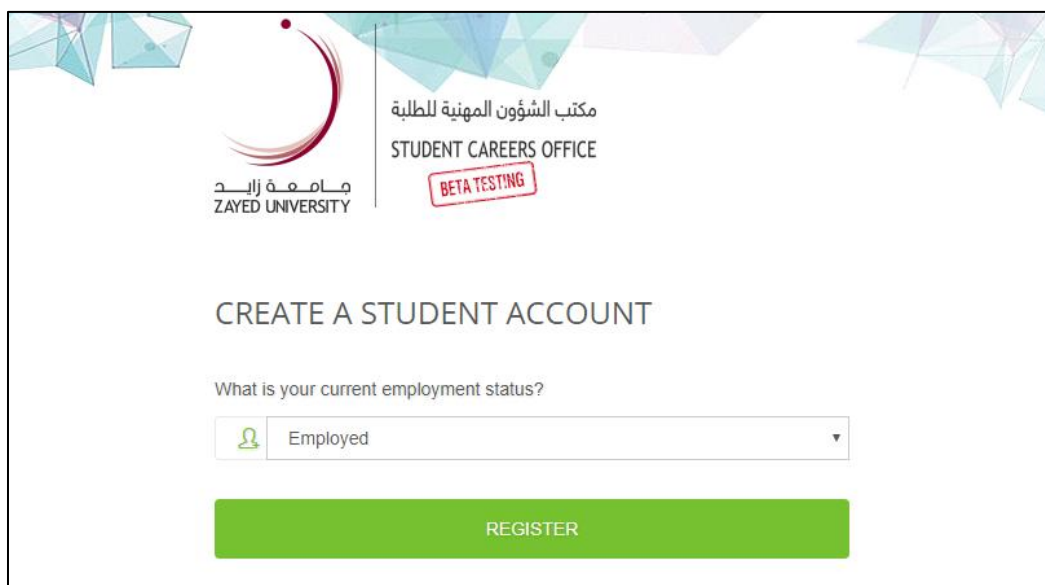
Getting Started

To start, visit the URL (<https://careers.zu.ac.ae>) to access the Student Career Portal site. Sign in using your ZU account.



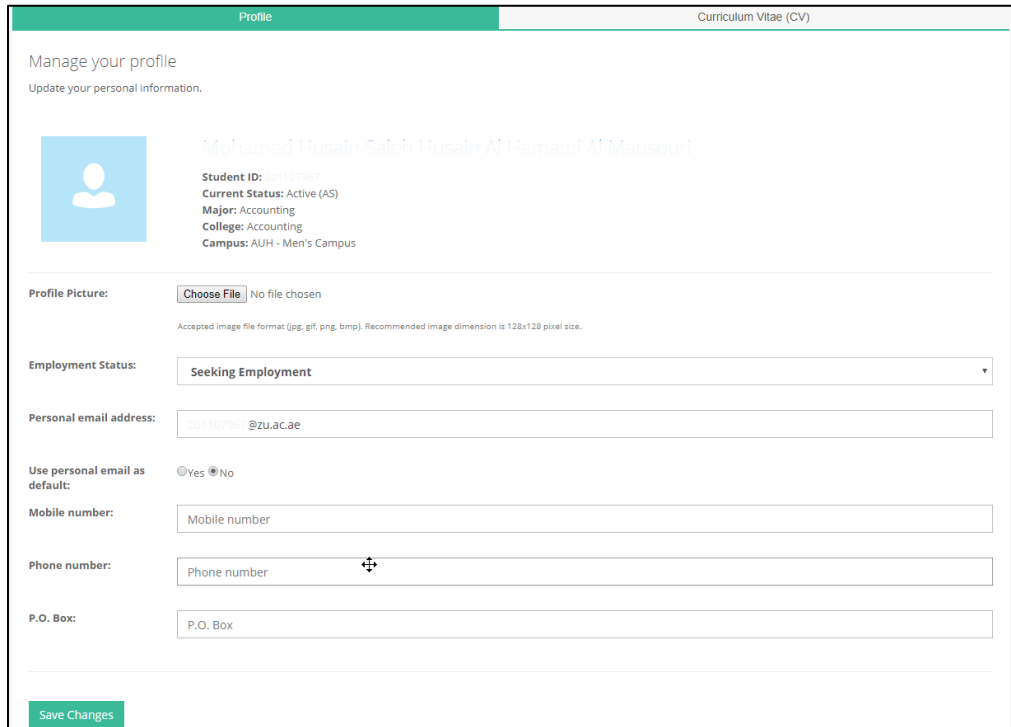
Create a Student Account

If this is the first time you access the Career Portal, you will be prompted to Create a Student Account. Select your current employment status and click Register to proceed.



Manage your profile

Complete your personal information. Make sure to provide your latest contact information. This will help us to serve you better. Keep your personal information up to date at all times.

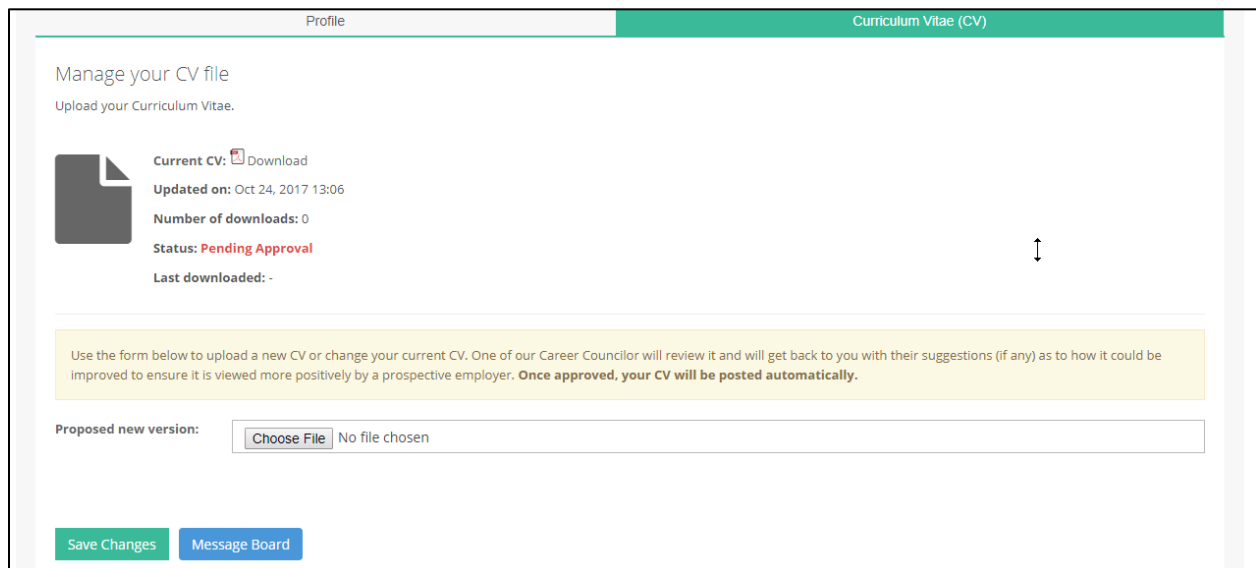


The screenshot shows a web interface for managing a user profile. At the top, there are two tabs: 'Profile' (active) and 'Curriculum Vitae (CV)'. The main heading is 'Manage your profile' with a sub-heading 'Update your personal information.' Below this is a profile picture placeholder and the user's name: 'Mohamed Husain Saleh Husain Al Hamami Al Mansouri'. To the right of the name, several details are listed: 'Student ID: 20110796', 'Current Status: Active (AS)', 'Major: Accounting', 'College: Accounting', and 'Campus: AUH - Men's Campus'. Below the profile information, there are several form fields: 'Profile Picture' with a 'Choose File' button and a note about accepted image formats; 'Employment Status' with a dropdown menu set to 'Seeking Employment'; 'Personal email address' with a text input field containing '20110796@zu.ac.ae'; 'Use personal email as default:' with radio buttons for 'Yes' (selected) and 'No'; 'Mobile number' with a text input field; 'Phone number' with a text input field and a cursor icon; and 'P.O. Box' with a text input field. At the bottom left, there is a green 'Save Changes' button.

Manage your CV file

Upload your latest Curriculum Vitae (CV). One of the Career Councilor will review it and will get back to you with their suggestions (if any) as to how it could be improved to ensure it is viewed more positively by a prospective employer. Once approved, your CV will be posted automatically.

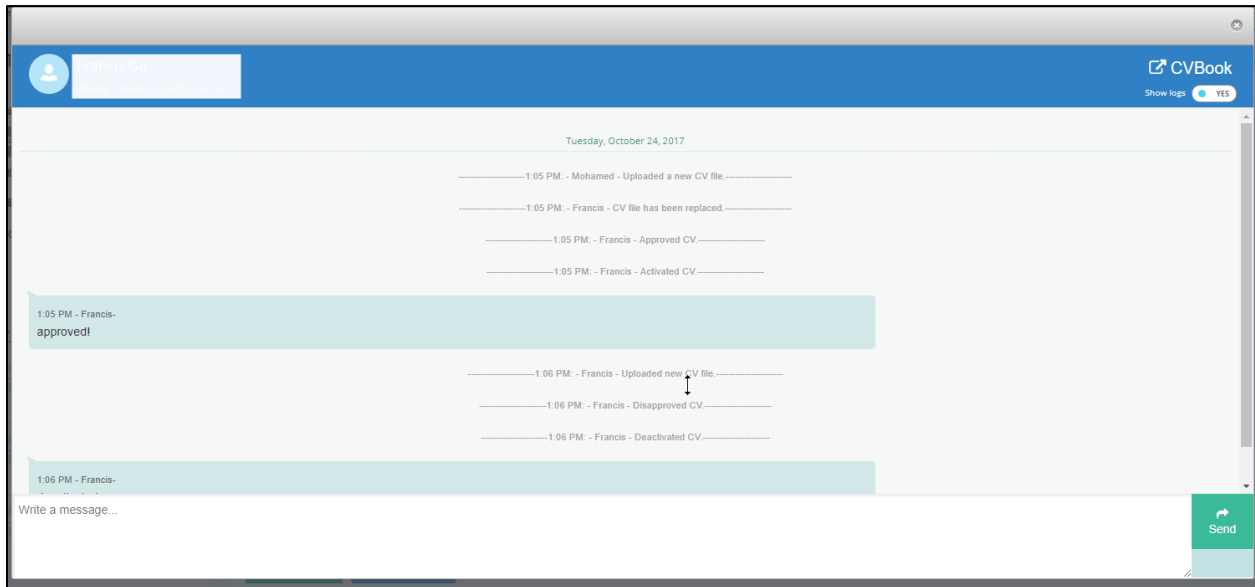
Upload your CV



The screenshot shows a web interface for managing a user's CV file. At the top, there are two tabs: 'Profile' and 'Curriculum Vitae (CV)' (active). The main heading is 'Manage your CV file' with a sub-heading 'Upload your Curriculum Vitae.' Below this is a file icon and the following information: 'Current CV: Download', 'Updated on: Oct 24, 2017 13:06', 'Number of downloads: 0', 'Status: Pending Approval', and 'Last downloaded: -'. Below this information is a yellow box containing the text: 'Use the form below to upload a new CV or change your current CV. One of our Career Councilor will review it and will get back to you with their suggestions (if any) as to how it could be improved to ensure it is viewed more positively by a prospective employer. Once approved, your CV will be posted automatically.' Below the yellow box, there is a 'Proposed new version:' label and a 'Choose File' button with the text 'No file chosen'. At the bottom left, there are two buttons: a green 'Save Changes' button and a blue 'Message Board' button.

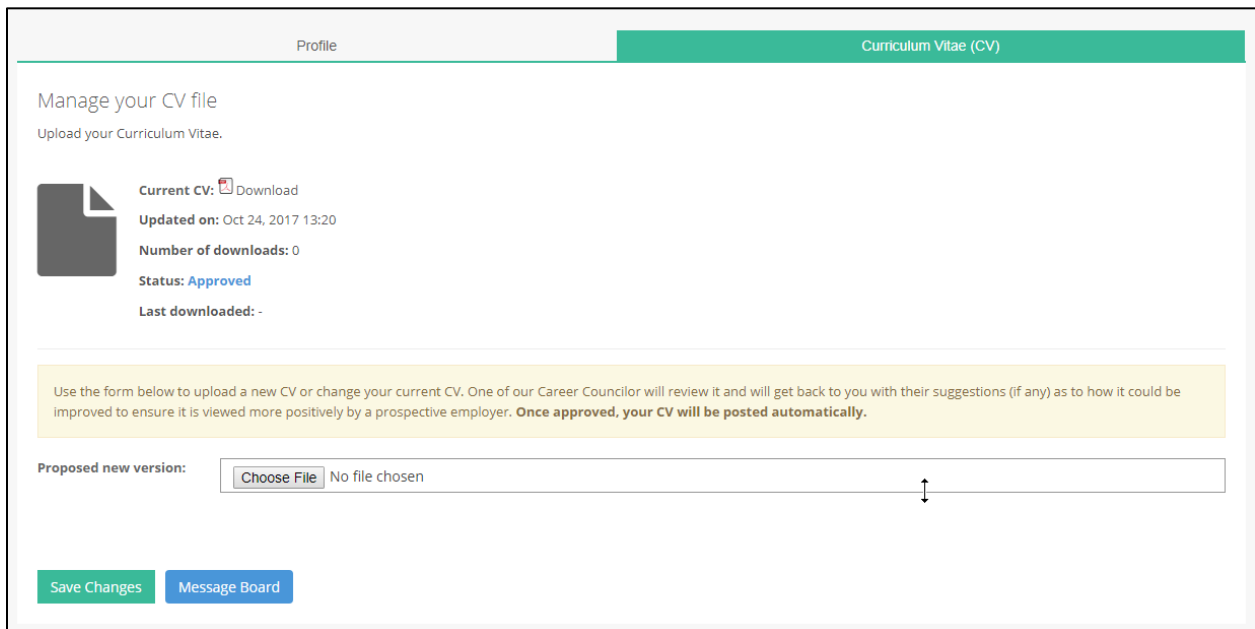
CV Review

After you have uploaded your CV, one of the Career Councilor will check and review it. Should there be any changes or comments, the councilor will communicate with you through the **Message Board** system. You will get a notification if a message has been sent to you.



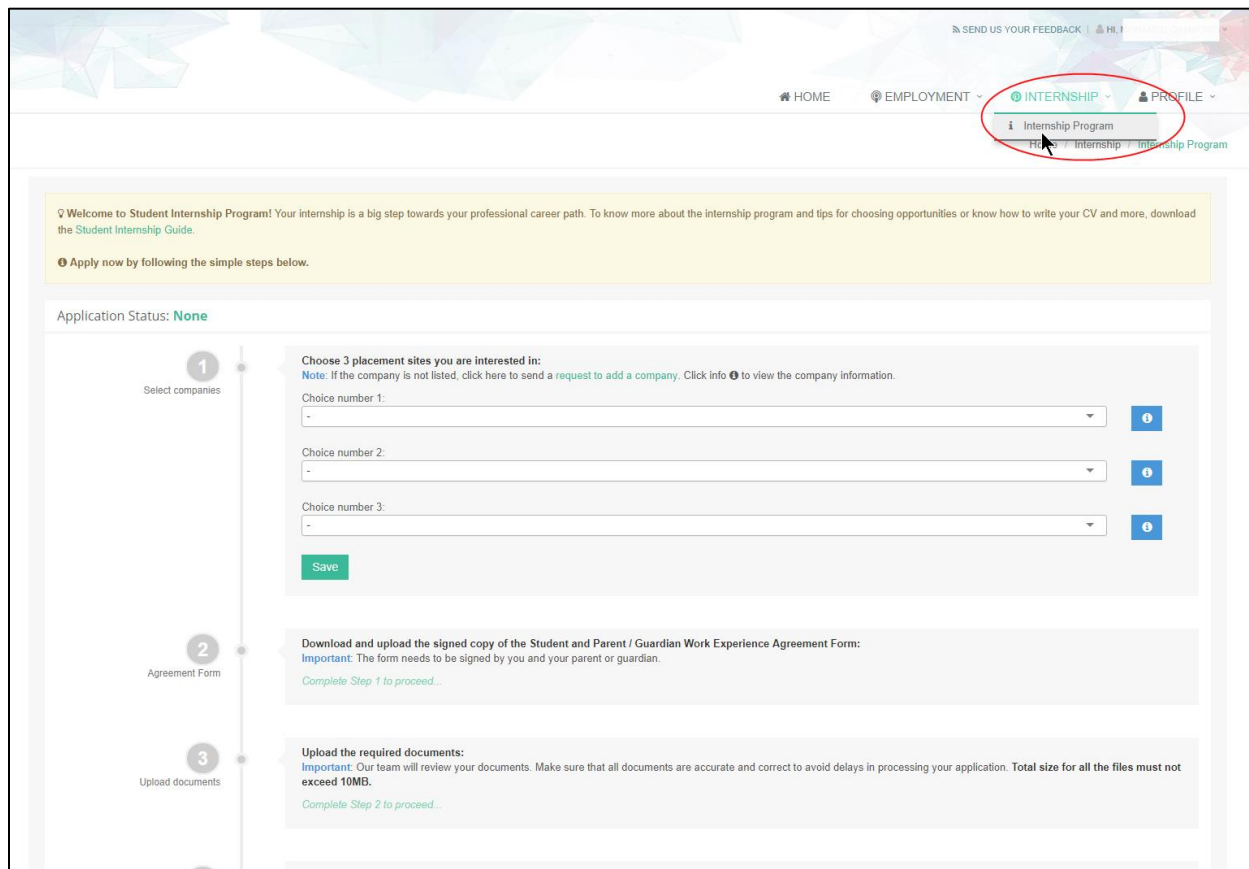
CV Approval

Your CV will be published online automatically once it has been approved. Note: Advisors and potential Employers can view and download them online.



Internship

To start your internship application, go to the Internship Program page.



Application

Follow the steps below to apply now.

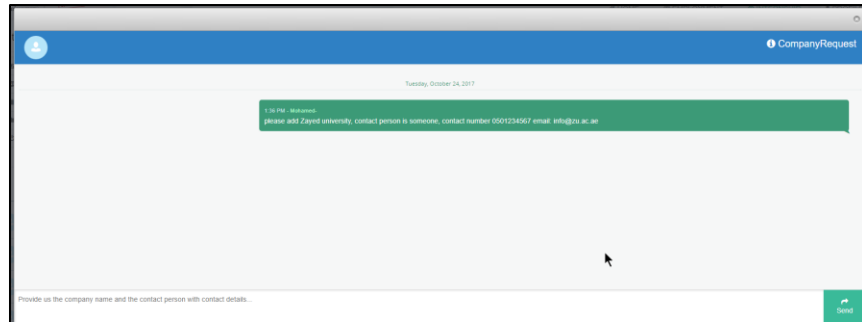
Step 1 - Placement Sites

Choose the companies you are interested in according to your preference. Your first choice will always be given the priority. Once done, click "Save" to save your selection. Click on (i) icon to view more information about the company.



Company listing

If the company of your choice is not in the list, click on “request to add a company” to send a request to add the company information. Provide the company name and the contact person with contact details.



Step 2 – Agreement Form

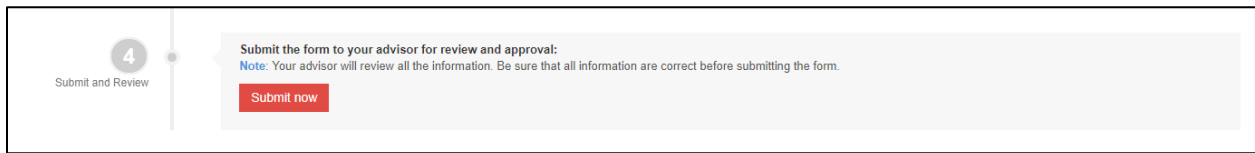
Download and upload the signed copy of the Student and Parent/Guardian Work Experience Agreement form. The form needs to be signed by you and your parent or guardian.

Step 3 – Required Documents

Upload the required documents. Our team will review your documents. Make sure that all documents are accurate and correct to avoid delays in processing your application.

Step 4 – Submit

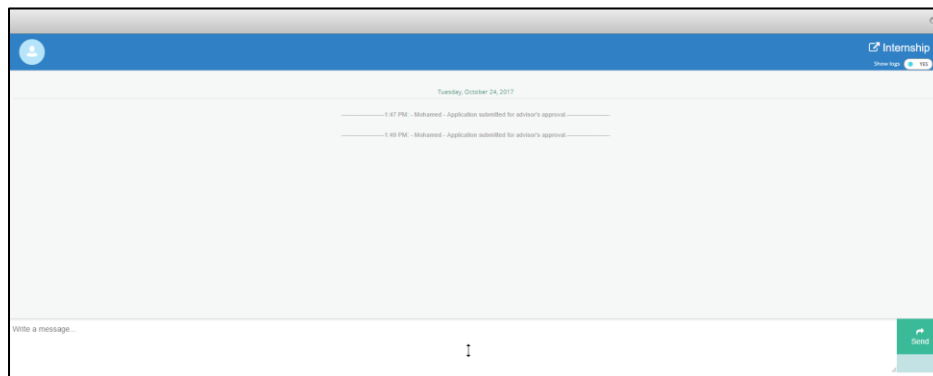
Submit the form to your advisor for review and approval. Your advisor will review all the information. Be sure that all information is correct before submitting the form.



Approval Process

Once you have submitted your application, your advisor will check and review your application. You will be notified once your application has been approved or rejected.

You can use the Message Board to check the status and communicate with your Advisor.



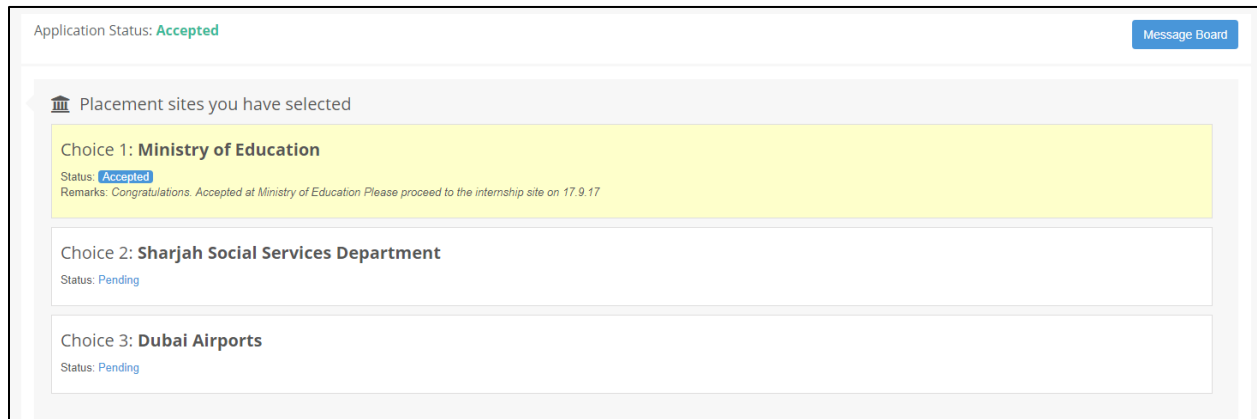
While you wait

Once approved by your advisor, the Internship Coordinator team will facilitate the process. The team will do its best to place you in one of the organizations you have selected, however this CANNOT be guaranteed. When one of the above cannot be secured, the team will find an alternate site based on your choices.



Hired and Accepted

Congratulations. One of the company you have selected has accepted your internship application.

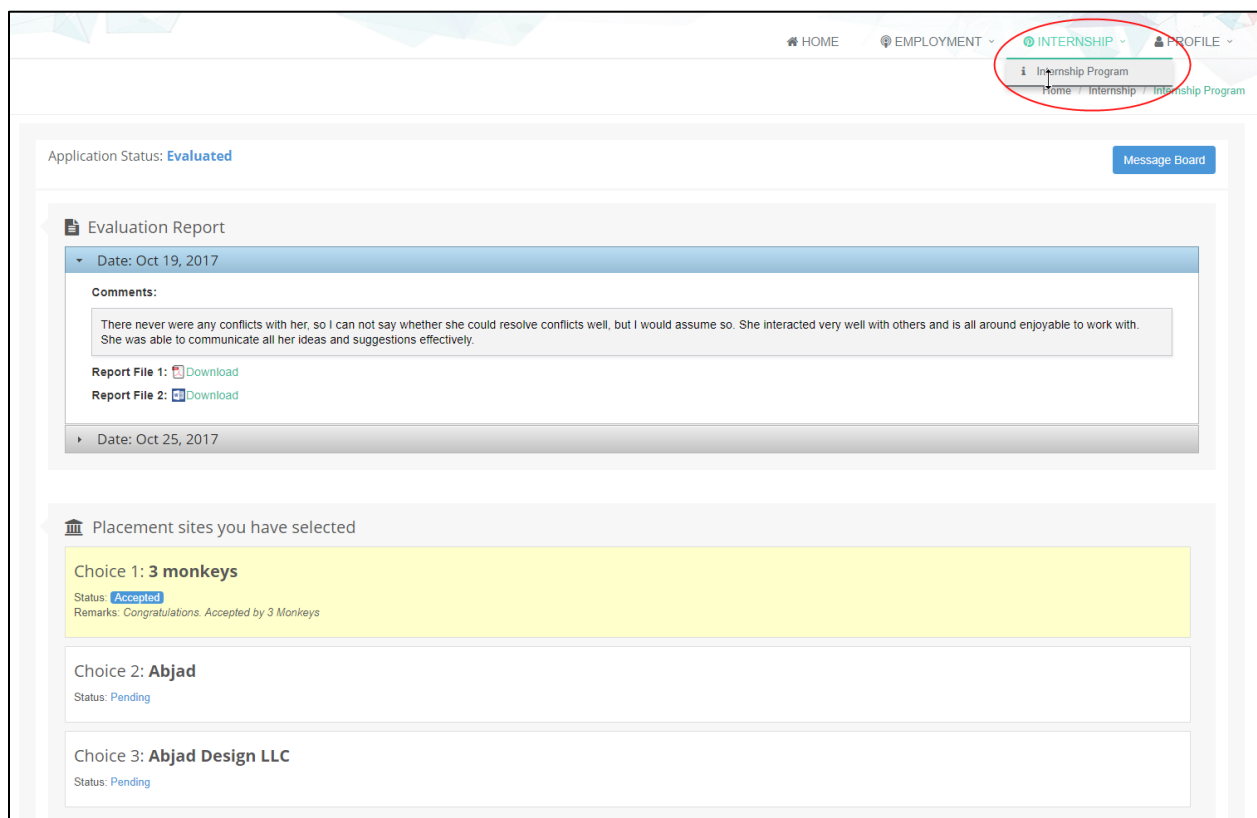


The screenshot shows a user interface for an internship application. At the top, it says 'Application Status: Accepted' in green. There is a 'Message Board' button in the top right. Below this is a section titled 'Placement sites you have selected' with a building icon. It lists three choices:

- Choice 1: Ministry of Education**
Status: **Accepted**
Remarks: Congratulations. Accepted at Ministry of Education Please proceed to the internship site on 17.9.17
- Choice 2: Sharjah Social Services Department**
Status: Pending
- Choice 3: Dubai Airports**
Status: Pending

Evaluation Report

During the internship you and your advisor will meet regularly to discuss your activities and progress. Your evaluation report will be posted on your personal Internship program page.



The screenshot shows a user interface for an evaluation report. At the top, it says 'Application Status: Evaluated'. There is a 'Message Board' button in the top right. The navigation menu at the top includes HOME, EMPLOYMENT, INTERNSHIP (circled in red), and PROFILE. Below this is a section titled 'Evaluation Report' with a document icon. It shows two reports:

- Date: Oct 19, 2017**
Comments:
There never were any conflicts with her, so I can not say whether she could resolve conflicts well, but I would assume so. She interacted very well with others and is all around enjoyable to work with. She was able to communicate all her ideas and suggestions effectively.
Report File 1: [Download](#)
Report File 2: [Download](#)
- Date: Oct 25, 2017**

Below the evaluation reports is a section titled 'Placement sites you have selected' with a building icon. It lists three choices:

- Choice 1: 3 monkeys**
Status: **Accepted**
Remarks: Congratulations. Accepted by 3 Monkeys
- Choice 2: Abjad**
Status: Pending
- Choice 3: Abjad Design LLC**
Status: Pending