



University of Belgrade
Centre for Career Development and Student Counselling
Information brochure for employers

UNIVERSITY OF BELGRADE

Centre for Career Development and Student Counselling

The University of Belgrade is the oldest and biggest state university in Serbia. The total number of students studying in 31 faculties of the University of Belgrade exceeds 80,000.

The total number of study programs is 315, of which 89 are undergraduate programs, 128 master programmes and 98 are doctoral and specialist studies.

The University of Belgrade has within the following faculties:

- **Faculties of Technology and Engineering Sciences:**

Architecture, Civil Engineering, Electrical Engineering, Technology and Metallurgy, Mechanical Engineering, Agriculture, Mining and Geology, Transport and Traffic Engineering, Faculty of Forestry, Technical Faculty in Bor, Faculty of Organizational Sciences.

- **Faculties of Sciences and Mathematics:**

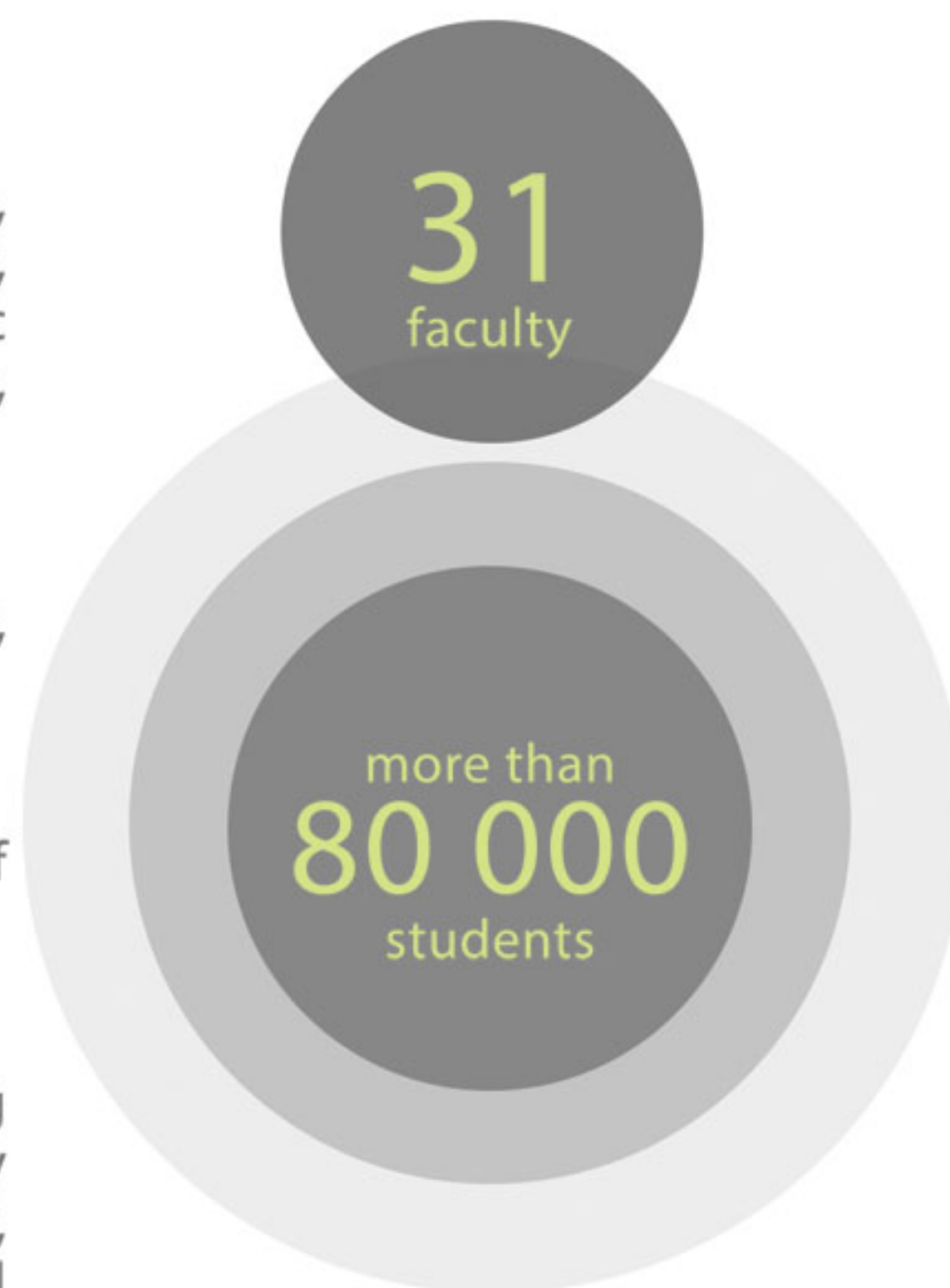
Biology, Geography, Mathematics, Physics, Chemistry, Faculty of Physical Chemistry.

- **Faculties of Medical Sciences:**

Medical, Dental Medicine, Faculty of Pharmacy, Faculty of Veterinary Medicine.

- **Faculty of Social Sciences and Humanities:**

Economics, Law, Orthodox Theology, Teacher's Training Faculty, Faculty of Philosophy, Faculty of Philology, Faculty of Special Education and Rehabilitation, Faculty of Security, Faculty of Political Sciences, Faculty of Sport and Physical Education



CENTRE FOR CAREER DEVELOPMENT OF THE UNIVERSITY OF BELGRADE: meeting place for business and academic communities

In case that you have a need for hiring a young professional staff on your projects, within the internship programme or you want to hire a recent graduate of the University of Belgrade on positions that require expertise and high motivation, there is one stop to which we refer you - **University Centre for Career Development**.

The Council of the University of Belgrade has founded in 2006 The Centre for Career Development and Student Counselling as an organizational unit with an idea to improve collaboration with the industry and to provide students and graduates with an organized support system for improving their employability skills.

Collaboration with University Centre for Career Development gives you the opportunity to meet and connect with students of the University of Belgrade.

Some of the ways include:

- **Advertising of internship programmes and job vacancies**
- **Participation in programmes for improving employability**
- **Presentation of companies at faculties, in your premises, in informal places, on the website and at fairs**
- **Participation in researches**



RECRUIT OUTSTANDING YOUNG STUDENTS AND GRADUATES FOR VACANT JOB POSITIONS OR FOR INTERNSHIP PROGRAMMES THAT YOU ORGANIZE:

You can count on the support for advertising your vacancies.

The Centre for Career Development will:

- publish the vacancies on the website www.razvojkarijere.bg.ac.rs,
- forward the information to a targeted base of registered students who fit the required candidate profile,
- forward the information to associates in order to put the advertisement on their website,
- contact faculties so that they can inform their students on current opportunity by email or by placing the information on the Centre's INFO - board in the premises of the faculty



In addition to advertising, the Centre's team can help you in the administration of applications, and candidate preselection process. In case you need it, we will send a report on the number of applicants, a list of recommended candidates together with their application documents and comments.

In order to use the services of the Centre, you need to fill out a simple registration form sent to you electronically on your request by our Customer Service for employers. If you sign an agreement with the University of Belgrade, the Centre may perform all the activities mentioned above. If you just want to advertise, an agreement is not a prerequisite to promote the advertisement in all defined ways.

For the implementation of student internship, we are also at your service for training of mentors, as well as for monitoring of internship programme /monitoring and evaluation/.

The extent of involvement depends on the nature of the agreed partnership. You can find a variety of service packages that are designed to meet the needs of employers on our website.



VISIT THE FACULTIES - SHARE YOUR KNOWLEDGE WITH STUDENTS AND COUNSEL YOUR COLLEAGUES

The programmes of the Centre for Career Development and Student Counselling such as:

*** "Skills required for success"**

*** "Lessons from internship"**

*** "Able to be staff"**

*** "I am finishing faculty - what next",**

as well as other programmes for visits to faculties provide an opportunity for employers and other professionals to be actively involved in the training of students and graduates of the University of Belgrade and in helping them to be better positioned in the labour market.

It is possible to offer training with a subject of a competence-based interview or a simulation of an interview, schedule a workshop, lecture or training with the subject of skills expected from graduates in the modern world of business / teamwork, presentation skills, project management, communication skills, leadership ... / or other workshop that you already have in your repertoire, which you consider much needed for young people who will soon leave the amphitheatre and move on to the next step in their career development.

The range of topics is wide: from insight into recruitment and selection processes to implementation of training for skill development, and these topics are interesting and useful both to students who are still undecided, as well as to students who have a clear career direction.

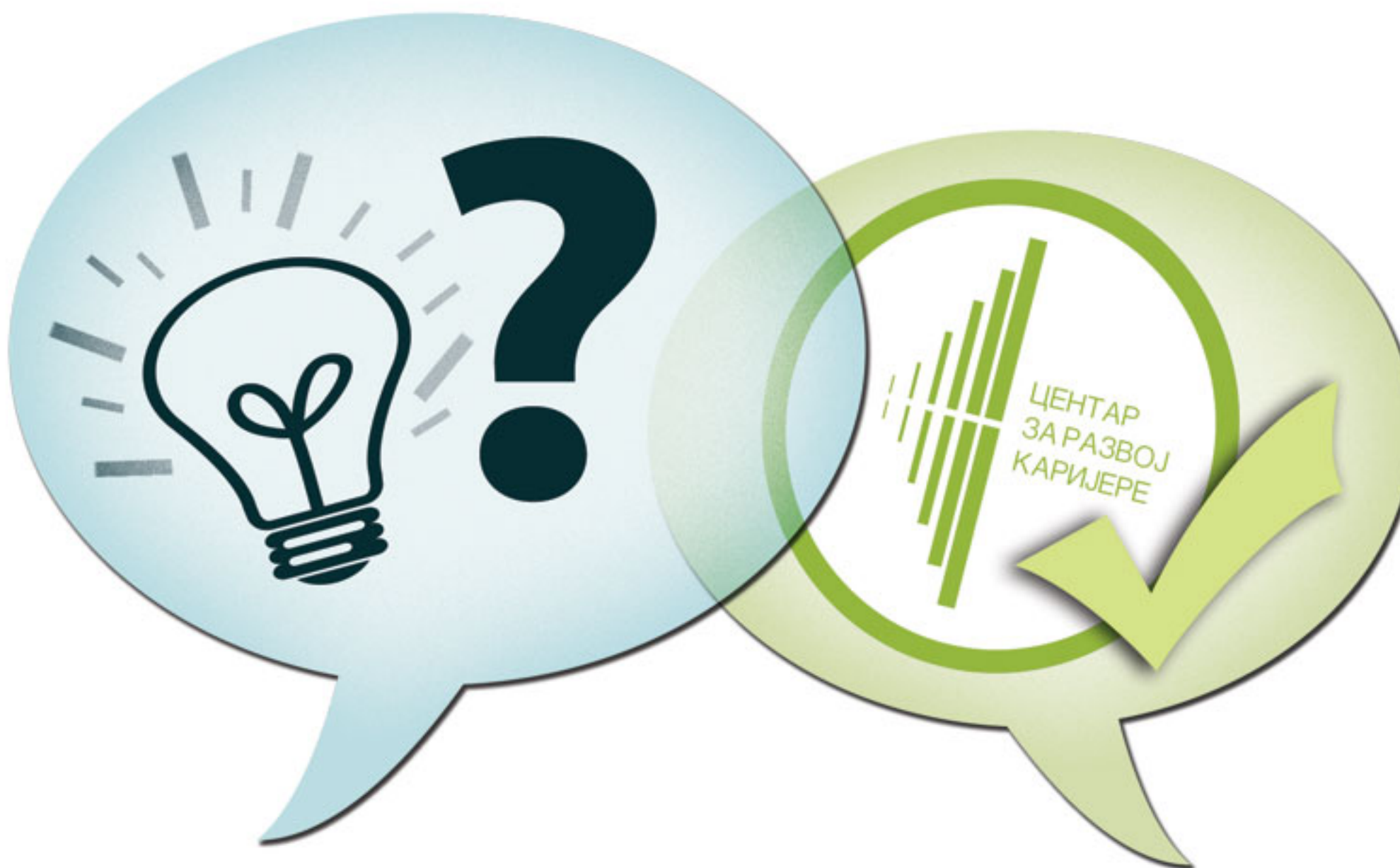
If you want to help young people to manage easier when applying for a job or during their first days on the job, to share expertise and go back to your student days for a moment, and if it is a challenge for you to meet with young people facing the future and who are often the best critics, sign up simply by filling in a questionnaire at the following link: <http://skr.rs/2SD>

Upon the receipt of the questionnaire, the team of the Centre for Career Development will contact you.

In case you are not able to respond to this invitation, but would like to share your experience and give advice to students, please contact us and confirm your willingness to take part in a number of panels that we organize.

Some of them are "Finishing faculty - what next", "Career in investment banking", "Career in marketing", "Career in HR", "Career in the field of renewable energy," and so on.

Send an e-mail to centar@razvojkarijere.bg.ac.rs and we will be happy to arrange a meeting.



You want to take part in some of the programmes or to propose your concept?

Contact us!

PRESENT YOUR COMPANY AND EMPLOYMENT POLICY TO STUDENTS, MAKE DIRECT CONTACT WITH INTERESTED STUDENTS

We have designed different formats of meetings of students and employers.

In addition to presentation in one of the amphitheatres at 31 faculty of the University of Belgrade, the Centre also organizes visits to companies within the programme LEARN FIRSTHAND, but also informal meetings with employees within the CAREER CHAT programme. You define the profile of students you want to come to visit or whom you invite for a coffee within these two programmes, and it is on us to inform them, make a selection and invite them to join us at the agreed time.

In order to have information about your company constantly available to students, we recommend that you create a profile on our website, which you can fill with informational, promotional and educational materials, related to your company or professional subjects you are dealing with.

ACTIVATED EMPLOYER PROFILE

you can independently update and fill on the Centre's website in order to:

- BE MORE VISIBLE and directly communicate with students as successful, socially responsible employer,
- MOTIVATE STUDENTS, through a creative approach to such communication, to take additional interest in you as an employer thus INCREASING THE CHANCES that more QUALITY CANDIDATES will recognize you exactly as an ideal opportunity for possible cooperation.

The Centre is happy to promote all forms of financial support that companies provide for talented students within the Scholarships Fair which is organized periodically, depending on the number of received applications from scholarship providers. Contact us if, as a socially responsible company, you have a reward fund or manage some of the most prestigious management trainee programmes. We will be happy to promote these opportunities to students.

BE OUR PARTNERS IN DIFFERENT PROJECTS AND RESEARCHES

The Centre has carried out a research, together with project partners within the project CareerS, aimed at investigating the extent to which employers are familiar with the Bologna Process, new study programs, a document called Diploma Supplement, the extent to which they recognize differences between the completed master compared to basic studies during the recruitment process, what are the advantages of candidates with doctorates.

As a result of this project, an online Guide through diplomas intended for employers was established. You can look at www.careers.ac.rs

Thanks to collaboration with one prestigious company we were able to measure employers' expectations in terms of IT skills and knowledge of foreign language, but also the extent to which students have the expected functional knowledge.

We invite you to partnership in the implementation of various studies that may lead to a better career informing of students and employers and efforts to improve the compatibility of the economy and higher education.

We are always interested to hear NEW PROPOSALS FOR COLABORATION and to help you, in accordance with our resources and capabilities, to implement your CONCEPT and IDEA.

We also have experience in international projects, so we are interested in partnerships in the implementation of these projects.

**You have recognized the Centre as a possible collaborator?
We are looking forward to proposals for future collaboration!**



CONTACT US!

We believe that you recognize the benefits of connecting with the University of Belgrade - Centre for Career Development and Student Counselling.

The Centre's team is, above all, **COMMITTED** - believes that cooperation can improve the quality and that more effort brings results.

We foster personal contact toward both students and employers. We are **FLEXIBLE** and we are always open to new suggestions and ideas for collaboration.

We offer you **SAVING** of your time and resources and, of course, **SUPPORT** – by helping students in improving their knowledge and skills, we also help you to get better candidates / potential future employees.

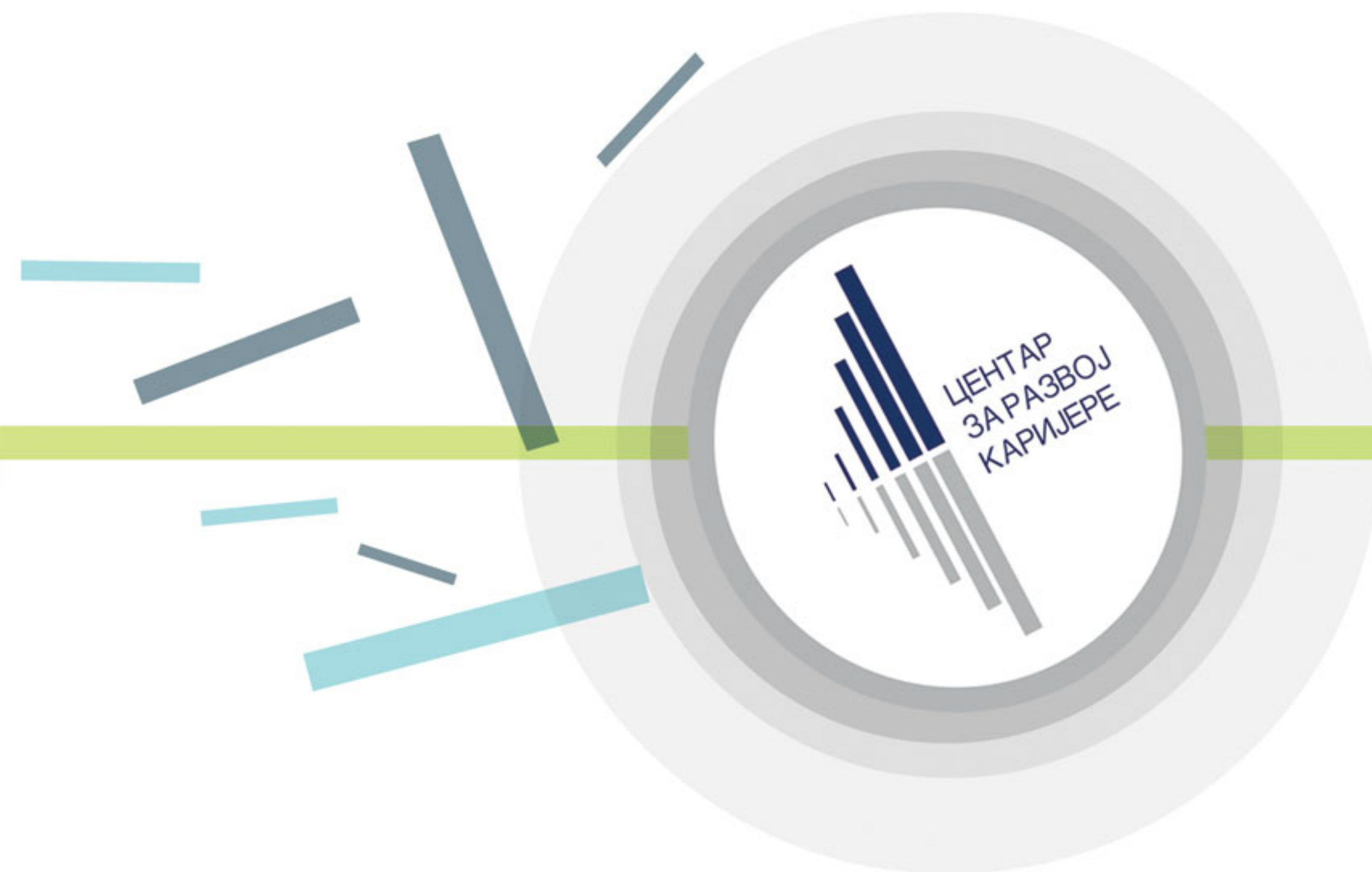
We are expecting you.

Visit us:

Studentski trg 1, Belgrade
/Rectorate of the University of Belgrade/

Call us:

011 / 3207 468, 3207 415, 3207 463



Write to us:

centar@razvojkarijere.bg.ac.rs

Learn more about the Centre: **www.razvojkarijere.bg.ac.rs**

Give proposal for lecture: **<http://skr.rs/2SD>**



