



IBA CAREER DEVELOPMENT CENTRE

The Career Development Center (CDC) at the Institute of Business Administration (IBA) is dedicated to facilitate on board students, graduating apprentices and alumni in the overall process of self-evaluation, creating awareness about career opportunities, conducting career assessment & guidance, assisting in career development & job search, increasing the employability of IBA graduating students, developing strong and tangible linkages between employers and IBA graduates, and support IBA alumni in their career progression.

CDC strives to achieve its mandate by organizing workshops on different career themes & career specific seminars, conducting career planning sessions, providing one-to-one guidance & advisory services to the IBA students, arranging individual career counseling sessions, resume and cover letter reviews, mock interviews, publishing graduate directories, and facilitating our clients in internship and job search process. Moreover, the CDC assists students in identifying Internships, Apprenticeship, Externships and Job opportunities available within and outside Pakistan. We also offer a wide range of career-related events for IBA students and alumni, and have partnered with employers from all sectors looking to recruit from our IBA community. Our main focus lies in building long term relationship with corporate, social and public sector organizations within Pakistan and also with international employers.

Following services are offered by the CDC:

Career Counseling:

CDC provides individualized career counseling to on board students. The counseling helps students in exploring their interests, skills, values and abilities, and learning about nature of work and prospects of relevant careers, and also to explore educational requirements and funding options. Overall, our counseling services facilitate students to make an informed career decision and draft a road map for their future success. To schedule an appointment for career counseling, contact the CDC office or email us at cdc@iba.edu.pk.

Workshops and Seminar:

Throughout the year, CDC hosts a variety of career specific workshops, seminars, panel discussions and talk shows for students. These programs help students research about a variety of career options and to choose a career path that is compatible with their academic discipline, skills, interests, values and personality.

Recruitment Drives:

The CDC also offers on-campus recruiting opportunities to employers. Formal on-campus recruiting activities are usually scheduled from December to July. Our corporate services are exclusively for partnered employers only, where they can conduct interviews, tests/assessments, as well as provide information to students. CDC is engaged with these corporate partners in many ways for the placement of IBA graduates.

Mock Assessments:

Our corporate partners and our Alumni take high interest in counseling our students. The overall purpose is to enhance the competencies of the students such that they are aligned with the employer's needs. We arrange regular workshops, guest speaker sessions, mock interviews and practice sessions for preparing our students for all types of competitions and recruitment drives. These activities are arranged throughout the year.

Jobs Announcements:

CDC regularly receives job postings from corporate partners and these jobs are announced to a relevant group of students via different communication mediums. This has been the most effective tool for the placement of students. CDC publishes only authenticated and validated job postings. To provide effective and meaningful services to our corporate partners, CDC ensures the quality and relevance of the graduate profiles sent to organizations.

Graduate Directory:

The CDC publishes a graduate directory for employers every year as another talent search resource. This graduate directory serves as a depository of information for recruitment of potential employees. Soft copies of these profiles are also shared with many employers in the country and overseas. Employers can avail their copy by sending their request at cdc@iba.edu.pk.

Job Shadowing:

Job Shadowing is a practical experience option where students learn about a job by walking through the work as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Through this initiative, students witness firsthand work environment, employability and occupational skills in practice, the value of professional training and potential career options. CDC has designed this particular program to increase career awareness, help alters student behavior through examples, and reinforce in the student the link between classroom learning and work requirement. The following programs are developed for providing the practical exposure to IBA students:

1. Responsible Citizen Internships (RCI):

Six weeks' social internship for all students enrolled in IBA. Under RCI, students need to work in a social sector organization, NGO, community based organization or any charitable institute in Pakistan.

2. Corporate Internships:

A mandatory requirement for students of MBA/BBA/BSCS programs at IBA. Undergraduate junior students in their sixth semester and MBA students in their 2nd semester go through many activities to secure corporate internships. CDC also facilitates students who arrange their internships on their own after collecting necessary information regarding the company and the nature of work, etc.

3. Experiential learning Program (ELP):

An integral part of the BBA program offered at the IBA. A group of 4-5 final semester students undertake a management consulting assignment in real life business environment related to managerial and organizational problems that need solutions. CDC facilitates in different processes of ELP along with other designated department and committees.

Job Fair:

Number of employers participate in an annual exclusive event held every year in February, where they meet and talk to graduating students in a formal environment. This annual event offers prominent industry players a great opportunity to brand and market their corporate image to emerging leaders. This fair provides an ideal of opportunity for prospective employers to interact with the students. The CDC's role is to ensure that various companies across different sectors are invited to the Job Fair so that our students are exposed to various organizations and simultaneously employers get an opportunity to market and brand their corporate image.

Career Resource Material:

CDC develops various career resource materials for students to facilitate them in their careers and professional lives. To access any relevant information, the students can contact the CDC.

For Further Details Contact:

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