

heiSKILLS KOMPETENZ-UND SPRACHENZENTRUM CAREER SERVICE

CONTACT

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Abteilung Career Service
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THE SERVICE PORTAL PROVIDES INFORMATION FOR STUDENTS

Service portal: Seminarstraße 2 (EG)
69117 Heidelberg

Info line: +49 6221 54-5454
Mo. - Do. 09:00 - 16:00 Uhr, Fr. 09:00 - 13:00 Uhr

E-Mail: studium@uni-heidelberg.de
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Internet: ■ www.uni-heidelberg.de/studium

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www.uni-heidelberg.de/careerservice

hei
SKILLS



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



CAREER ADVICE
COACHING
INFORMATION

PROFESSIONAL
KNOW-HOW
COURSES

APPLICATIONS
SELF-
MARKETING

**CAREER
SERVICE**

INTERNSHIPS
CAREER
ORIENTATION
CAREER ENTRY

BUSINESS
CONTACTS
JOB FAIRS

FROM DEGREE TO CAREER

The Career Service offers a variety of events, courses and advice appointments to students, doctoral candidates as well as graduates up to two years after graduation. It is our objective to provide students and doctoral candidates with information and qualified advice as well as professional support to ensure a successful entry into a career. This applies to all things related to self-reflection, professional orientation, opportunities on the labour market and decision-making as well as successful applications and contact to potential employers.

We work very closely with our network of academic advisors, departments and all relevant institutions at the university. We are also in constant contact to the Federal Employment Agency, companies, organisations and other advice centers outside university.

Please note:

1. German language skills are indispensable to enter the job market in Germany. We advise international students to make use of language classes as early on as possible.
2. Different visas have different restrictions on employment in Germany. Check your visa's employment conditions at the responsible foreigners' registration office.

CareerMatch

Find regional, national and international internships, part-time jobs, working student placements and job offers at

■ www.uni-heidelberg.de/careermatch

Podcast

In our podcast on studies and career entry, experts talk about study-related topics such as choice of study and procrastination, provide insights into career opportunities and inform about application strategies, among other things.

■ www.uni-heidelberg.de/de/podcast-studium-berufseinstieg

Business contacts and job fairs

Companies, institutes and organisations provide information on entry opportunities, professions and perspectives at our info sessions. These presentations, job fairs and networking events allow students to establish contact with companies, organisations and alumni.

READY FOR YOUR CAREER

Info events

In our free info sessions and events, experts provide information about job and career perspectives, e.g. in international organisations or in industry. You will receive valuable tips on additional relevant areas, including professional applications, business etiquette or salary negotiations.

Career-related courses

Our broad range of courses conveys specialised knowledge on business administration and project management; information on various professions such as publishing and business consulting; career-specific key competencies; successful application skills; and opportunities to strengthen personal skills profiles and personal career prospects.

Group career advice and group coaching

In group advice sessions, participants optimise their application documents in small groups and improve their self-marketing skills. Real-life interview procedures are also discussed.

The coaching group offers students who are about to graduate or complete their doctorate the opportunity to ask individual questions about professional orientation and career entry. A qualified coach will help you work out the next steps towards your career.

Individual coaching

Individual coaching sessions provide support related to the exploration of your career interests and skills profiles, decision-making and professional orientation. Tips on internships, researching job vacancies and application strategies, as well as individual self-marketing in your application documents and during interviews will help you start your career. Individual coaching appointments can be booked by email: careerservice@uni-heidelberg.de. Our advice service is free, independent and bound by professional confidentiality.

NEWSLETTER

Our monthly newsletter provides information on current courses, internal and external career events and job fairs.

