

## SERVICES

### Individual counselling

If you would like to discuss any aspect of your career, such as job search strategies, career planning and career options or need advice on interview preparation and interview techniques, you can discuss your queries with a career counsellor and receive specific help in relation to your employability. Appointments will take place at Halbmondstraße 6.

### CV/Cover letter checks

Application documents can be discussed and analyzed in depth within a confidential session. **What we cannot offer is to correct spelling and grammar.**

### Individual counselling and CV/cover letter checks at the Faculty of Engineering

Every Wednesday during lecture times.

**Please note: Appointments for all individual consultations and CV/cover letter checks at Halbmondstraße 6 and the Faculty of Engineering must be made in advance. Please use the contact form provided on our website: [www.fau.info/careerinternationals](http://www.fau.info/careerinternationals)**

## TERMS AND CONDITIONS FOR SEMINARS AND WORKSHOPS

### Who can participate?

International students and doctoral candidates enrolled in a **degree programme** at FAU, as well as international FAU graduates up to one year after graduation.

### Registration

Please register with your StudOn account. Your registration is binding. There is a suspension for the seminars and workshops of the ongoing and upcoming semester in case of no-shows.

All services are free of charge.



## Career Service

For international students,  
doctoral candidates and graduates

Winter semester 2017/2018 programme

## ADDITIONAL SERVICE

### Stellenwerk—FAU's student job portal

Stellenwerk offers vacant placement positions, student trainee positions and permanent positions:  
[www.stellenwerk-fau.de](http://www.stellenwerk-fau.de)

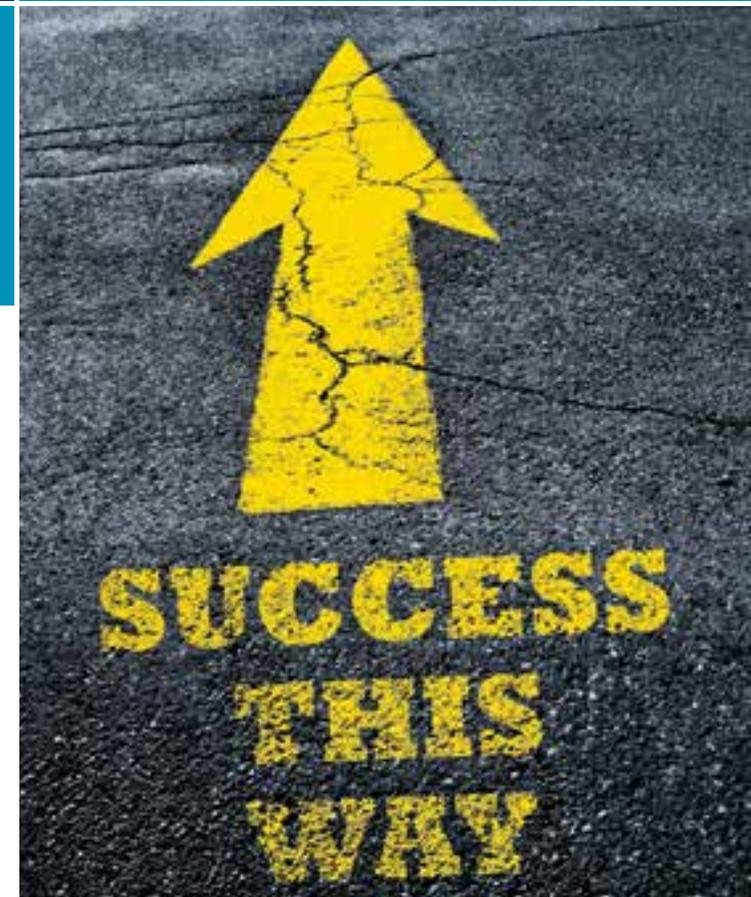
### Graduate book

An online self-marketing tool for international FAU students and graduates.

## CONTACT

Friedrich-Alexander-Universität Erlangen-Nürnberg  
**Career Service (IBZ)**

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It is never too early to start planning your career! If you have been thinking about working in Germany but don't know how and where to start your career, the Career Service for international students is where you will find help and advice.

**Our services are available to students, graduates, and doctoral candidates of all faculties in Erlangen. The Career Service in Nuremberg supports students of the School of Business and Economics: [www.career.wiso.fau.de](http://www.career.wiso.fau.de)**

## SEMINARS

### Applications in a nutshell

- Tuesday, 7 November 2017, 15.30 pm—17.00 pm
- Thursday, 30 November 2017, 15.30 pm—17.00 pm
- Monday, 11 December 2017, 15.30 pm—17.00 pm

In this 1,5 hour seminar, you will learn:

- About formal criteria of German application documents
- How to structure your CV and assess your strengths
- How to write an effective cover letter

This seminar is designed to give you an introduction of how to write your application documents. It is good preparation if you consider having a personal consultation with the Career Service.

*Stefanie Rösch M.A.*, FAU Career Service for international students and graduates

### Everyday business-behaviour

- Saturday, 2 December 2017, 10.00 am—17.00 pm

In business as well as in private life, appropriate, honest and natural behavior is essential to a professional and convincing appearance. In this seminar you will learn about modern etiquette (such as greeting, communication, dress and table manners), how to be successful, and show an impressive personality and master difficult situations while using good manners.

*Franka Elsbett-Klumpers*, business behavior, modern etiquette and communication trainer

### Self-presentation techniques in job interviews

- Friday, 19 January 2018, 10.00 am—17.00 pm

Have you applied for a job and received an invitation for a personal or a telephone/Skype interview? In this workshop you will learn and practice:

- How to contact companies via telephone to find out more information about the job
- How to be successful in a telephone or skype interview
- How to present yourself, your professional and personal strengths and your suitability during the interview

*Corinna Marggraf*, Dipl. Betriebswirtin (FH), career coach

### Potential analysis: awareness of your personal competence (webinar)

- Wednesday, 15 November 2017, 16.00 pm—17.30 pm

Learn about various tools to carry out a personal potential analysis. In addition, you will be provided with an insight into how employers can assess the potential of employees in interviews or assessment centres.

- Overview of various competency models
- Presentation of analysis tools to assess one's competency profile
- Importance of values and motivation factors
- Insights into the process of potential analysis used by HR specialists
- Active exchange in a chat

*Sandra Adam*, senior consultant

### The elevator pitch: a short presentation for a successful self-marketing (webinar)

- Tuesday, 21 November 2017, 16.00 pm—17.30 pm

A well-developed self-presentation is just as important in the application for scholarships as it is in the general application process or at network meetings. But what are my personal unique selling points? What are my strengths? And how can I present them in the best possible way?

- Identifying and formulating your unique features and your strengths
- Relevant situations for the elevator pitch
- Effects of the body language and other tools for an exciting short presentation
- Using tools effectively
- Tips for a convincing live presentation (exercises, props, etc.)

*Barbara Frowein*, Dipl.-Päd.

### Assessment centre: background and tips for the selection process (webinar)

- Wednesday, 13 December 2017, 16.00—17.30 pm

The assessment centre (AC) is often used for the selection of junior employees. After receiving an invitation you should prepare thoroughly and familiarize yourself with the most common AC tasks.

- Important information about the assessment centre (goal and function, schedule, role of observers, evaluation)
- Suggestions for the personal preparation for an assessment centre
- Presentation of different AC tasks (group discussion, case studies, role playing games, etc.)
- Tips for the optimal approach to different AC exercises (code of conduct, dealing with other AC participants and assessors, structuring one's own way of working)
- Active exchange in a chat

*Sandra Adam*, senior consultant

## EVENTS

### Graduate book for international students and graduates—info event and photo session

- Thursday, 2 November 2017, 10.00 am—10.45 am  
with following photo session

If you are in the last semester of your degree programme or you have just finished your studies this is a good opportunity to introduce yourself to potential employers in the Nuremberg area.

All you need to do is register for the *Graduate Book* project which is a collaboration between the FAU Career Service and the Federal Employment Agency. As part of the project your profile—including a short text and a professional photograph—will be published online for selected employers to review which will increase your opportunities in finding a job.

### Karriere-Treff: get-together for international students and graduates

- Tuesday, 16 January 2018, 18.15 pm

In cooperation with FAU Alumni Management

Learn from successful international FAU alumni on how to find your way in the working environment and take the chance to ask questions in an informal setting.