

**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

<b>Services for Students</b>					
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			

<b>Services for future students</b>				
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		

<b>Services for Graduate Students</b>					
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	

<b>Services for Employers</b>					
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			



Univerzitetski centar za razvoj karijere i savetovanje studenata/Univerzitet u Beogradu/Studentski trg 1/  
zgrada Rektorata / radno vreme sa studentima i diplomcima UB od 10 do 16h /tel 011 320 74 19/  
office@razvojkarijere.bg.ac.rs / www.razvojkarijere.bg.ac.rs

# PROGRAMI CZRKa



Učite od HR menadžera i direktora vodećih kompanija - članica AmChama. Ovladajte veštinama koje poslodavci traže. Umrežite se sa kolegama.

## Kadar da budem kadar

Uštedite vreme, na jednom mestu dođite do informacija i saveta o različitim stipendijama. Ostvarite direktan kontakt sa stipenditorima!

## Univerzitetski sajam stipendija Stipendija i ja

Upišite se na info-listu i posavetujte sa timom Centra na svom fakultetu. Prekontrolišite svoju biografiju, posetite „CV kliniku“. Učestvujte u radionicama na teme koje sami ocenite kao najvažnije.

## Karijera tri u jedan

Steknite radno iskustvo pred kraj studija. Učite od profesionalaca u vašoj struci. Radite za lepši i bolji Beograd!

## BG praksa

Naučite nešto iz iskustva starijih kolega, diplomaca vašeg fakulteta. Gde su i šta rade, kako su došli do posla posle fakulteta?

## Završavam fakultet šta dalje?

Napravite izlet na buduće radno mesto. Predstavite se lično poslodavcu. Upoznajte se sa tržištem rada.

## Meet the **BUSINESS** First hand

Saznajte kako se piše i zašto je važan karijerni akcioni plan. Napravite dobru biografiju i motivaciono pismo. Pripremite se za razgovor za posao.

## Menjaža – menjaj tremu za pripremu



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







# Универзитет у Новом Саду Центар за развој каријере и саветовање студената

Универзитетски програми радне праксе

Универзитетски програм радне праксе  
у локалним самоуправама у АП Војводини

Универзитетски програм радне праксе  
у Скупштини и Покрајинској влади

НИС тражи младе – ви изаберите НИС!

Програм радне праксе у Фонду „Европски послови“



Centar za razvoj karijere



Информације о праксама, слободним радним местима и сајмовима запошљавања

Виртуелни разговор за посао

Саветовање студената у развоју каријере

Презентације предузећа и сусрети са послодавцима

Пројекат "Корак по корак до запослења"

Каријерне радионице

Асертивно-пословна комуникација

Писање мотивационог писма

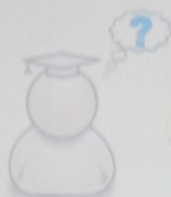
Писање CV-ја

Вештине самопредстављања

Креативно доношење одлука

Писање пропратног писма

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



ЦЗРК као линк између дипломаца и послодаваца



ОГЛАШАВАЊЕ КОНКУРСА, ПРИКУПЉАЊЕ ПРИЈАВА



ПРЕЗЕНТАЦИЈЕ  
КОМПАНИЈА



УСЛУГЕ ЦЕНТРА  
И САРАДЊА СА  
ПОСЛОДАВЦИМА



САЈМОВИ

Послодавци као гости на радионицама Центра

УНИВЕРЗИТЕТСКИ ЦЕНТАР ЗА РАЗВОЈ КАРИЈЕРЕ И САВЕТОВАЊЕ СТУДЕНАТА  
УНИВЕРЗИТЕТ У КРАГУЈЕВЦУ







УНИВЕРЗИТЕТ У НИШУ  
Центар за развој каријере и саветовање студената



## University of Niš Centre for Career Development

### Center for Career Development gave the assistance through:

- Assistance in the preparation of (CV), supporting letters, job applications.
- Personal career development guidance.
- Advising and preparation of students for job interviews.
- Providing information on practices, volunteering and scholarships.
- Organization of workshops, trainings and seminars.
- Organization of presentation of enterprises and meetings with employers.
- Printing of brochures with tips for hiring and career development.
- Ensuring availability of professional literature.
- Providing computer and internet access to students.

**In the previous period, the Center for Career Development the University of Nis achieved successful cooperation with various institutions, organizations, etc. in various fields of activity. Some of them are:**

- Crown Prince Alexander II Foundation for Education
- "USA Summer Work and Travel"
- Ministry of Youth and Sports of the Republic of Serbia
- National Employment Service of the Republic of Serbia
- Federal Ministry of Labour and Social Affairs of Germany
- "Community Connections" World Learning Center Programme
- Ministry of Education of the Republic of Serbia
- World Trade Center in Baltimore, USA - USAID
- Coca-Cola Hellenik Serbian Company
- Embassy of the Republic of Austria
- Walton International UK

