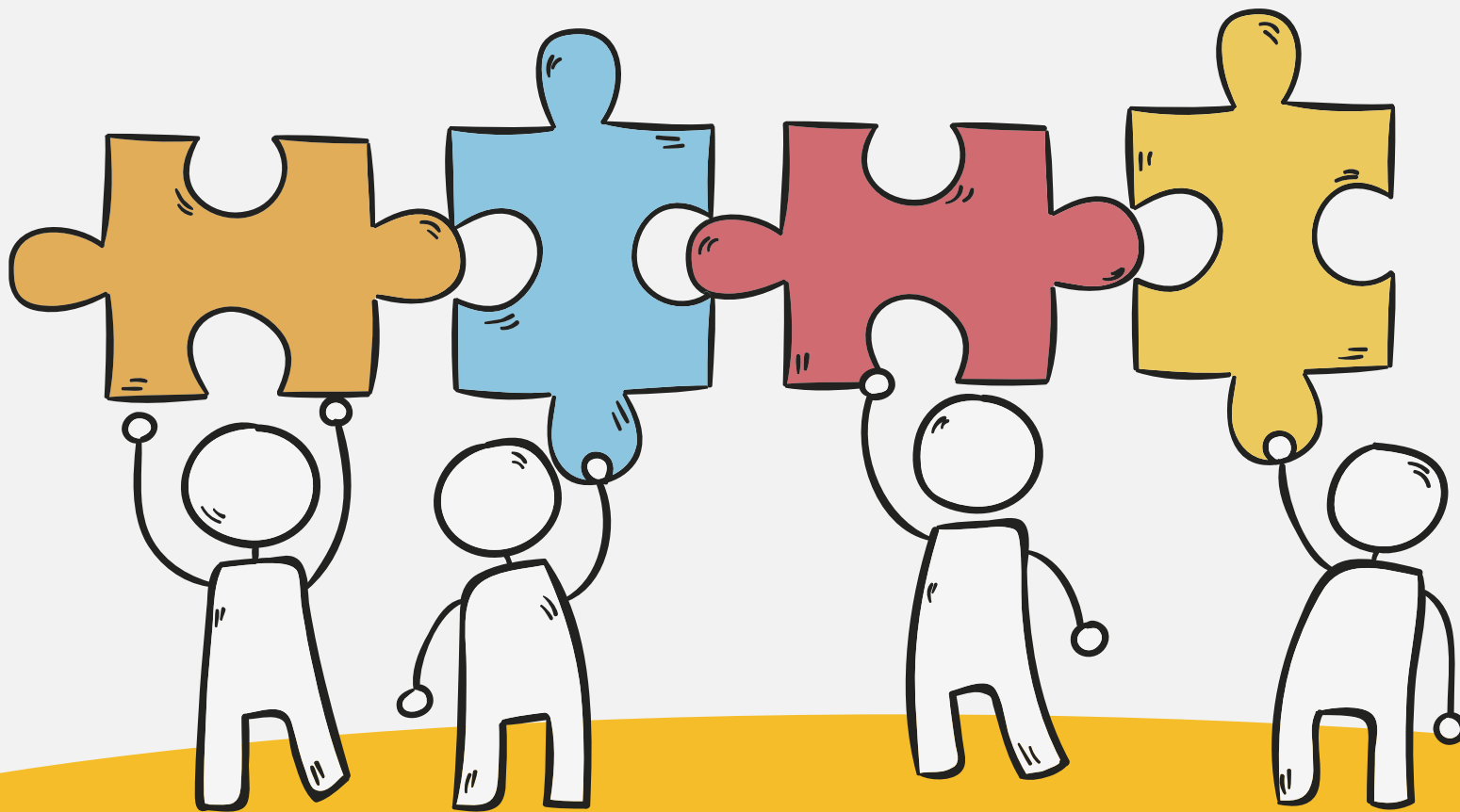


C a r e e r D e v e l o p m e n t C e n t e r

學生事務處生涯發展中心



弘光科技大學
HUNGKUANG UNIVERSITY

CONTENTS

1

單位簡介

2

服務項目

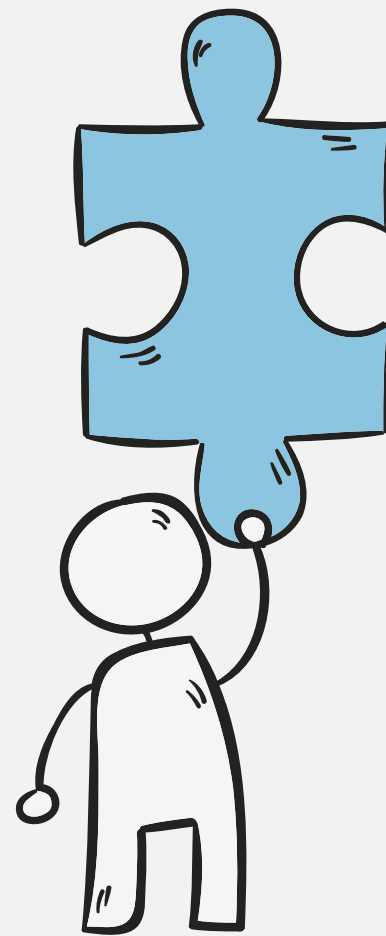
3

課程資訊

01

單位簡介

Unit Introduction



位置
Location

N棟地下一樓
NB110

職涯發展中心

Career Development Center

弘光科技大學 校區平面圖



- | | | |
|---|---|--|
| A 行政大樓
Administration Building | D 食品科技大樓
Food Science and Technology Building | H 毓麟館
Yu-Lin Hall |
| B 教學大樓
Instructional Building | F 食品技藝大樓
Culinary arts Building | J 智慧科技大樓
Intelligent Technology Building |
| I 教學大樓
Instructional Building | L 生活應用大樓
Arts, Humanities and Management Building | K 體育館
Gym |
| P 綜合教學大樓
Multi-purpose Instructional Building | M 教學大樓
Instructional Building | O 健身中心
Physical Fitness Center |
| E 護理大樓
Nursing Building | N 研究大樓
Research Building | Y 學生宿舍
Student Dormitory |
| G 圖書資訊大樓
Library and Information Building | Q 學生宿舍
Student Dormitory | |

聯絡方式
Contact
Information

電話 PHONE
04-26318652 # 2206-2208

Line code



服務時間
Service Time

周一到周五
Monday to Friday
8:30-16:30

02

服務項目

Service Items

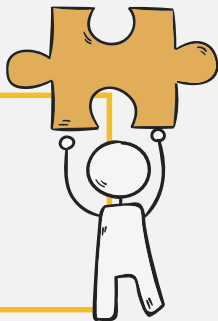


職涯發展中心

CareerDevelopmentCenter

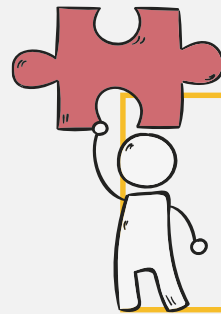
職涯探索及諮詢服務

Career Exploration and Counseling Services



職涯/就業相關課程

Career/Employment-related Courses



徵才博覽會/就業媒合

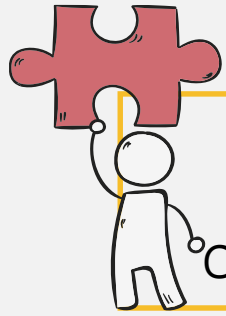
Job Fair / Employment Matching



畢業生就業追蹤

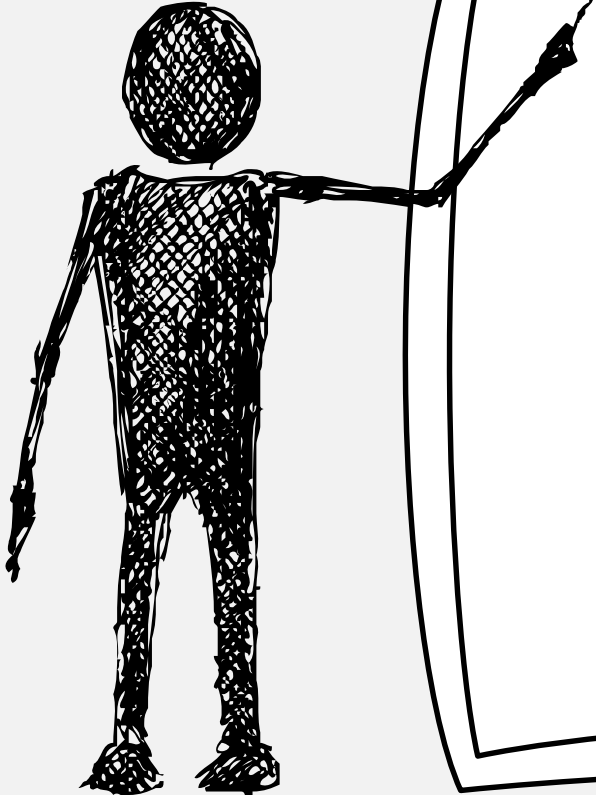
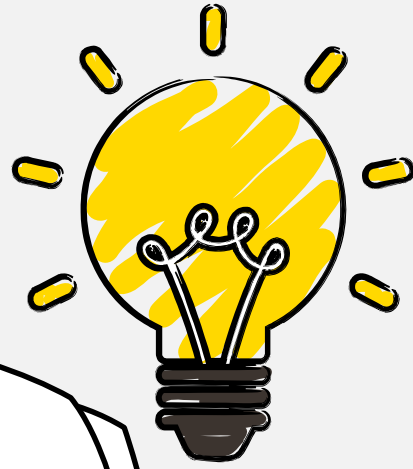
Graduate Employment Tracking





職涯/就業相關課程

Career/Employment-related Courses



1. 職涯定位工作坊

2. 勞動法令課程

3. 職場就業力課程

4. 履歷自傳健檢

5. 模擬面試訓練

1 Career Positioning Workshop

2. Labor Laws
and Regulations Course

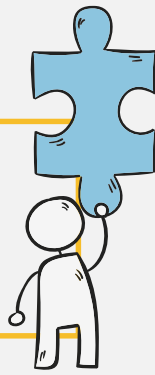
3. Workplace Employability
Skills Course

4. Resume and Personal
Statement Checkup

5. Mock Interview Training

企業說明會/就業媒合

Job Fair / Employment Matching



企業說明會 Job Fair

1. 各系針對有徵才需求之企業進行說明會邀約。
2. 挑選出符合且有意願聘用國際人才之企業，進行聘用說明。
3. 進一步了解企業文化、職缺內容及須具備之能力。

1. Each department invites companies with recruitment needs to hold information sessions.
2. Select companies that are qualified and willing to hire international talent and conduct recruitment presentations.
3. Further understand the company culture, job openings, and required skills and qualifications.



就業媒合 Employment Matching

根據學生具備之技能、經歷、興趣以及企業的需求，進行職缺配對，以利學生畢業即就業。

Based on the skills, of the students, and the needs of the companies, job matching is conducted to facilitate students' employment upon graduation.





畢業生就業追蹤

Graduate Employment Tracking



為了解學校培育之人才是否順利就業，每年7-9月將進行畢業生就業追蹤，請各位同學不吝嗇的與我們分享唷~~



In order to understand whether the talents cultivated by the school are successfully employed, we will conduct graduate employment tracking every year from July to September. We kindly ask all students to generously share their experiences with us~~

1. 工作狀況: 就業、升學、待業等
Employment Status: Employment, Further Education, Unemployment, etc.

2. 工作類型: 行業別、薪資、地點等
Job Type: Industry, Salary, Location, etc.

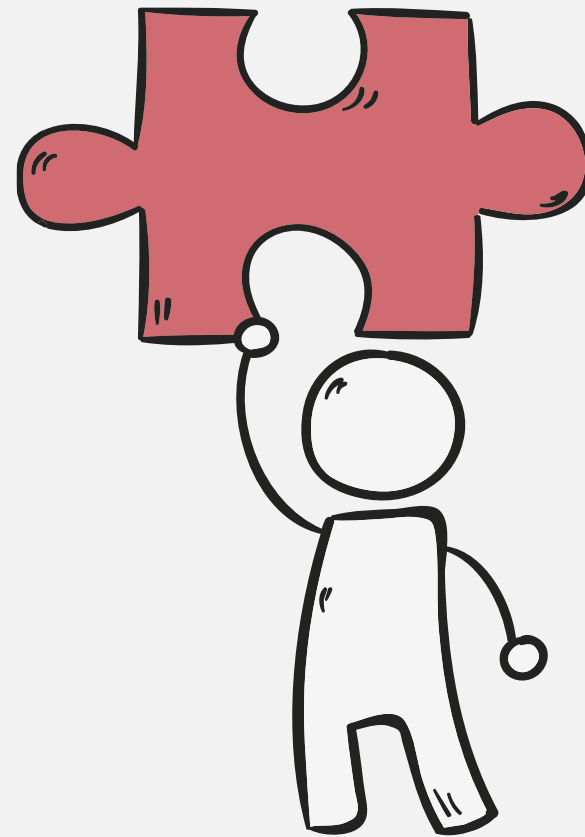
3. 就業條件: 專業能力、工作滿意度等
Employment Conditions: Professional Skills, Job Satisfaction, etc

4. 學習回饋: 學習經驗、在學就業幫助等
Learning Feedback: Learning Experience, Employment Support During Studies, etc.

03

課程資訊

Course Information



113.2 學期

職涯發展中心
Career Development Center

我要報名

如果你有遇到.....

1. 不知道自己適合做什麼工作
2. 該如何找工作
3. 如何讓企業選擇我

參加以下課程，都能幫您解答唷

If you

I don't know what job is right for me

How to find a job?

How to make a company choose me?

By taking the following courses, all your questions will be answered!



日期	時間	時數	主題	地點
3/13(四)	13:00-15:00	2	履歷自傳撰寫技巧 Personal Statement Writing	N502
3/13(四)	15:00-17:00	2	面試模擬工作坊 Interview Training	N502
3/15(六)	09:00-16:00	6	職涯探索課程 Career Exploration Course	N504



113.2 學期

職涯發展中心
Career Development Center

我要報名

1. 在職場中的基本權益，如工資、工時、休假、工傷等，您了解嗎？

Do you understand the basic rights in the workplace, such as wages, working hours, leave, and workplace injuries?

2. 與雇主之間的法律關係與義務，如何保障自己的合法權益。

The legal relationship and obligations between employees and employers, and how to protect one's legal rights.



工作上的自身權益相關課程 Courses related to personal rights in the workplace:

日期	時間	時數	主題	地點
4/24(四)	13:30-15:30	2	勞動權益(含勞動法令)課程	N515
4/24(四)	15:30-17:30	2	勞動權益(含勞動法令)課程	N515
5/8(四)	13:30-15:30	2	勞動權益(含勞動法令)課程	N502



113.2 學期

職涯發展中心
Career Development Center

我要報名

在工作上，與老闆、同事溝通順利嗎？
想換工作，但我該如何介紹自己？
我是什麼風格的人？我適合什麼工作？
面對工作，我好困擾.....

Is your communication with your boss and colleagues smooth at work?
I want to change jobs, but how should I introduce myself?
What type of person am I? What job is suitable for me?
I am so troubled with work...

別擔心職涯中心開的課程都能幫助您唷~~

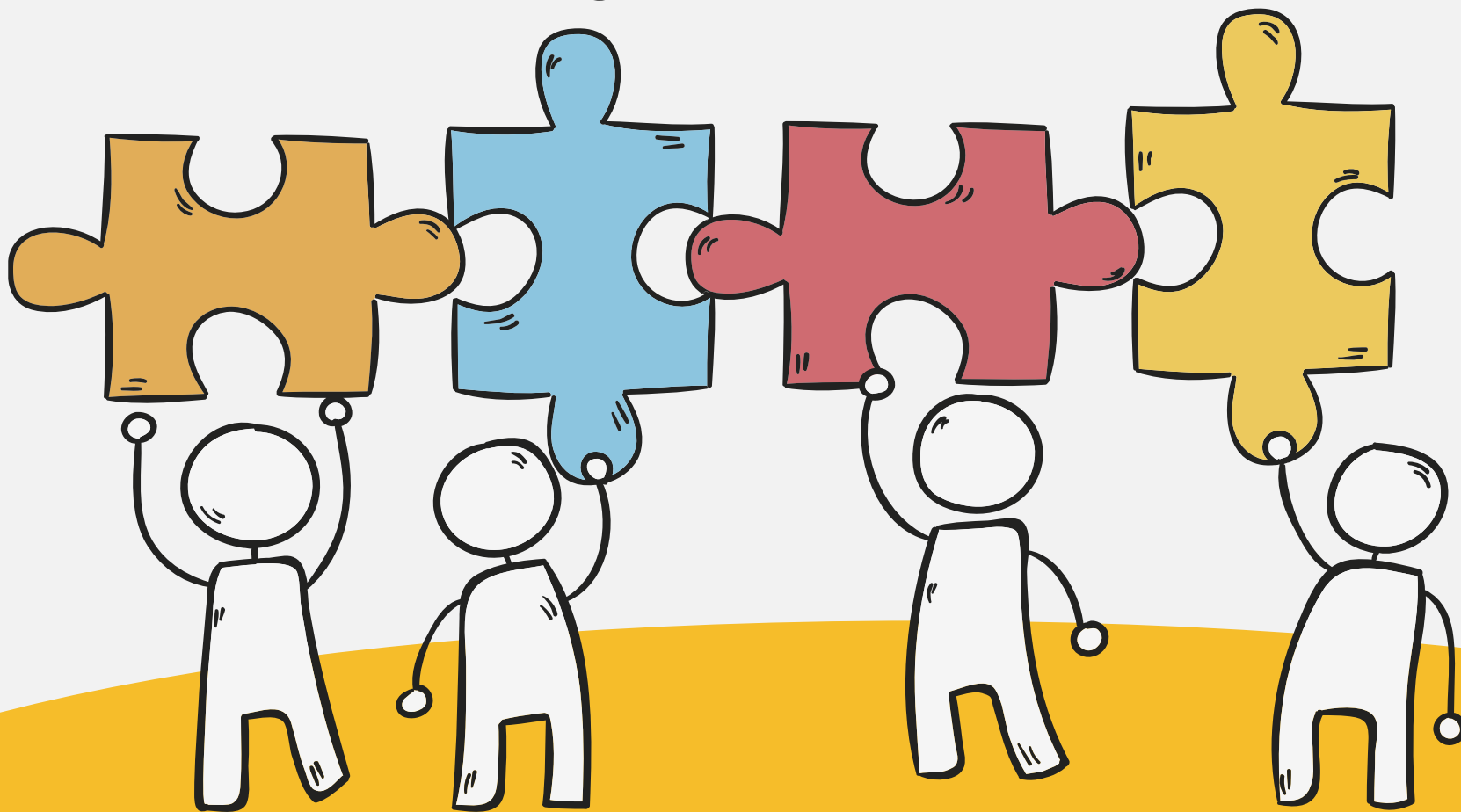
Don't worry, the courses offered by the Career Center will help you~~

日期	時間	時數	主題	地點
3/22(六)	09:00-16:00	6	流程管理與溝通(火車+樂高)	N504
4/24(四)	13:30-15:30	2	如何撰寫商業計劃創業工作坊	N502
4/24(四)	15:30-17:30	2	職場面試技巧	N502
5/1(四)	15:30-17:30	2	五動天賦之光-認識自我PODA工作風格	N516
5/8(四)	15:30-17:30	2	樂高六色積木-玩出職場競爭力	N502



Career Development Center

Q&A TIME



弘光科技大學
HUNGKUANG UNIVERSITY