

# University of Novi Sad Centre for Career Development and Student Counselling

[www.razvojkarijere.uns.ac.rs](http://www.razvojkarijere.uns.ac.rs)

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# Initiation

- result of cooperation of
  - the Foundation of Crown Prince Alexander for Culture and Education ([www.royalfamily.org/edufond](http://www.royalfamily.org/edufond))
  - with the University of Nottingham ([www.nottingham.ac.uk](http://www.nottingham.ac.uk))
  - and with University of Novi Sad
- The first Centre for Career Development and Student Counselling in Serbia was opened at the University of Belgrade (December 2006)



- Opened: October 2008
- Location: Campus UNS

# goal

- is to meet all the needs of students and graduates who are in process of developing their careers by providing them with information and other services that would help them to position themselves better on the employment market.

# The mission of the Centre



- The main goal of the Centre is to make the connection between academic and business community.
- To provide information related to employment and career development, to advise students on the choice of occupation and facilitate the process of acquisition of work experience and practical knowledge.

# Target groups

- all students from the University of Novi Sad or students who graduated three years ago.
- Target group is also business community and companies which can provide students with first work experience.

# Services



# Information

- information about possibilities of scholarships, internships, courses, additional education and job offers;
- Central University Library - books related to career guidance, professional orientation or soft skills
- Computers for students
- Brochures with useful career advices

\*through mejling list , web sajt, info tables on faculties...



# Brochures with useful career advices

- **Completing Application Forms**
- **Making Career Decisions**
- **No Idea about a Career?**
- **Writing a CV**
- **Job Interviews**
- **...**

# Education

- workshops of soft skills (CV skills, job interviews, active searching for the job...)
- presentation of companies and career profiles
- presentation of scholarships
- courses of languages

# Career advising

- drop in (15 min)

## counseling (45 min)



























- providing consultive services to students who has dilemma during choosing the career or positioning on the work market after graduation
- professional orientation

- virtual adviser



## ВИРТУЕЛНИ САВЕТНИК

**Ја сам студент и желим да сазнам више о**  
(притисните сличицу плус/минус да видите избор)

- [-]  Интервјуу за посао
  -  Припрема за интервју
  -  Златна правила за интервју
  -  Неколико питања која бисте ви могли да поставите
  -  Различити типови разговора за посао
- [-]  Радном искуству
  -  Зашто је радно искуство тако битно?
  -  Зашто је свако радно искуство добро?
  -  Када је право време за стицање радног искуства?
- [-]  Доношењу одлука
  -  Како доносимо одлуке?
  -  О препрекама у одлучивању
  -  Где можете да потражите помоћ?
- [-]  Умрежавању
  -  Мрежа познанстава и налажење посла
  -  Одакле почети?
  -  Ко ми може помоћи?
  -  Како да успоставим контакт?
  -  Шта желим да постигнем?
  -  Шта да урадим ако ме одбију?
  -  Како да сачувам успостављену мрежу?
  -  Које су користи од умрежавања?
- [-]  Писању добре биографије
  -  Писање ефективне биографије
  -  Стандардни садржај
  -  На шта треба обратити пажњу?

# Connecting with business community

- Presentation of companies
- Profile on the web site of the Centre (CV)
- Organising internships  
(University Program of Internships in  
Provincial Secretariats)

# Services to employers

- Advertising vacancies, honorary work and professional practice
- Company promotion and presentations;
- Profile on web site
- Connecting with students and young graduates of the University of Novi Sad (connecting with academic community);
- Support in creating company's image, especially as socially responsible company that tends to contribute to solving problems of unemployment, improve possibilities of young people to gain working experience and practical skills.

- National strategy for career guidance
  - National Resource Centre for Career Centres

# International organisations of career centres / advisers

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- FEDORA
- ADCAS (UK)

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(Mindtools)