



UCarLi – Ukraine UniKN Career Link

Programme

Step by Step

Step 1: Meeting with the Career Service

Your first step to take part in the UCarLi programme is a meeting at the Career Service. During this meeting, we will briefly discuss your expectations in participating in UCarLi and have a look at our list of alumni who are available to assist you with your questions at hand. Together we will select the person you'll want to make contact with. You can book your meeting anytime via mail at cs.beratung@uni-konstanz.de.

Step 2: Introducing yourself via mail

After the meeting with the Career Service, you are asked to send a short e-mail to introduce yourself. This e-mail should contain the following information:

- Your name and study background
- Short description of the topic or the questions you would like to work on.
- Please also attach a CV to your mail.

The e-mail can be written in English, Ukrainian or German. Please send your e-mail to eva.maisel@uni-konstanz.de.

Step 3: Receiving the contact details and making contact

We will forward your e-mail to your prospective Career Buddy to ask them if they have the time capacity to assist you with your topic or questions. If their answer is positive, we will send you their contact details. It is now up to you to contact them and arrange a call or meeting. Please make sure to honor our UCarLi etiquette which you can find at the end of this paper.

Your buddy will be there to answer your questions regarding work and career entry during the meeting. Here are some ideas what you can ask:

- What steps did you take to reach your current position in your career?
- What skills or qualities do you believe are most essential finding a job in this field?
- Can you provide advice on networking effectively within this industry?

- Are there any specific courses, certifications, or training programs you recommend for someone aspiring to enter this field?
- How do you maintain a work-life balance in this career path?
- What are the current job market trends in this industry, and how might they affect future career opportunities?
- What are typical entrance positions in your field?
- How does the typical application process on your field look like?
- Can you offer insights into potential career paths or advancement opportunities within this field?
- How important is it to pursue further education (such as a master's degree or professional certifications) in this field?
- What are some ways to gain relevant experience or internships in this industry while still in school?
- Are there any particular mentors, books, or resources you recommend for someone starting out in this field?
- What are the most rewarding aspects of working in this career, from your perspective?
- What advice would you give to your younger self when starting out in this career?

Of course, we recommend developing and preparing your own questions before the meeting.

Step 4: Discuss your findings with the Career Service (optional)

After the conversation with your Career Buddy, you can schedule a meeting with the Career Service to discuss your findings and to develop individual measures, for example adjustment of your application strategy. This step is optional.

Step 5: Evaluation

Three to four weeks after the successful match, we will send you an online evaluation form to get your feedback on the UCarLi programme. Please fill it in to help us to assess the programme and to develop it further according to student needs.

UCarLi etiquette

The UCarLi programme depends fundamentally on the commitment of alumni who have volunteered to share their time and knowledge with students. To honor this commitment, we ask you to adhere to the following rules of conduct:

- All information you receive in the course of the project (contact information, insights into professional fields, etc.) is confidential and intended only for you.

Please do not share this information or only share it if you have obtained explicit consent beforehand.

- Please stick to the agreements between you and your Career Buddy, for example, be on time or contact them early if there are time problems.
- Accept your buddy's boundaries. All alumni are happy to share information with you. However, they may not be able to help you with some of your questions. Feel free to make a note of these questions and contact the Career Service. Perhaps another buddy there can help you, or we can clarify the question in another way.
- UCarLi does not aim to find you a job or an internship directly through our buddies. Most of the buddies are not in a position to make these personnel decisions. However, they are happy to help you develop application strategies.
- Last but not least: The UCarLi programme is designed for alumni and students to meet at eye level. Be prepared to talk openly about yourself, your experiences and your wishes. Then you will get the most out of participating.

If at any time you have questions or face problems, please feel free to contact us (at cs.beratung@uni-konstanz.de or eva.maisel@uni-konstanz.de).

We wish you enriching encounters!

Your Career Service Team