

# TUM. Das Netzwerk. Your Network

Students . Staff . Alumni



Foto: © magdalena jooss

## How to find a student job

Anke Graf  
TUM Alumni & Career

## Working during your Studies



## Working during your Studies

→ know your status and rights!

EU students vs. Non-EU (international) students

Mandatory work vs. voluntary work of any kind (& volunteering)

### Types of Jobs

- Mini-Jobs
- Werkstudenten Jobs (working student positions)
- Internships
- Working at university: Hiwi (Hilfswissenschaftler) and Wihi (Wissenschaftliche Hilfskraft) positions

## Finding Vacancies

- . **Company Websites**
- . **Online Jobboards**
  - **TUM Job & Internship Portal:** [www.tum.de/jobboerse](http://www.tum.de/jobboerse)
  - General Jobboards (e.g. [www.stepstone.com](http://www.stepstone.com); [www.experteer.de](http://www.experteer.de), [www.monster.de](http://www.monster.de))
  - Meta Search Engines (e.g. [www.jobrobot.de](http://www.jobrobot.de); [www.indeed.de](http://www.indeed.de))
  - Portals of Foundations and Organisations (e.g. [www.make-it-in-Germany.de](http://www.make-it-in-Germany.de))
- . **Employment Center (Bundesagentur für Arbeit)**  
[www.arbeitsagentur.de/en](http://www.arbeitsagentur.de/en)
- . **Job Ads in the Newspaper or in Industry Journals**  
Frankfurter Allgemeine; Süddeutsche Zeitung; ZEIT
- . **Online Business Networks**  
[www.xing.de](http://www.xing.de); [www.kununu.com](http://www.kununu.com)
- . **Career Fairs, Recruiting Days**  
[www.ikom.tum.de](http://www.ikom.tum.de)

## The Application Process

- **Gather information**

Where are vacancies published? How does application process work?

- **Allow for sufficient time to prepare your documents**

Have professional photo taken, have your CV checked

- **Apply professionally**

German application documents include a CV, cover letter and copies of academic and work certificates (Arbeitszeugnisse)

- **Prepare for interviews and all subsequent steps**

**The application process in Germany is very formal and standardized  
– even for internships and part-time positions.**

## To-Dos for your first semester at TUM

- ✓ pick up a semester career program
- ✓ attend 1 career-related seminar/webinar
- ✓ start improving your German (TUM language center)
- ✓ start putting together your application documents (CV, photograph)
- ✓ do 1 thing for fun (not job-related), new hobbies, experiences, friends
- ✓ prepare for practical experience: internship, volunteering, organizations
- ✓ start thinking about what you like to do, how you would like to live and what you need to do to get  
your dream job



## TUM Career Service

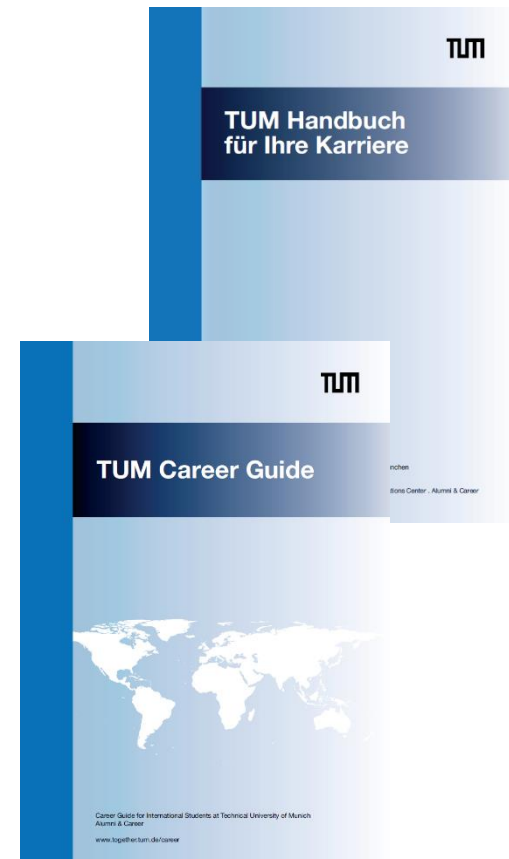
[www.together.tum.de](http://www.together.tum.de)



- ✓ Career Counseling – in person, the via phone or per email
- ✓ Events supporting your career start and development;  
40+ seminars/webinars per semester
- ✓ Career Days with application photo shoot
- ✓ E-Career: Webinars and Applications CheckUp online
- ✓ TUM Mentoring: [www.mentoring.tum.de](http://www.mentoring.tum.de)
- ✓ Free TUM Career Guide and Newsletter
- ✓ TUM Job and Internship Portal: [www.tum.de/jobboerse](http://www.tum.de/jobboerse)

## Career Offers & Services

- TUM Handbuch für Ihre Karriere – in German  
The A – Z of finding your dream job:  
application documents, interview  
preparation, etc.
- TUM Career Guide  
For international students, English  
version
- Checklists & leaflets  
online at [www.together.tum.de/career](http://www.together.tum.de/career)



All material is available free of charge.



[www.together.tum.de](http://www.together.tum.de)

[career@tum.de](mailto:career@tum.de)

## WalkIn sessions

### Campus Weihenstephan

Maximus-von-Imhof-Forum 3, 1st. floor above fair geniessBar, room OGL 01

**Tuesdays** from 2pm – 4pm

### Campus Garching

Boltzmannstraße 17 – Exzellenzzentrum, 3. OG

**Wednesdays** from 10am – 12pm

### Campus München

Arcisstraße 21 – economic science building, first floor, room 1518

**Mondays** (1<sup>st</sup> and 3<sup>rd</sup> of the month) from 6pm – 8pm)

**Thursdays** from 11am – 1pm and 2pm – 4pm

### **New: Lunch WalkIn**

Mensa Arcisstraße on Munich Campus

**Mondays** (2nd and 4th of the month)

from 12pm – 1:00pm