Career Passport

Schedule
Winter semester 2017/18

– informatik.uni.kn/career
**September**

– Register for your courses at the Centre for Key Skills

**October**

– Information event on German courses and how to register at the Language Institute
  Monday, 16.10.2017/17:00/E 703

– Placement test for German courses at the Language Institute
  Thursday, 19.10.2017/8:15/E 703 and E 718 (only if you didn’t participate in other German courses yet, including the orientation programmes in September and October)

**November**

– Information event on Career Passport Programme
  Monday, 06.11.2017/17:00–18:00/R 511/no registration

– Legal Requirements for working in Germany
  Speaker: Alexandra Frasch, International Office
  Tuesday, 7.11.2017/11:45–13:15/B 602/no registration

– Information event on Career Mentoring programme for women and Mentoringplus Konstanz
  Your personal career mentor for a year plus career-advancement workshops
  Wednesday, 08.11.2017/16:00/C 421
- Applying successfully in Germany – How starting a career in Schwarzwald-Baar-Heuberg
  Speaker: Cornelia Lüth, Wirtschaftsförderung Schwarzwald- Baar-Heuberg
  Monday, 13.11.2017/11:45–13:15/L 829/no registration

- Getting the most out of the kontaktpunkt career fair
  Speaker: Cornelia Lindenau
  Tuesday, 14.11.2017/13:30–15:00/K 503/no registration

- Stand with BU-Check (Check of application documents)
  Speaker: Margit Jetter and Judith Mikus-Geitlinger, Career Service
  Wednesday, 15.11.2017/11:00–13:00/A 5 (Eingangsbereich der Universität)

- kontaktpunkt (Die Karrieremesse am See)
  Friday, 17.11.2017/10:00–16:00/University foyer/no registration

- Get a professional picture for your job application
  Friday, 17.11.2017/10:00–16:00/University foyer/no registration

- Check of application documents
  Facilitator: Agentur für Arbeit and EURES
  Friday, 17.11.2017/10:00–16:00/Foyer/no registration

- “100 seconds about us” (Firmpresentations)
  Friday, 17.11.2017/11:45–12:15/A 6/no registration/German

- Career Espresso: Improve your CV according to German standards
  Bring your laptop to work on your strategy
  Wednesday, 29.11.2017/15:30–16:00/M 1001
December

– Developing your career plan
  Speaker: Dr. Marion Jung
  Friday, 01.12.2017/13:30–18:00/M 901/binding registration
  till 24.11.2017/places are limited

– Job application and job interview in Germany
  Speaker: Dr. Meera Gandbhir
  Monday, 04.12.2017/13:30–15:00/D 433/no registration

– Career Espresso: How to write an official E-Mail/application according to German standards
  Bring your laptop to improve your write style
  Wednesday, 13.12.2017/15:30–16:00/M 1001

January

– Career Espresso: Get your XING profile ready
  Bring your laptop to work on your strategy
  Wednesday, 17.01.2018/15:30–16:00/L 914

– Register for courses in the semester break
  (Centre for Key Skills)
  Registration period: 15.01.2017–15.02.2017

Subject to change without prior notice. All information as of September 2017.

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