



Alberta Pharmacy Students Association  
2-35 Medical Science Building  
Recruitment Director  
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## FALL 2024 YEAR Semesterly Report

### General Tasks:

- Ensured Job Postings were posted in a timely manner.
- Promoted the Job Postings page to students and employers.
- Coordinated Independent Night with Pharmacy Alumni and the University Office of Alumni Relations.
- Promoted the Healthcare Fair to Pharmacy students.
- Attended bi-weekly APSA general council meetings

### April:

- Introduction with the new VP Administration
- Received transition document on how to make job postings and other duties of the Recruitment Director.

### May & June

- Began posting jobs on the APSA discord and website.
- Initiated contact with the Office of Alumni Relations to start discussions for Independent Night.
- Initiated contact for the Pharmacy Career Series event as part of Graduate Planning.

### July

- Met with the APSA president to establish role responsibilities and future meetings with Pharmacy Alumni and the University Office of Alumni Relations
- Posted any pending job ads to keep the Job Postings page up-to-date.

### August

- Confirmed date for Independent Night and commenced planning for the event (making graphics for the event along with promotional material)
- Worked with the IT director to overhaul the job submitting process and how to smooth the transition between recruitment directors
- Worked with the Graduate Planning team to explore what they wanted to see in their future events with APSA.

### September

- Established contact with independent pharmacy owners and sent out the first sponsor letter for independent night

- Confirmed promotional material with other organizers of Independent night
- Established contact with the career centre regarding healthcare fair and APSA's role in it
- Initiated donation gathering from independents with the help of VP finance
- Continued consistent posting of job advertisements.

## **October**

- Created a quiz that students signing up to independent night may fill out to receive gifts
- Distributed promotional material for signup in regards to Independent night
- Planned and held a Career Series presentation with Graduate Planning
- Continued consistent posting of job advertisements.
- Created and managed student registration forms.
- Developed and distributed student feedback surveys.
- Sent multiple sponsor communications, including letters and reminders.
- Promoted the event through social media, focusing on sponsor calls and event awareness.
- Helped with promotion for Career Fair

## **November**

- Prepared speaking notes for the event and processed catering payments.
- Expressed gratitude to table hosts by providing feedback surveys.
- Conducted follow-up and reporting to sponsors.
- Hosted Independent Night

## **December**

- Processed catering payment for Independent Pharmacy Night.
- Followed up with Independent Night sponsors and completed reporting.