Getting the most out of the career fair kontaktpunkt
Career Service

Eva Maisel
November 2018
Courses and events in winter semester 2018/19

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Title</th>
<th>Speaker</th>
<th>Room</th>
<th>Additional Info/Career Passport Pillar</th>
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<tr>
<td>08.10.2018 Monday</td>
<td>9:00–11:00</td>
<td>Guide to finding work in Germany</td>
<td>Eva Maisel, Career Service and Alexandra Mareščíková, Career Passport Pillar</td>
<td>G300</td>
<td>Apply/other activities</td>
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<td>29.10.2018 Monday</td>
<td>13:00–17:00</td>
<td>Information event on Career Monitoring Programmes for Women and Mentoring plus Konstanz</td>
<td>Guðrún Damm, Monitoring Programme Konstanz</td>
<td>Y311</td>
<td>Apply/ compulsory elective activities</td>
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<td>08.11.2018 Thursday</td>
<td>13:30–15:00</td>
<td>How to get most out of kontaktpunkt career fair</td>
<td>Eva Maisel, Career Service</td>
<td>K503</td>
<td>Apply/other activities</td>
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<tr>
<td>15.11.2018 Thursday</td>
<td>17:00–18:30</td>
<td>Legal Requirements for Working in Germany</td>
<td>Alexandra Frasch, International Office</td>
<td>G300</td>
<td>Apply/mandatory activities</td>
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<tr>
<td>21.11.2018 Wednesday</td>
<td>11:00–13:00</td>
<td>Application Documents Check</td>
<td>Eva Maisel, Career Service</td>
<td>A6</td>
<td>Apply/mandatory activities</td>
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<tr>
<td>22.11.2018 Thursday</td>
<td>10:00–16:00</td>
<td>Kontaktpunkt Career Fair</td>
<td>Various companies, enterprises, institutions</td>
<td>A6 and A6</td>
<td>Apply/mandatory activities</td>
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<tr>
<td>29.11.2018 Friday</td>
<td>11:45–12:45</td>
<td>Salary expectations</td>
<td>Kristina Schneider-Indziyam, SAP Senior Consultant Logistic</td>
<td>Y311</td>
<td>Apply/other activities</td>
</tr>
<tr>
<td>14.12.2018 Friday</td>
<td>10:00–14:30</td>
<td>How to optimize my career path elective activities</td>
<td>Roberto Hrnce, sosialdeums bodosense</td>
<td>D435</td>
<td>Apply/compulsory elective activities – Limited number of participants; please register via – infor-math.uni-konstanz.de</td>
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<td>16.01.2019 Wednesday</td>
<td>17:00–18:30</td>
<td>Job Application Documents in Germany</td>
<td>Eva Maisel, Career Service</td>
<td>G300</td>
<td>Apply/other activities</td>
</tr>
<tr>
<td>06.02.2019 Wednesday</td>
<td>17:00–18:30</td>
<td>How to prepare for a Job Interview</td>
<td>Eva Maisel, Career Service</td>
<td>G300</td>
<td>Apply/other activities</td>
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Walk-in consultation during lecture period: Mon, 2.00 – 3.30pm, room D411 (Eva Maisel)
(20 minutes slots for small questions and application documents check)
Please sign up on the list on the door.

Extensive individual consultation by appointment: Please write to career.service@uni-konstanz.de
Please feel also free to ask your questions via e-mail or telephone.
### Getting the most out of the kontaktpunkt job fair

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Why attend a job fair?

To get a feeling for things

First insights into German business culture
Language – practice (German) in a business context
Advantages and disadvantages of smaller companies versus large companies
Make use of talks, workshops and services
Try out interviewing
Practise to present yourself

If you are looking for an internship or a job

You are presenting yourself but so is the company. Test them (atmosphere, expectations, colleagues etc.)
Establish contacts
Practise small talk and interview situations
Which soft skills and qualifications should you have?
Is there a match?
Make use of the event – prepare, bring application documents etc.

It is too late to start looking for an internship or job towards the end of your studies.
Preparing for the fair

Before the fair

• Find out **who** is there, **what’s** going on – select a top 5 or top 10

• **Organize** your day – look at the program for talks, activities etc.

• **Research** your companies

• Prepare meaningful **questions**

• Your **presentation** documents: cv – presentation flyer?

• Select an **outfit** (business casual)

Pack your bag – to take along to the fair

• Charged smartphone and charger

• Something to take notes

• CV or application flyer

• Gum/mints for fresh breath, deodorant, brush etc.

• No backpack
To do – At the fair

• Arrive early

• Don’t start with your favorite company – first get a feeling for things by talking to someone else.

• How to approach and address the company?
  • Practice to present yourself (video)
  • Small talk, ask (prepared) questions

• Take notes (but not constantly during talking)

• Be friendly to everyone, not only the „important people“

• Have a CV or presentation flyer to leave with a promising company
CV or Presentation Flyer?

Categories for a presentation flyer (examples):
- Picture (front page)
- Personal information
- Practical experience
- Education
- Experience abroad
- Languages and IT Skills
- Successes and strength
- Interests
- Career Objective
- Contact information

→ Suitable for creative persons with an eye for design – the flyer should look professional!

Make sure to print in high quality on good paper.
Put effort not only into content, but also appearance and structure.

Information on how to write a CV: Career Guide

Come by to get your CV checked! (see semester programme)
To do – after the fair

STAY IN TOUCH
…with people you met and talked with – and do this with social media. Find them on LinkedIn or XING – send them a request. Always with a short message, never only by clicking the contact button. Don’t wait too long after the fair to do this.

NETWORK
For example by posting things on the website of the company – or on their facebook page. Comment on the post about the fair, share and like pictures and comments.

IF YOU APPLY AT A JOB AT THIS COMPANY
Mention the fair and with whom you talked.
Can you please hire me? – Don‘ts

Let me hand you my business card…

May I have your business card?

How can I approve my application next time?

Would you have something to write with?

What exactly does your company produce? (↔ conversation among experts)

Do you have a job for me?

What is your salary range?

May I add you on facebook?
„Oh no, I can’t do that!“

Nervousity is normal, but you can –

**IF** you want an internship or a job in Germany!

**Relax and focus on:**

- firm handshake
- looking your conversation partner straight into the eyes
- being neither too cocky nor too submissive
- prepare some sentences to start a conversation, but stay flexible
- come prepared

**How to interact with recruiters**
Not to miss at kontaktpunkt

22 November 2018 from 10am to 4pm

https://kontaktpunkt-see.de/

10.00-16.00 Fair on level A5

10.00-16.00 Professional CV pictures (10€) at booth 27

10.00-16.00 job wall close to booth 28

10.00-15.00 XING profile check at booth 36

12.30-13.15 “100 Sekunden über uns” and “Jetzt mal ehrlich...” at booth 28

Warm-up programme, for example:

Webinar: Die erfolgreiche Gehaltsverhandlung

Legal requirements for working in Germany

Boost your career – souverän auftreten im Job (Business Knigge)

Einblicke in die Praxis – Unternehmensberatung/Strategieberatung

Application Documents Check in English (Nov. 21)
The Career Passport – kick start your career!

Your way into a graduate job in Germany

The Career Passport Programme is designed to help prepare international degree-seeking students to successfully apply for graduate-level jobs in Germany. With our four-pillar programme lasting four semesters, students increase their employability and expedite their future integration into German working culture.

This programme will help you
- prepare effective application documents
- learn to handle Germany and the Germans
- acquire work experience during your studies
- meet your future employer at fairs and thorough networking events

We support you by
- providing regular email updates
- guiding you as you complete the programme
- offering a number of activities to choose from every semester
The Structure of Career Passport

Career Passport

- **Apply**
  - Mandatory activities
  - Compulsory elective activities (min. five)
  - Other activities

- **Speak**
  - B1/Z recommended (min.)
  - Two German courses/two departmental German course (min.)

- **Live**
  - Take advantage of courses at the Centre for Transferable skills
  - Two activities (min.)

- **Work**
  - Fulltime internship (min. 6 weeks)
  - Possibly: master thesis with a company voluntary work with an international students organisation (min. 60 hours/semester)
Thank you very much and see you at the fair!

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