

Appendix 3

Contents of Model Program

Common program to the 3 areas		
6 basic pillars	1 Job counseling	
	2 Cultivating job vacancy	
	3 Job Fair	
	4 Pre-employment training	
	5 Cooperation with related organizations	
	6 Data management and searching	
Other functions	1 Improving the convenience of users	
	2 Organization and system	
	3 Prompt and kind services to the users	
	4 Improving public image	
	5 Improving quality, professionalism & motivation of the staff	
Individual program per each area		
Kabupaten Bekasi MOLG	Kota Semarang MOLG	Kota Batam MOLG
1 Establishment of satellite office	1 Establishment of special desk for Kota Batam & overseas	1 Expansion of job counseling corner
2 Change of layout	2 Establishment of special desk for specific recruitment service to Job Seeker	2 Establishment of wide-range employment service desk
3 Job fair of large scale and small scale	3 Conducting follow-up service for participants enterprises in Job Fair	3 Cultivating job vacancy based on the employment schedule of enterprises
4 Composition of project team for cultivating job vacancy.	4 Conducting Job Fair targeting SME	
	5 Improvement of present data	