

**COMPARATIVE REVIEW OF
THE SERVICES
OFFERED BY
UNIVERSITY CAREER DEVELOPMENT CENTRES
University of Belgrade
University of Novi Sad
University of Niš
University of Kragujevac
Singidunum University**

A Comparative Review of Services offered by University Centres for Career Development and Counselling

Services for Students					
Access to information on practical work and job competitions	UBG	UNS	UNI	UKG	USGD
Information on companies and employers	UBG	UNS	UNI	UKG	USGD
Information brochures, guides, leaflets for students	UBG	UNS	UNI	UKG	USGD
Scheduling career counselling /face-to-face session	UBG	UNS	UNI	UKG	USGD
Short counselling on the spot / open door – counsellor on duty	UBG	UNS	UNI	UKG	USGD
Career counselling and information with the use of a computer in the Centre	UBG	UNS	UNI	UKG	USGD
Career counselling and information by e-mail	UBG	UNS	UNI	UKG	USGD
Reviewing and correcting CVs	UBG	UNS	UNI	UKG	USGD
Reviewing and checking motivation and cover letters, references	UBG	UNS	UNI	UKG	USGD
Workshops, e.g., career education, job-seeking, etc.	UBG	UNS	UNI	UKG	USGD
Trainings for career guidance skills and development of employability	UBG	UNS	UNI	UKG	USGD
Interviews / meetings with employers	UBG	UNS	UNI	UKG	USGD
Library	UBG	UNS	UNI	UKG	USGD
Web site	UBG	UNS	UNI	UKG	USGD
Information on scholarships	UBG	UNI	UKG	USGD	
Information and guidance on finding post-graduate courses	UBG	UNI	UKG	USGD	
Access to information on continuation of studies in the country and abroad	UBG	UNI	UKG	USGD	
Guidance in applying for scholarships	UBG	UNI	UKG	USGD	
Simulation of interviews (with employers and counsellors in the Centre)	UBG	UNS	UKG	USGD	
Meetings / interviews with students in faculties	UBG	UNI	UKG	USGD	
Post-Graduate Courses Database	UBG	UNI	UKG	USGD	
Internet Access	UBG	UNI	UKG	USGD	
Employers presentations	UBG	UNI	UKG	USGD	
Fairs	UBG	UNI	UKG	USGD	
Reference to other institutions	UBG	UNI	UKG	USGD	
Information and guidance for self-employment/entrepreneurship	UBG	UNS	UNI	USGD	
Receipt of job advertisement by e-mail	UBG	UNS	UNI	USGD	
Soft skills trainings	UBG	UNS	UNI	USGD	
Employers Directors	UBG	UNS	UNI	USGD	
Information on labour market	UBG	UNI	USGD		
Information on where former graduates became employed	UBG	UNI	USGD		
Getting familiar with different careers through panel discussions, lectures, etc.	UBG	UNI	USGD		
Visits to companies	UBG	UNI	USGD		
Educational institutions directory	UBG	UNI	USGD		
Psychometric testing	UNS	USGD			

Services for future students				
Career information and guidance in relation to choosing a study program	UBG	UNI	UKG	USGD
Public presentations to students and parents on opportunities for practical work, and/or employment	UBG	USGD		

Services for Graduate Students					
Information on post-graduate studies for graduate students,	UBG	UNS	UNI	UKG	USGD
Information on scholarships for graduate students	UBG	UNS	UNI	UKG	USGD
Alumni information, contacts and help	UBG	UNS	UNI	USGD	
Information on job opportunities for graduate students	UBG	UNI	UKG	USGD	
Information on practical work for graduate students	UBG	UNI	UKG	USGD	
Information on different job competitions for graduate students	UBG	UNI	UKG	USGD	
access to all services for students for a certain period of time after graduation	UBG	UNI	UKG	USGD	

Services for Employers					
provision of information on companies for all students	UBG	UNS	UNI	UKG	USGD
publishing job vacancies and other advertisements	UBG	UNS	UNI	UKG	USGD
promotion of advertised permanent and occasional job posts	UBG	UNS	UNI	UKG	USGD
promotion of opportunities for practical work	UBG	UNS	UNI	UKG	USGD
distribution of job advertisements	UBG	UNS	UNI	UKG	USGD
targeted promotion of events at which employers take part	UBG	UNS	UNI	UKG	USGD
possibility of holding presentations for students by companies	UBG	UNS	UNI	UKG	USGD
special section at the site dedicated to employers	UBG	UNS	UNI	UKG	USGD
collection of candidates' applications	UBG	UNS	UNI	UKG	USGD
pre-selection of candidates	UBG	UNS	UNI	UKG	USGD
communication of selection results to candidates	UBG	UNS	UNI	UKG	USGD
consultancy on issues of employment and engagement of graduate students	UBG	UNS	UNI	USGD	
consultancy and assistance in organizing practical work	UBG	UNS	UNI	USGD	
possibility of attending fairs at universities	UBG	UNI	UKG	USGD	
ensuring space for testing candidates at the University	UBG	UNI	UKG	USGD	
availability of employees in centres for meetings with employers	UBG	UNI	UKG	USGD	
monitoring and evaluation of practical work programs	UBG	UNS	USGD		
ensuring space for interviewing students at the university	UNI	UKG	USGD		
trainings for tutors	UBG	USGD			