How to find a student job

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Working during your Studies
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→ know your status and rights!

EU students vs. international students

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

Types of Jobs

• Working at university: Hiwi and Wihi positions
• Working industry
  • Werkstudenten Jobs (working student positions)
  • Mini-Jobs
• Internships
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**
  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)

- **Recruitment Agencies**
  brunel * SINUS
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 the interview 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 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

✔ Career Counseling – in person, 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
✔ Free TUM Career Guide and newsletter
✔ TUM Job and Internship Portal: 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

All material is available free of charge.
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\(^{st}\) and 3\(^{rd}\) 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