

INTERLOCALITY

INCREASED LOCAL EMPLOYABILITY OF INTERNATIONAL STUDENTS



EMPLOYABILITY ACTIVITIES CATALOGUE

www.interlocality.eu/





ABOUT

The Employability Activities Catalogue (EAC) is part of an Intellectual Output within the ERASMUS+ Strategic Partnership "INTERLOCALITY - Increased local employability of international students".

It aims at mapping and collecting employability and retention activities and initiatives within the consortium of the five partners:



Co-funded by the European Union. Views and opinions expressed are however, those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

BACKGROUND

Higher education institutions can use the Employability Activities Catalogue as inspiration and adapt it to their structures, needs, and resources.

The activities collected in the catalogue are the consortium's experiences with previous and current employability activities.



OUR OPINION

Universities have a responsibility to provide graduates with opportunities and experiences that increase their employability and prepare them to enter the labor market.

Increasing focus on

The issue of graduate employability has received particular attention in recent years.

Various political, economic, and social phenomena have contributed to an increasing focus on the employment rate of graduates and have become one of the criteria for assessing the quality of higher education institutions.

For years, educational institutions have supported the transition of their students into the job market.

They offer various resources to empower students and graduates to design their futures and follow a meaningful career path.

This partnership aims to address the specific needs of international students entering the local labour market.





“a set of achievements – skills, understandings and personal attributes – that makes graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community, and the economy.”

The working definition of employability refers to M. Yorke in 2006 “Employability in Higher Education: What It Is, What It Is Not”¹, with the following definition: Employability means...

Another aspect is the reference to secure jobs in the description of three abilities within employability²:




¹Yorke, M. (2006) Employability in Higher Education: What It Is-What It Is Not: Learning & Employability Series 1. The Higher Education Academy, York

²Hillage, J. and Pollard, E. (1998) Employability: developing a framework for policy analysis. London: Department for Education and Employment.

The employability activities of universities does not only focus on students, but also employers.

As Caroline Scheepmaker, Manager of the Career Centre, TU Delft, the Netherlands and Nannette Ripmeester, Director of Expertise in Labour Mobility, the Netherlands already pointed out in

their EAIE-blog from 2012 "Employability: Matching employer needs with student capabilities" from 2012:³



"Higher education institutions need to shift from a focus on career education for graduates only (connecting them to industry) to facilitate the participation of industry representatives in activities.

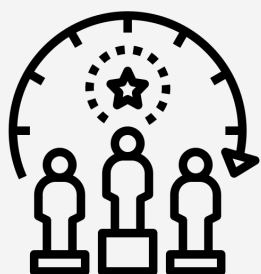
Joint student and employer career education is key to bridging the current gap in employer and graduate expectations."

³

<https://www.eaie.org/blog/matching-employer-needs-with-student-capabilities.html>

THE EUROPEAN SKILLS AGENDA 2020

The European Skills Agenda 2020 builds upon the ten actions of the Commission's 2016 Skills Agenda. It is a five-year plan to help individuals and businesses develop more and better skills and apply them by:



Strengthening sustainable competitiveness, as set out in the European Green Deal.



Ensuring social fairness, putting into practice the first principle of the European Pillar of Social Rights: access to education, training, and lifelong learning for everybody, everywhere in the EU.



Building resilience to react to crises, based on the lessons learned during the COVID-19 pandemic.

The rapid shift towards a climate-neutral Europe and digital transformation is changing the way to work, learn, take part in society and lead our everyday lives. Europe can only grasp these opportunities if its people develop the right skills.

The agenda also links to the "European Digital Strategy", the "Industrial and Small and Medium Enterprise Strategy", the "Recovery Plan for Europe" and increased support for youth employment.

The European Skills Agenda 2020 includes 12 actions organized around four building blocks⁴

⁴ <https://ec.europa.eu/social/main.jsp?catId=1223&langId=en>

THE 12 ACTIONS

A call to join forces in collective action

Action 1

A Pact for Skills

Actions to ensure that people have the right skills for jobs

Action 2

Strengthening skills and intelligence

Action 6

Skills to support the twin transitions

Action 5

Rolling out the European Universities Initiative and upskilling scientists

Action 4

Proposal for a Council Recommendation on vocational education and training (VET)

Action 3

EU support for strategic national upskilling action

Action 7

Increasing STEM graduates and fostering entrepreneurial and transversal skills

Action 8

Skills for life

Tools and initiatives to support people in their lifelong learning pathways

Action 9

Initiative on individual learning accounts

Action 12

Improving the enabling framework to unlock Member States' and private investments in skills

A framework to unlock investments in skills

Action 11

New Europass platform

Action 10

A European approach to micro-credentials

To sum up:

Employability results from complex learning and is a concept that goes beyond key competencies.

OVERVIEW OF EMPLOYABILITY ACTIVITIES

The Employability Activities Catalogue is the basis for a special Career Programme within the partnership, the "International talent journey" (ITJ).

The ITJ describes an intensive career development program for international students with three consecutive blocks:



Activities on orientation

describe activities belonging to orientation and integration such as information sessions, intercultural trainings or language courses. Students receive important information on the respective labor market, for example on working culture, professions and industries, or current trends. They also learn to build their own profile and develop suitable job search strategies.

Activities on qualification

aim to gain skills on how to apply for jobs or where to find suitable job offers. In this area, techniques for writing job applications are taught. This includes preparation for job interviews or assessment centers.

Activities on networking

enable contacts between international students and potential employers. In this block, diverse and low-threshold networking events are offered to get in touch with potential local employers and have first points of contact with the local labour market. The events take place with regional companies as well as with (international) alumni students.



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2	Advice on approaching companies	ARCADA, Finland			
3	Alumni case-materials/inspiration	UCN, Denmark			
4	Alumni contact	ARCADA, Finland			
5	Amazing Race Arabia area	ARCADA, Finland			
6	Application training in English - documents	FH Münster, Germany			
7	Application training in English - job interview	FH Münster, Germany			
8	Arcada Job Portal	ARCADA, Finland			
9	Bi.dicom PATH	SEND, Italy			
10	Buddy program inside companies	FH Münster, Germany			
11	Business Centre Campaign	UCN, Denmark			
12	Career advice	ARCADA, Finland			
13	Career Boot-Camp	UCN, Denmark			
14	Career counselling	ARCADA, Finland			
15	Career counselling at the Unemployment Centre	UCN, Denmark			
16	Career Mentoring Programme	UCN, Denmark			
17	Career Profiles Campaign	UCN, Denmark			
18	Case studies	ARCADA, Finland			
19	Collaboration with industry representatives	ARCADA, Finland			
20	Company fair - Firmentag	FH Münster, Germany			
21	Culture Host Programme	UCN, Denmark			
22	CV and cover letter workshop/ DCP	UCN, Denmark			
23	Cycles Board Project "In gioco"	SEND, Italy			
24	Danish Career Programme (DCP)	UCN, Denmark			
25	Degree programme accreditation and update	ARCADA, Finland			

26	Digital Career Support 24h/365 access	UCN, Denmark			
27	Domestic language instruction	ARCADA, Finland			
28	E-learning tutorials with info for the job entry	FH Münster, Germany			
29	Embedded Employability Course	UCN, Denmark			
30	Employability CAMP	UCN, Denmark			
31	“Employable you” – an online guide for international students	SEND, Italy			
32	Entrepreneurship education	FH Münster, Germany			
33	E-portfolio	SEND, Italy			
34	EUROPASS platform	SEND, Italy			
35	Excursions to local companies	ARCADA and FH Münster			
36	External guest experts	ARCADA, Finland			
37	“First place cards” - project “In gioco”	SEND, Italy			
38	Fontys helps	FONTYS, the Netherlands			
39	Fontys Global Lounge	FONTYS, the Netherlands			
40	Från praktik till arbete	ARCADA, Finland			
41	Graduating soon - what now?	UCN, Denmark			
42	Hello Mentor	FONTYS, the Netherlands			
43	Hobby Bank	UCN, Denmark			
44	Individual counselling and career guidance	FH Münster, Germany			
45	Info session: legal aspects for non-EU-students and graduates during job search	FH Münster, Germany			
46	Integration into research projects	ARCADA, Finland			
47	Intercultural activities manual for local communities – Project Saama	SEND, Italy			
48	Intercultural training “Job market Germany”	FH Münster, Germany			
49	International Talents Match	SEND, Italy			

50	Interns insides (companies and students)	FH Münster, Germany			
51	Internship workshop/DCP	UCN, Denmark			
52	Introduction Day	UCN, Denmark			
53	Introduction Days	ARCADA, Finland			
54	Job application instruction	ARCADA, Finland			
55	Job board	FH Münster, Germany			
56	Job cafés	ARCADA, Finland			
57	Job portal	UCN, Denmark			
58	Job board for Internationals	FH Münster, Germany			
59	“Job Sprint”	ARCADA, Finland			
60	Language courses	FH Münster, Germany UCN, Denmark			
61	Language tandem - Meet2speak	FH Münster, Germany			
62	Leerwerkloket	FONTYS, the Netherlands			
63	LinkedIn workshop	UCN, Denmark			
64	Local company visits	UCN, Denmark			
65	Manifesto of Welcoming Enterprises - Project SAAMA	SEND, Italy			
66	Matchmaking events	UCN, Denmark			
67	Meet the Boss International	FH Münster, Germany			
68	Mock interview/DCP	UCN, Denmark			
69	My Future Work	ARCADA, Finland			
70	My vocational situation	SEND, Italy			
71	Networking event for international students	FH Münster, Germany			
72	Offboarding workshop	UCN, Denmark			
73	Onboarding service for international talents	FH Münster, Germany			

TARGET GROUP

All students

COOPERATION

Local stakeholders,
International House

ORGANISATION PARTNER

PROFESSIONSHØJSKOLEN

1

1:1 CAREER COUNSELLING

Qualification

All UCN students can contact the local International House during their and after their studies to have a meeting regarding their options and tips & tricks for job search during and after graduation. This option is promoted to participants from the “Employability CAMP” and the “Danish Career Program”. The activity is tested and implemented successfully.

2

ADVICE ON APPROACHING LOCAL COMPANIES

Orientation

The advice provided on how to find and approach relevant companies for thesis projects, and how to market their own knowledge and skills.

The duration is about 3 hours.

TARGET GROUP

All students

COOPERATION

Teachers and local
companies

ORGANISATION PARTNER

3 ALUMNI CASE MATERIALS INSPIRATION

Networking

TARGET GROUP

International and Danish students

COOPERATION

Alumni and companies

Ongoing activity, tested and implemented

ORGANISATION PARTNER



Many of the students have a hard time understanding what to become after graduation. Therefore, a campaign has been launched to make it more visible for the students what type of career opportunities there are. UCN has also included international profiles, to inspire students as to what type of job they can apply for in Denmark.

The cases include advice from international students to international students. Furthermore, UCN has a focus on creating case videos, where they include international graduates and companies that gave internationals a chance. The videos are used to inspire current students, but also to inspire companies who do not yet dare to employ international students because of language barriers.

4 ALUMNI CONTACT

Networking

TARGET GROUP

Alumni

COOPERATION

Individual staff, alumni relations manager

ORGANISATION PARTNER



Arcada maintains long-term contact with alumni to provide advice, collaborate with them, provide letters of recommendation, and invite them to give inspirational guest lectures to current students.

Contact is maintained through platforms either such as LinkedIn or Arcada's alumni services. It is a successfully implemented activity.

5 AMAZING RACE ARABIA AREA

Orientation

The “Amazing Race Arabia area” is a networking game in the campus area. It is a planned event with the aim of onboarding and getting familiar with the campus.

TARGET GROUP

First year students

ORGANISING DEPARTMENT

School of Business

DURATION

Half a day

ORGANISATION PARTNER



6 APPLICATION TRAINING: DOCUMENTS

Qualification

Whether students want to find a part-time job, an internship, or a job after finishing their studies, a good application portfolio according to German standards and a job interview are the key to success.

This can be very challenging for international students whose mother tongue is not German.

This workshop will provide students with basic information on the application portfolio and deals with topics such as: “What belongs in an application - and what doesn’t?”, “How do I write a resume?” and “How do I create a cover letter?”.

The training is offered in English.

TARGET GROUP

International students with less German skills

COOPERATION

External experts

DURATION

Half a day

SUCCESSFULLY IMPLEMENTED

offered each semester

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

7

APPLICATION TRAINING: JOB INTERVIEW

Qualification

TARGET GROUP

International students with less German skills

COOPERATION

External experts

DURATION

Half a day

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

Whether students want to find a part-time job, an internship, or a job after finishing their studies, a good application portfolio according to German standards and a job interview are the key to success.

This can be very challenging for international students whose mother tongue is not German.

This workshop will provide students with basic information on the application portfolio and deals with topics such as the process of the interview, Dos and Don'ts, or typical questions and elements in a job interview.

8

ARCADA JOB PORTAL

Networking

TARGET GROUP

All students

PARTNERS

Companies and universities

Ongoing

ORGANISATION PARTNER



In 2021, Arcada launched a Job Portal as an online career service for students. The platform gives employers broader opportunities to make their company visible through their own profile. It also serves as a gathering place for career-related material. Companies can register employer profiles and publish ads for jobs, practical training, or thesis projects, as well as create and market career-related events for Arcada's students. As part of Arcada's actions within the national "Talent Boost program", the portal was already launched in English last autumn to support Arcada's international students and companies interested in recruiting international students.

9

BI.DICOM PATH

Orientation

TARGET GROUP

All students

COOPERATION

ISFOL (external partner)

DURATION

At least 2 months

ORGANISATION PARTNER

The Bi.dicom PATH has been developed by the Italian Institute for the Development of the Vocational Education of Workers ("Istituto per lo sviluppo della formazione professionale dei lavoratori" - ISFOL) and it is normally used by SEND counselors and peer to peer counselors to develop a specific guidance and counseling paths for adult users.

In the link, it is possible to get a description of the path, as well as the tools/materials for group laboratories and skills assessment. Bi.dicom is a skills assessment path addressed to different types of adult subjects.

LINK

https://www.isfol.it/temi/Lavoro_professioni/copy_of_progetti/orientamento-al-lavoro/bi.dicom-1

10

BUDDY PROGRAM INSIDE COMPANIES

Orientation

TARGET GROUP

International students

COOPERATION

Companies and local students

ORGANISATION PARTNER

Buddy programs for students in academic life are very common and good tools for integrating new students.

FH Münster plans to implement a buddy program in companies to make it easier for international students to get acquainted with German working life.

11

BUSINESS CENTRE CAMPAIGN

Networking

TARGET GROUP

Companies

COOPERATION

Local business centres

ORGANISATION PARTNER



A communication campaign aimed to increase the interest for local companies to have an international student interning for their company.

The campaign is a collaboration between the educational institution and the local business centers ensuring that a carefully chosen group of highly motivated international students will be displayed in their digital newsletters aimed at the local companies.

Each profile highlights what value they can bring to the company - the campaign creates matches between local companies and international students to secure collaboration through internships.

12

CAREER ADVICE

Qualification

TARGET GROUP

All students

DURATION

Approx. 65h

ORGANISATION PARTNER



Instruction and practical exercises are given by experienced engineers on how to act and behave in professional life.

The activity is offered by teachers of the "Teamwork and Innovation" course.

13 CAREER BOOT-CAMP

Qualification

TARGET GROUP

Unemployed graduates, International and Danish

COOPERATION

Job centres, Business centres, AAU, Business Region North and other actors

DURATION

Two days.

ORGANISATION PARTNER



In collaboration with North Jutland job centers, business centers, AAU, Business Region North, and other actors, a career boot camp will be organized for unemployed graduates.

The various actors offer different activities that will prepare the participants for the labour market in North Jutland. The goal of the Bootcamp is to create contact and match between graduates and companies and to strengthen graduates' insight into companies' needs for the skills of the highly educated.

Most of the activities are held in Danish, but in 2022 an event for English speakers could be offered as well.

LINK

<https://www.youtube.com/watch?v=5fG51G7XmXA>

14 CAREER COUNSELLING

Orientation

TARGET GROUP

All students

COOPERATION

Karriärcentre Arabia

ORGANISATION PARTNER



In cooperation with "Karriärcentre Arabia", ARCADA is offering individual career counseling online or on-site.

It is an ongoing activity that started in April 2021.



15

CAREER COUNSELLING AT THE UNEMPLOYMENT CENTRE

Qualification

All UCN students can contact the unemployment center during their studies to have a meeting regarding their options and tips & tricks for job search after graduation.

International students receive this career support during their studies as an ongoing offer.

TARGET GROUP

International students

COOPERATION

Career offices / Local unemployment centre

ORGANISATION PARTNER



16

CAREER MENTORING PROGRAMME

Qualification

A mentoring program tailor-made to enhance international students' employability. International students are matched 1:1 with a mentor from a local business giving the students individual feedback on their CVs and job applications.

In addition, the mentor is encouraged to provide the student with valuable insight into the local work culture and to address issues the student might face in finding a job after graduation.

TARGET GROUP

International students

COOPERATION

External partnering with companies and local business people

COST

€ 500 – 5000, excluding internal working hours

ORGANISATION PARTNER



The program is intended to and can be implemented into the curriculum. The program has been so successful that the mentoring program is now an integral part of several technology and business degree programs at UCN.

17

CAREER PROFILES CAMPAIGN

Networking

TARGET GROUP

International students

COOPERATION

Local Business Centres,
local companies and
stakeholders

DURATION

2-3 months, twice a year

ORGANISATION PARTNER



Within the last three semesters, UCN has been working with a campaign that promotes their international students throughout Northern Jutland.

The campaign had the goal to draw attention to collaboration opportunities with our international students. In addition, the campaign also aims to raise awareness of the value that international students can contribute.

In addition, UCN would like to make its students aware that the chances of finding an internship are higher if they look for internships outside the city of Aalborg.

In spring 2022 the campaign was shared in the newsletters of six business centers in Northern Jutland and on LinkedIn. The students are seeking a spot in the campaign, and UCN is choosing the students, that have shown high motivation for having a career in Denmark.

In spring 2022, 16 profiles have been part of the campaign. 13 have succeeded in getting an internship.

18 CASE STUDIES UNEMPLOYMENT CENTRE

Orientation

Many case studies of Finnish companies were performed during courses, and links were provided to many relevant Finnish companies.

The activity is successfully implemented with positive feedback from students.

TARGET GROUP

International students

ORGANISATIONS

DEPARTMENT

Individual teachers

ORGANISATION PARTNER



19 COLLABORATION WITH INDUSTRY REPRESENTATIVES

Networking

Long-term engagement with engineering unions and trade representative organizations to align educational content with industry demands, and to arrange events where students meet industry representatives.

Examples are

- the Union of Professional Engineers in Finland,
- the Association of Nordic Engineers,
- the Technology Industries of Finland,
- the Finnish Plastics Industries Federation,
- the Finnish Plastics Association and
- the Association of Finnish Technical Traders.

TARGET GROUP

Selected student groups

COOPERATION

Various local companies and actors

ORGANISATION PARTNER



20 "FIRMENTAG" – COMPANY FAIR

Networking

TARGET GROUP

All students

COOPERATION

Local companies

DURATION

One day once a year

ORGANISATION PARTNER



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The company day ("Firmentag") is a daily event and addresses students with technical specializations from engineering study programs.

Visitors can meet HR managers in person, get first-hand information about job and internship offers, and listen to practical presentations with tips on applications and career planning.

On average, more than 70 companies from the region present themselves. Attractive conditions are offered to exhibiting companies, such as WLAN at all booths, an entry in the fair catalogue, pre-scheduled interviews with students, or postings of advertisements in the university's internal job portal.

Furthermore, professional and furnished exhibition spaces are provided. The payment fee for a stand testifies to the high level of interest in attracting qualified talents.

21 CULTURE HOST PROGRAMME

Orientation

TARGET GROUP

International students and local students

COOPERATION

Partnerships with local cultural institutions and venues to receive discounts and free tickets to local cultural events

DURATION

6 months

ORGANISATION PARTNER



A program designed to team up with international and local students 1:1 in order to provide international students with a locally-anchored social network as well as develop intercultural competencies in the local students.

The program provides the students with a cultural package containing free tickets and discounts to cultural experiences, as a way of leveling the financial balance between the local and international students.

The program shows that it is possible to create the necessary interaction between local and international students and to offer international students a local social network if you create the framework and conditions for it.

In addition, it helps local students internationalize to an extent that is otherwise only reachable by a going-abroad experience. The program has been tested over a period of two years at UCN.

22 CV AND COVER LETTER WORKSHOP

Qualification

TARGET GROUP

International students / DCP participants

COOPERATION

Local stakeholders

DURATION

One event

ORGANISATION PARTNER



This is an event within the “Danish Career Programme” (DCP). The goal is to teach international students how to make a Danish labor market-appropriate CV and cover letter, as many international students often use the Europass template for their CV and are not accustomed to the use of a cover letter as well.

Cooperation with local stakeholders is of great importance to ensure i.e. company visits.

23 CYCLES BOARD - PROJECT “IN GIOCO”

Orientation

TARGET GROUP

All

COOPERATION

Local partners;
CESIE <https://cesie.org/>

DURATION

Some hours

ORGANISATION PARTNER



LINK

<https://cesie.org/media/symfos-basic-clearing-en.pdf>

This board, based on the Symfos counseling approach (see link) and developed within the homonymous Erasmus+ project, establishes the use of symbols as a guidance tool for young people.

Not all young people will need the intensive interventions that can be offered through symbols work, while others will benefit from a tailored use of this technique throughout their guidance experience. The basics of this board are to provide practitioners with a quick assessment tool to establish the needs of the young person they meet. By the end of the assessment, practitioners will have decided, in conjunction with the young person, the needs of the user related to their main life objective, education, work experiences, health, etc...

The board has been used within the project “In Gioco” and is part of the toolkit that SEND peer-to-peer counselors are using in their daily guidance and counseling activities with migrant and adult users.

24 DANISH CAREER PROGRAMME (DCP)

Qualification

DCP is a career program for first-semester international students who are new to UCN and Denmark. During the year-long course, students are equipped with tools, good advice, and new knowledge to have an edge over their co-students when it comes to finding the perfect student job or maybe even a future internship.

During the Danish Career Program, students will experience many social and extracurricular activities, different company visits, and Danish work culture insights, as well as an opportunity to develop their professional and personal skills. All this will give the students a great boost to land a relevant student job, and their first internship, as well as expand their professional network.

TARGET GROUP

International students / newcomers

COOPERATION

Local stakeholders

DURATION

Two full semesters

ORGANISATION PARTNER



25 DEGREE PROGRAMME ACCREDITATION AND UPDATE

Qualification

Alignment of degree programs with internationally- recognized EUR-ACE framework standards and guidelines - assures prospective employers that students have requisite competencies.

Update competencies taught in the degree program to match needs in the industry. Change the degree program name to be more attractive to students and employers.

TARGET GROUP

All students

COOPERATION

Degree programme directors

ORGANISATION PARTNER



26 DIGITAL CAREER SUPPORT 24H / 365 ACCESS

Qualification

From 2020-2021, UCN tested an online tool aiming to increase awareness of different career paths and prepare students to find their first job after graduation.

As the evaluations in the pilot project have been generally positive, UCN has expanded access to all UCN students in 2022. The platform contains learning videos, worksheets, and inspirational material to support students in finding relevant student jobs, internships, and permanent employment. The entire platform is translated into English.

In addition, an international module was developed, focusing on helping international students to understand the local labor market. Furthermore, the focus of the platform is to collect all relevant career-related materials, making it the one-stop shop for students who are dealing with career-related issues.

TARGET GROUP

None

COOPERATION

External provider of the digital solution

COST

About €10.000 per year

ORGANISATION PARTNER



27 DOMESTIC LANGUAGE INSTRUCTION

Orientation

Students participate in beginner's courses in the domestic language(s). A Swedish course (5 ECTS) is compulsory. A Finnish course (15 ECTS) is optional. The courses are successfully implemented.

Employers often demand a higher level of Finnish language knowledge than acquired from our courses. Swedish language is rarely demanded but seen as a benefit, especially in a Nordic context.

TARGET GROUP

International students

ORGANISATION DEPARTMENT

Language department

ORGANISATION PARTNER



28 E-LEARNING TUTORIALS FOR THE JOB ENTRY

Qualification

TARGET GROUP

All students

COOPERATION

Career Service, International Office, Marketing

PLANNED ACTIVITY

In 2023, the tutorials already fully exist in German language and will be translated in English language as well.

E-learning tutorials are helpful information for the application phase. They include manuals, videos, and tutorials about topics such as a strong application, a convincing interview, and the first contact with the company - all this needs to be well thought out and well prepared.

The information in English is intended to help international students to find suitable jobs, prepare application documents and present themselves personally in the regional job market.

ORGANISATION PARTNER



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29 EMBEDDED EMPLOYABILITY COURSE

Qualification

TARGET GROUP

International students / newcomers

COOPERATION

External partnering with relevant stakeholders and companies

DURATION

One semester

ORGANISATION PARTNER



A five ECTS Employability course is embedded in the curriculum with the aim of making international students more prepared and ready for the local labor market. Taking on subjects like:

- Local work culture and how to deal with it.
- CV and Cover letter
- Making it in the job interview.

All subjects are tailored to address the different aspects and issues of each industry of the study program. Employability is taught in 10 x 4 lessons. The course focuses on the retention of international students and is closely linked to a 24H Digital Career Support platform.

30 EMPLOYABILITY CAMP

Orientation

TARGET GROUP

International students / newcomers

COOPERATION

Local stakeholders such as job agencies, International House, companies, language school

DURATION

Two weeks

ORGANISATION PARTNER



The Employability CAMP is a two-week intensive course before the start of studies with a focus on improving local language skills, integration through group work, and cultural learning experiences through real-life encounters with local culture.

The CAMP focuses on improving employability and 21st-century skills as well as giving international students a head start on their studies and a good start on their new life in a foreign country. A participation fee of €175 ensures financial sustainability.

31 "EMPLOYABLE YOU" - ONLINE GUIDE

Qualification

TARGET GROUP

International students

ORGANISATION PARTNER



Throughout this guide international students or graduates are navigated about the issues they may face when looking for work opportunities or progressing career aspirations.

This guide focuses on employment in Australia. While recruitment and employment processes differ considerably between countries, much of the advice presented here will be similarly useful for future work outside Australia.

LINK

<https://www.ieaa.org.au/documents/item/1631>

32 ENTRE- PRENEURSHIP EDUCATION

Qualification

TARGET GROUP

All students

COOPERATION

Transfer agency

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

The entrepreneurship education consists of different online workshops in English for international students of FH Münster who are interested in the foundation of their businesses. The workshops deal with different topics like time management, sales & marketing, how to write a successful business plan, online marketing, networking, etc.

In two hours workshops, the student gets knowledge in the field of thinking and acting entrepreneurially. Within this framework, international students acquire not only business knowledge but also skills in the field of German corporate culture.

33 E-PORTFOLIO

Qualification

TARGET GROUP

High qualified individuals

COST

€80.000

ORGANISATION PARTNER



The E-Portfolio is an online repository of experience, qualifications, and competencies to be maintained and updated throughout a person's educational, academic, and professional course.

The E-Portfolio has been developed by CIOFS-FP Piedmont "Centro Italiano Opere Femminili Salesiane –Formazione Professionale" and thus consists of the following sections:

- Me: user's introductory page;
- Me and work: users enter their work experience and match it with one of the occupation descriptions;
- Me and training: users enter their training experience;
- Me over work: users enter their experiences outside formal employment and training;
- My skills: a summary report that includes different types of skills, based on the user's previous entries;
- My evidence: previous experience in work, training, or other activities is matched with related evidence;
- Documents area/Downloads: users extract a pdf. file with their profile data in a structured form;
- Practitioner/Administrator: only for practitioners, with management tools, statistical information on users, etc.

LINK

<https://www.cedefop.europa.eu/en/tools/resources-guidance/handbook-transferability/case-studies/eportfolio>

34

EUROPASS platform

Networking

TARGET GROUP

All

COOPERATION

European Commission
(external)

Successfully implemented

Formal and non-formal education

DURATION

Used during the whole study cycle and beyond

ORGANISATION PARTNER

One step beyond

The most trusted European tool to manage students' learning and career. Whether during their studies, while starting their first job, or looking for new challenges Europass allows students to effectively communicate their skills and qualifications in Europe.

The European Commission provides this service free of any charge and in 29 different languages. Platform services:

- Helping reflect on your current skills and experiences
- E-portfolio of competencies acquired
- Template and Tutorial to write CVs and Cover Letters
- Providing accurate information on working and learning in Europe
- Giving links to appropriate support networks

35 EXCURSIONS TO LOCAL COMPANIES

Networking

TARGET GROUP

All students

COOPERATION

Local companies

DURATION

Visits take place several times a year

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences



ARCADA

Field trips planned by the university are very popular with international students. They serve as door openers and offer a “look behind the scenes”.

The university’s intermediary role makes it easy for students and companies to come into contact. As part of the excursions, many areas of a company are usually presented in a guided tour during the on-site visits.

This allows students to get to know a company from several sides and not just through the presentation in a virtual space. Visits to companies improve students’ awareness of relevant companies and how they operate.

36 EXTERNAL GUEST EXPERTS

Networking

TARGET GROUP

All students

COOPERATION

Local companies

ORGANISATION PARTNER



ARCADA

Experts from companies visit to give presentations on courses. Typically, this is done as part of courses to improve students’ awareness of relevant companies and the current demands from the industry.

The events take place 20-60 minutes, approximately 15 times per year. It is successfully implemented with positive feedback from students.

37 FIRST PLACE CARDS - PROJECT "IN GIOCO"

Orientation

TARGET GROUP

All students

ORGANISATION PARTNER



One step beyond

The first Place Cards are used by counselors/peer-to-peer counselors at the beginning of a guidance and counseling path and help the users to prioritize their current objectives and/or needs related to their career and professional life.

The cards describe a professional need or objective, translated into 3 languages (it, en, fr), and the user has to decide which one to keep and which one to discard. In the end, with the kept cards the user gives a different level of priority to each objective/need, and together with the counselors he/she will be supported in understanding his/her current situation and professional priorities and to further develop a personal and professional action plan to reach the objectives and fulfill the needs identified.

The Cards, as well as the Cycles Board (activity n. 23), has been used within the project "In Gioco" and is part of the Toolkit that SEND peer-to-peer counselors are using in their daily guidance and counseling activities with migrant and adult users.

38 "FONTYS HELPS"

TARGET GROUP

All students

COOPERATION

Student services

ORGANISATION PARTNER

Orientation

"FONTYS helps" is an online platform that offers all kinds of practical information and personal support when students need extra guidance.

In the context of employability, Fontys helps recruit career guidance counselors: study and career choice (investigation into interests, personality, and capacities, support with job applications).

LINK

<https://fontys.edu/Subsites/Fontys-Helps-1/In-need-of-extra-guidance.htm>

39 FONTYS GLOBAL LOUNGE

TARGET GROUP

All students

COOPERATION

Student service

ORGANISATION PARTNER

Qualification

A meeting place for students studying in Venlo focusing on activities on integration, culture, and language. The meeting space is being used for cultural social events, information sessions, and informal educational opportunities all aimed at Global Citizenships which is believed to support anyone's employability.

FONTYS LANGUAGE POLICY

Fontys is working on a language policy. Part of the policy is offering language courses for international students with the aim to improve student well-being and to have a positive effect on the stay rate of international students. Introduction Dutch language and culture and for Degree students the option to follow a more intensive program working on a better understanding of the Dutch language to increase their success in finding a job in the Netherlands.



40

“FRÅN PRAKTIK TILL ARBETE”: WORKING LIFE INTEGRATION PROJECT & PRACTICAL TRAINING PROGRAM

Qualification

TARGET GROUP

Second and third year students

COOPERATION

External companies

ORGANISATION PARTNER



This is a planned project, organized by the School of Business.

A practical training program aiming to support international business students' at Arcada in finding internship opportunities in Finnish companies.

Some selected partner companies commit to offering an internship, lasting for 20 weeks, for 3 students each year.

Each student is always responsible for schooling the next intern, which makes the integration for the new interns easier while saving resources in the partner company. Piloting of the program started in the autumn of 2022.

41

GRADUATING SOON – WHAT NOW?

Networking

TARGET GROUP

Graduating international students

COOPERATION

Local job Agency

ORGANISATION PARTNER



A half-day event with a focus on smoothing the transition process from student life to work life.

Emphasis on elements helping international students find jobs upon graduation i.e. legal aspects related to the transition process. It is a tested and successful activity.

42 HELLO MENTOR

Orientation

TARGET GROUP

International students

COOPERATION

Brainport region

ORGANISATION PARTNER



"Hello Mentor" helps international students find their way around the job market in the Brainport region. Many international students are willing to stay in the Netherlands but need a springboard toward a job.

"Hello Mentor" matches international students with a mentor from the business world. In four months, they establish a personal connection and share experiences. In this way, the students receive the necessary information and guidance to make the step into the labour market.

LINK

<https://brainporteindhoven.com/en/news/hello-mentor-helps-international-students-find-their-way-around-the-job-market-in-brainport>

43 HOBBY BANK

Orientation

TARGET GROUP

All students

COOPERATION

Local partners (Sports clubs,...)

ORGANISATION PARTNER



UCN Hobby bank is an opportunity for students to get financial support to go to a hobby activity together, which the students themselves choose. The desired long-term outcome of these activities is:

- Increased feeling of general well-being due to the hobby activity
- Increased sense of community and belonging
- Strengthened connection between Danish and International students
- Increased cultural understanding
- Establishing potential long-term friendships

44

INDIVIDUAL COUNSELLING AND CAREER GUIDANCE

Orientation

TARGET GROUP

All students

COOPERATION

Career Service

DURATION

Individual appointments, based on students' needs: Additionally, workshops and application training are offered.

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

The Career Service of FH Münster helps to make the transition from higher education to employment. They provide training, information, and one-on-one consultation on all matters related to career guidance, searching and applying for jobs, and choosing the first job.

The main issues are:

- **Feedback on an application:** The Career Service offers assistance at the preparatory stage to ensure that an application is well received, understandable, and highlights strong points. Before the first meeting, students are asked to see a manual called "Strong Application" available for download, to prepare their application documents including a cover letter, a CV, and copies of educational certificates. After sending the documents by e-mail or attending a counseling interview, the Career Service will give feedback on the comprehensibility of the application and possibilities for improvement. Should students decide to submit their application documents electronically, they will only be stored for the duration of the consultation period. The files will be deleted within 8 weeks at the latest.
- **Interview advice:** If students are unsure about the interview process, they get advice on how to prepare for their interview. This is done in informative talks, training sessions, and individual consultations. Topics are how to present yourself, the impression you make on others, communication, and salary negotiation. A guide entitled "How to Impress the Interviewer" is available for download.

45

INFO SESSION: LEGAL ASPECTS FOR GRADUATES

Orientation

FH Münster regularly invites a representative of the Federal Employment Agency to provide information on the legal framework for non-European graduates.

In addition to important information, there are also opportunities to answer individual questions through direct contact.

TARGET GROUP

Graduating international students

DURATION

Multiple emails received / year

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

46

INTEGRATION INTO RESEARCH PROJECTS

Networking

Integration of students into active applied research projects with external partners - sometimes leads to internship or job with an external partner or related company.

Cooperation partners are the research project managers.

TARGET GROUP

Selected final year students

ORGANISATION PARTNER





47

INTERCULTURAL ACTIVITIES MANUAL FOR LOCAL COMMUNITIES

Orientation

TARGET GROUP
All, Migrant youth

DURATION
4 days

ORGANISATION PARTNER



The Pedagogical Materials (non-formal activities and games) collected in this handbook have been elaborated by the partner organizations of SAAMA - Strategies of Accompaniment to the Autonomy of Unaccompanied Minors.

The manual developed training on intercultural sensitivity. It is addressed to mediators, educators, psychologists, community coordinators, social workers, and teachers).

LINK

<https://progettosaama.it/wp-content/uploads/2022/03/saama-manuale-comunita-educante.pdf>

48

INTERCULTURAL TRAINING "JOB MARKET"

Orientation

TARGET GROUP
International students

DURATION
3 Hours / once per semester

ORGANISATION PARTNER



FH Münster organizes intercultural training as the focus of the German job market.

Participation is voluntary and takes place within the framework of the PLUSPUNKT continuing education program for the acquisition of competencies in addition to the subject-specific study content.

49 INTERNATIONAL TALENTS MATCH

Networking

TARGET GROUP

Former Erasmus students

DURATION

Half a day for the event / organisation takes about half a year

ORGANISATION PARTNER

Italian National Agency



The Talents' Match is an activity implemented in the framework of the initiative "The + of Erasmus", coordinated by the Italian National Agency INDIRE in collaboration with the garagErasmus Foundation. This activity aims to enhance the employability of former Erasmus exchange students, helping them to take advantage of unique opportunities.

Companies are invited to a virtual room with international talents and Italian exchange students to have a "blind interview": recruiters will have no information about candidates and candidates will have 10' to persuade recruiters to call them back for a full job interview.

50 INTERNS INSIDES

Networking

TARGET GROUP

All students

DURATION

Planned activities

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

Making the experiences of former interns usable is the goal of "Interns Inside": realistic and practical experiences are shared based on reports about the search for an internship up to the job interview, the first day of work, and over the entire internship period.

51 INTERNSHIP WORKSHOP

Networking

TARGET GROUP

International students

DURATION

Multiple emails received / year

ORGANISATION PARTNER



An event within the Danish Career Program, whose goal is to prepare the students for their internship search. Tools such as user databases for searching companies, how to find companies, and how to approach them are a part of the agenda.

Danish cultural elements such as how early to apply, as well as how to use LinkedIn effectively towards this purpose are also a part of the event. Sometimes local job coaches are invited to share tips and tricks with the students. Competence clarification mini-workshop to help the students put their skills into words.

52 INTRODUCTION DAY

Orientation

TARGET GROUP

New international students

DURATION

One day event

ORGANISATION PARTNER



An onboarding orientation day for new international students to ease the process of starting to study in a new institution in a new city in a new country. Half a day dealing with aspects related to transitioning to living abroad.

For this event, no partnerships are needed but could create value to invite local clubs and other stakeholders creating value for internationals.

53 INTRODUCTION DAYS

Orientation

TARGET GROUP

First year students

DURATION

Two days event

ORGANISATION PARTNER



During the introduction days students get acquainted with the Arcada building as a learning environment, and their new degree program, and get to meet their teachers, study counselors, and tutors who will help them get started with their studies at Arcada.

54 JOB APPLICATION INSTRUCTION

Orientation

TARGET GROUP

All students

DURATION

Career center

ORGANISATION PARTNER



The career center guides students and graduates in questions regarding job search (i.e. CV, job applications, and job interviews). This includes helping with recognizing and identifying what they are interested in and what kind of knowledge they have from before.

55 JOB BOARD

Networking

TARGET GROUP

All students

COOPERATION

(Local) companies

ORGANISATION PARTNER

FH MÜNSTER
University of Applied Sciences

FH Münster maintains its job portal with offers from external companies in the region. The offers are bundled according to four types (internship, part-time job, thesis, qualified position).

In addition, the respective industry is addressed so that students can easily assign themselves and quickly find suitable jobs for their qualifications.

56 JOB CAFÉS

Qualification

TARGET GROUP

International students

DURATION

Eight weeks

ORGANISATION PARTNER

Five events with a focus on the Finnish job market. Topics treated are "How to apply for jobs in Finland?", "Hidden jobs" etc. The organizing department is "Karriärcentre Arabia" and it is a successfully implemented activity.

LINK

<https://www.karriarcentret.fi/>

57 JOB PORTAL

Networking

TARGET GROUP

International students

COOPERATION

External provider of the digital solution

ORGANISATION PARTNER



In 2019 UCN implemented a job portal, where companies can post job ads, internships, and student job positions.

The Focus of the job portal is to facilitate the meeting and matching process between local companies and students. To favor international students companies are asked specifically to decide if they also would post the ads to international students knowing that they have limited local language skills.

It is experienced that companies welcome this extra feature of the job portal. On average, the portal contains nearly 180 active job openings.

58 JOB BOARD FOR INTERNATIONALS

Networking

TARGET GROUP

International students

DURATION

Planned ongoing activities

ORGANISATION PARTNER



Digital job board on the FH Münster website for internships and jobs in the region especially tailored for international students.

The homepage is divided into offers for internships, final theses, and part-time jobs for students and qualified positions. Companies from the region use the service to recruit future specialists in a targeted manner.

59 “JOB SPRINT” – AN INTENSIVE JOB SEARCH PROGRAMME

TARGET GROUP

International students

DURATION

Face-to-face events at
Karriärcentre

ORGANISATION PARTNER



Qualification

The Job Sprint program consists of six job search-related sessions, where students get valuable insights from Recruitment & Talent Acquisition professionals, network, and take part in interactive workshops.

After finishing, the sprint students will have the necessary tools for a job search in Finland for which they will get a certificate. A complimentary profile picture will be provided.

To be a part of this intensive sprint program, students can register for all six sessions or the sessions of choice. To receive a certificate, students will have to register for all six sessions! There are limited spots.

Themes for the sessions (includes presentation, networking, and an interactive workshop):

- “Boost your job search in Finland”
- “How to make your CV memorable”
- “Stand out from the crowd with your motivational letter”
- “How to build your brand on LinkedIn”
- “Pitch yourself on a job interview with Sarah de Wolf, Talent Acquisition Partner at Nordcloud”, “Build an entrepreneurship mindset”

60 LANGUAGE COURSES

Orientation

Integrated local language courses embedded in the students' schedule means easier access to local language courses. This ensures that learning the local language is seen as a natural element of building the profile for a career locally.

The local language courses are provided in close cooperation with a local language course provider.

TARGET GROUP

International students

DURATION

Ongoing

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences



PROFESSIONSHØJSKOLEN

61 LANGUAGE TANDEM "MEET 2 SPEAK"

Orientation

"Meet 2 Speak" language tandem brings together pairs who each want to improve the language of their tandem partner. Interested students register via a form with details of their native language (or other languages they speak very well) and details of the language they would like to improve.

The International Office then matches the pairs. In a big kick-off meeting, all participants meet for the first time and get to know their tandem partners. In the meeting, an organizational overview is given and some fixed dates are agreed upon when the whole group will meet again.

The pairs meet weekly, if possible. Materials are provided for this purpose (exercises, learning diary, ...). At the end of the semester, there is a big farewell event.

TARGET GROUP

International students and local students

DURATION

Offered each semester

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

62 'LEERWERKLEKET' - HYBRID LEARNING ENVIRONMENTS

Other

TARGET GROUP

All students

COOPERATION

None

ORGANISATION PARTNER



Learning environments at the interface of education and professional work; students, lecturers, and professional work field work together on real-life issues and problems. This can be on-site at Fontys or off-site at for example a company (professional workplace).

This way students can prepare for their working future and the labor market. Fontys now has about 26 HLOs aiming for 2025 or sooner, for each program having a Hybrid learning environment for all students.

63 LINKEDIN WORKSHOP

Qualification

TARGET GROUP

International students

COOPERATION

External experts

ORGANISATION PARTNER



This event is offered within the "Danish Career Programme". Its goal is to show and teach students how to use LinkedIn as a tool for finding a job or an internship.

Among others: how to find companies, e.g. through alumni with the same background or by filtering positions and geography with the help of the search tool.

64 LOCAL COMPANY VISITS

Networking

Extra-curricular relevant company visits aiming at bridging the gap between international students and local companies. Local companies open their doors for groups of students to come for a tour and a talk about the company and how they value the skills and contributions of international students and graduates. The duration of the local company visit is 2-4 hours.

TARGET GROUP

International students

COOPERATION

Local companies

ORGANISATION PARTNER



65 MANIFESTO OF WELCOMING ENTERPRISES

Networking

The Manifesto of Welcoming Enterprises is a document developed within the project SAAMA by a network of third-sector organizations, private companies, and public entities who collaborate to spread among SMEs and the local community a culture of social responsibility, aimed at facilitating inclusion and retention of young migrants.

TARGET GROUP

young people with migrant background

DURATION

The development of the manual requires almost 24 months.

ORGANISATION PARTNER



LINK

<https://progettosaaama.it/wp-content/uploads/2021/10/Manifesto-Imprese-Accoglienti.pdf>

66 MATCHMAKING EVENTS

Networking

TARGET GROUP

International students

COOPERATION

Local companies

DURATION

One day event

ORGANISATION PARTNER



Twice a year, UCN is hosting an internship fair for Technology and Business students. In Spring 2022, 102 companies participated, all with the purpose to find an intern. The significant element of the matchmaking fair is the focus on making companies aware of the potential of international students.

When registering for the fair, the companies are asked to state if they are interested in hiring an international student and not only a local student - knowing the language difficulties we know exists. At the fair, companies interested in international students are marked with an English flag indicating that they are actively interested in internationals. The system makes it easier to navigate for the students.

67 "MEET THE BOSS"

Networking

TARGET GROUP

International students

COOPERATION

Chamber of commerce and local companies

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

"Meet the Boss" is a digital or physical speed dating: In the two-hour event, about 30 international students meet employers. These can be representatives from HR, for example, staff or even company owners.

After welcoming and introductions by everyone and the presentation of the participating companies, the students are divided into smaller groups and are each assigned to an employer representative.

This allows for talking in a comfortable atmosphere and allows asking individual questions in a small and intimate group. After a time slot of 20 minutes, there are the next runs after a small break.

The digital speed dating "Meet the Boss" offers the opportunity to network with potential employers in an informal and low-threshold way and get a better understanding of the perspective of employers.

68 MOCK INTERVIEW

Qualification

TARGET GROUP

International students

COOPERATION

Local stakeholder cooperation is of great importance to ensure i.e. company visits.

ORGANISATION PARTNER



A mock interview is an event within the Danish Career Programme. Its goal is to help the students practice for an interview in a Danish context.

Many of the students are very young and have not been to an interview at all before, and those who have, have only tried it back in their home country.

Danish culture plays a role in this aspect and UCN tries to prepare the students to handle this aspect successfully.

69 MY FUTURE WORK

Networking

TARGET GROUP

All students

COOPERATION

Companies

ORGANISATION PARTNER



My Future Work is a yearly recruitment fair on campus (online during the pandemic). During the fair, depending on the year, 20-50 companies participate intending to recruit students. 300-600 students have participated.

The companies pay to take part, and in return can network with students, staff, and other companies. Overall feedback has been positive, and taking part in the fair has led to successful recruitment.

70 MY VOCATIONAL SITUATION

Orientation

TARGET GROUP
All

DURATION
Some hours to fill in the questionnaire and feedback.

ORGANISATION PARTNER



The My Vocational Situation scale is designed to assess difficulties related to vocational decision-making. It is frequently used in career planning for identifying individuals who have unclear vocational goals and require additional information and guidance to make career decisions.

The questionnaire is designed by John L. Holland, Denise C. Daiger, and Paul G. Power.

Link

<https://career.fsu.edu/sites/g/files/imported/storage/original/application/f3dd4d17aeae2f581fb9837fd16381f5.pdf>

71 NETWORKING EVENT

Networking

TARGET GROUP
International students and local companies

COOPERATION
Münsterland e.V.

ORGANISATION PARTNER



Networking event for the international students of FH Münster to get into contact with the top employers of the region. It is a three hours event with different program parts such as presentations for international talents in the regions, podium discussion, parallel company market, and networking aspects.

The event is designed for 30 students and 20 company representatives.

72 OFFBOARDING WORKSHOP

Qualification

TARGET GROUP

International students

ORGANISATION PARTNER



Even though there was offered numerous career activities during the studies, we have feedback from students that they are missing an off-boarding workshop after their final exams.

We experience that our international students are getting scared because they have heard that it is difficult to find a job as a newly graduate and that companies only hire people with a lot of work experience and fluent Danish skills. Our offboarding workshop has the purpose to break with some of the prejudices.

73 ONBOARDING SERVICE MÜNSTERLAND E.V.

Orientation

TARGET GROUP

International graduates

COOPERATION

Münsterland e.V.

ORGANISATION PARTNER



The Onboarding@Münsterland service is a regional initiative of employers and economic actors in the region and is implemented by "Münsterland e.V." with the support of numerous institutions in the region.

On the platform, a lot of information about the strengths and the beauty of the region is to be found for people from abroad. In addition, there are testimonials and network events for this target group. The service can advise Internationals on the topics of working, living, and living in Münsterland.

Link

<https://www.muensterland.com/en/work/>

74 ONBOARDING SERVICE – COMPANIES MARKET

Orientation

TARGET GROUP

International graduates and staff

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

Top employers and progressive companies in Münsterland- here graduates and staff can search and look if they are interested in companies in the region of Münsterland.

This platform gives an overview of the top employers. Here you will find a selection of special companies, including their location and benefits such as home office, family friendliness, and job bike. For current job offers, you can use the services of selected job exchanges and find a new job in Münsterland that suits you exactly.

LINK

<https://www.muensterland.com/en/munsterland-e.v/munsterland-brand/onboarding-munsterland/>

75 ONBOARDING PORTAL “MAKE IT IN GERMANY”

Orientation

TARGET GROUP

All

HOST

The Federal Government

ORGANISATION PARTNER

Bundesrepublik
Deutschland



FH MÜNSTER
University of Applied Sciences

The portal “Make it in Germany” is the official website for qualified professionals interested to work and live in Germany. The portal can be browsed in different languages and it offers a variety of information for those interested in moving to Germany.

They offer key information, able to look for suitable job vacancies, and support companies in obtaining information on how to secure and integrate qualified professionals from abroad.

LINK

<https://www.make-it-in-germany.com/en/>

76

ONLINE SEMINAR ON LEGAL ASPECTS FOR HIRING NON-EU-EMPLOYEES

Other

TARGET GROUP

International students

COOPERATION

Experts such as local or federal Employment Agency

ORGANISATION PARTNER

MÜNSTERLAND E.V.



FH MÜNSTER
University of Applied Sciences

This seminar is a free offer for companies from the Münsterland region. Small and medium-sized enterprises (SMEs) are already experiencing increasing difficulties in filling vacancies.

Demographic developments have already led to a tight applicant market in many economic sectors in the region. Recruiting young people through in-company training is facing considerable challenges.

With the transition of the baby boomer generation into retirement, the situation in the labor market will become even more acute over the next five to ten years. It will therefore be important in the future to find new ways to recruit skilled workers.

Immigration and labor migration from third countries within the framework of the Skilled Workers Immigration Act can make an important contribution to this. Representatives of the Federal Employment Agency explain which paths are possible, and which opportunities are associated with them, but also which aspects and challenges need to be taken into account.

77 PEER TO PEER HELP DESK

Orientation

TARGET GROUP

Migrants

COOPERATION

Local partners

ORGANISATION PARTNER



One step beyond

Those who come to Palermo (Italy) from another country and want to find their direction in the local labor market are not alone. Within the project “In Gioco”, a peer-to-peer help desk welcomed and helped its users to be aware of their skills and to guide them toward the local labor market as well as towards their personal and professional choices.

This project activity foresaw the development of a training course to become a peer-to-peer counselor and a Kit of tools to be used by peer-to-peer counselors. Activity n.23 and 37 of this catalog are part of this toolkit. The whole project lasts three years. During these three years, the help desk was organized three times per week by our (paid) peer-to-peer counselors. As the help desk has an effective impact at the local level, SEND continues to implement it and train new peer-to-peer counselors after the end of the project “In Gioco”.

Link

<https://www.youtube.com/watch?v=7bLUpDYkEFg>

78 PERSONAL CAREER JUMPSTART

Qualification

Personal job coaching and training activities aimed at finding a job but also on-job training for all students with a need for support without labeling them, including international. About 60 to 80 students a year participate in the event. The activity started in September 2021 as a pilot.

TARGET GROUP

Students with special needs

ORGANISATION PARTNER



79 PRACTICAL TRAINING

Qualification

Require students to complete the hourly equivalent of 30 ECTS in work life to gain industry-specific skills and networks.

It sometimes leads to continued employment at the same company or a different company based upon now having some work experience.

TARGET GROUP

All students

DURATION

800 hours

ORGANISATION PARTNER



80 PRE-INTERNSHIP

Qualification

TARGET GROUP

All students

COOPERATION

Companies

ORGANISATION PARTNER



Concept Description:

The idea is to develop a "snoop internship" early during the study programs, where a local student who is about to take an internship in a local company takes an international student along.

The idea behind the name consists of the fact that the international student gets to try out a local internship place before they have to go an internship themselves – typically during the 2nd or 3rd semester so that they hopefully choose to have their internship in a local company when their turn comes (usually in their last semester).

Besides broadening the international students' horizons in terms of an internship in a local company, the activity is also meant to showcase the existing opportunities for a career in Denmark, as well as help them understand what it takes to achieve the competencies needed for entering the Danish labor market.

By introducing international students to local companies through a local student hired by the company, the activity also promotes the skills and competencies of international students that the companies otherwise would not know of or hire. This is highly important in a rather locally oriented business sector, where local companies tend to choose local students and workers over international students, due to prefabricated stereotypes such as the need for extra resources and cultural understanding when it comes to internationals.

The initiative is also expected to give local students insight into the international students' lives and cultures, thus enhancing their internationalization and improving the student environment on campus.

Desired Outcome:

Pre-Internship has several outcomes that can be achieved through participation:

- Expansion of network
- Insight into local companies and understanding of how the internship is
- Sharing of new ideas and perspectives (intercultural collaboration)
- Closer connections into national work life
- Possibly an internship in the host country → higher chance of retention
-

The goal of this initiative is to address some of the most obvious challenges related to the employability of international students in Denmark: the readiness of the international students and the willingness of the local companies to hire and collaborate with the international students.

Furthermore, the initiative also aims at widening the local students' horizons by having them collaborate with international students in a professional context. A potential side win could be a better and more inclusive study environment and boosted thriving of international students.

Stage 1 – Internal organization:

- Internal team organization
- Initial agreements with the involved study programs, including the program directors' approval
- Overall plan for the initiative

Stage 2 – Planning:

- Planning meetings with the program directors and internship coordinators
- Development of timeline for the initiative
- Development of promotional materials
- Introducing the initiative to the two groups of students with the help of the internship coordinators

Stage 3 – Testing

Stage 4 – Conclusion and evaluation

- Internal evaluation
- Feedback from the study programs
- Feedback from the students
- Feedback from the companies
- Decision regarding the sustainability of the project

81 PROFESSIONAL EMPOWERMENT PROGRAM

Orientation

TARGET GROUP

First-year students

ORGANISATION PARTNER



For first-year students - prepare them for the job market by letting them look ahead. What kind of jobs can I get with this degree, what kind of company would I like to work for, etc.

Organized by Fontys business management, education, and technology department.

82 SHARED CAR FOR STUDENT JOBS IN THE OUTSKIRTS OF THE REGION

Other

TARGET GROUP

All students

COOPERATION

UCN, Jobcentre Aalborg, Business Region North and Cand+

ORGANISATION PARTNER



Interesting and relevant student jobs can be difficult to find and sometimes our students have to search outside of Aalborg. Using public transportation is time-consuming and sometimes there is no station or stop near the workplace.

In order to help them, UCN - along with Jobcentre Aalborg, Business Region North, and Cand+ - have acquired a shared car that students are free to use as long as they can show a work contract and meet a few other conditions. Expenses for insurance and petrol are all covered.

83

**SIMHE –
SUPPORTING
IMMIGRANTS IN
HIGHER EDUCATION**

Qualification

TARGET GROUP

International students

ORGANISATION PARTNER



The aim of the SIMHE (Supporting Immigrants in Higher Education in Finland) services is to streamline the identification and recognition of the prior learning of highly educated migrants arriving with different statuses as well as to facilitate their access to labor.

Link

<https://www.oph.fi/en/simhe-services-higher-education-institutions>

84

**SLB –
STUDYCAREER
COUNSELLERS**

Qualification

TARGET GROUP

International students

ORGANISATION PARTNER



Coaches and lecturers working on helping students write a resume, and job applications, and helping them set up LinkedIn.

85 SPEED DATING

Networking

TARGET GROUP

International students

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

During the company at the campus in Steinfurt, there is a networking corner/speed dating parallel to the fair. Every 40 minutes, a representative of a different company answers questions about careers from a small group of students (max. 5-7 participants). Students register online in advance for these small-group dates. Two rounds are offered for international students and take place in English. Each of the 5-7 students will have the opportunity to meet with potential employers who are looking for international talent. This is intended to strengthen initial contact with regional employers.

86 STUDENT+

Qualification

TARGET GROUP

All students

ORGANISATION PARTNER



Supporting international students finding an Internship and providing them preparing for a job interview (five meetings with also speed dating with companies), but also activities aimed at students to find their professional identity.

87 TEAMWORK AND INNOVATION

Orientation

Workshops in the School of Business with several activities, e.g. projects with topics of innovation- and development competencies and practicing communicative and social skills. It is a course together with external companies.

TARGET GROUP

First-year students

ORGANISATION PARTNER



88 TESTIMONIALS FROM INTERNATIONAL STUDENTS

Orientation

In short videos and pictures, students give a short insight into their experiences and their professional success story. As part of peer-to-peer support, this inspires and motivates other international students in their career start.

TARGET GROUP

International students

ORGANISATION PARTNER



89 THESIS PROJECT

Other

TARGET GROUP

All students

TEACHING STAFF

ORGANISATION PARTNER



Encourage students to perform 15 ECTS in a research project in an external company or institute to gain experience and network (400 h). As partners, multiple external companies are needed. The activity is successfully implemented. It's challenging to find placements for international students. Sometimes leads to continued employment at the same company or a different company based upon now having some work experience.

90 TOOL ON SHAPING AND IDENTIFYING CAREER OPTIONS

Orientation

TARGET GROUP

All students


DURATION

Reading time takes approx. 40 minutes, students decide how much time they invest in each step

ORGANISATION PARTNER



The Careers Service offers a structured orientation process with five steps on identifying career options. The transition from higher education to employment may well raise many questions concerning career objectives, personal strong points, and opportunities in the labor market - irrespective of whether students completed their degree or left university prematurely. Sometimes, students are not sure about what they want to do and how to get there.



The roadmap gives an overview of the steps within the orientation process. The tools allow us to take each step at our own pace, and to document the results. Work aids are available for download. Some steps may be more time-consuming, and not all steps involve deskwork only.

The 5 steps to help to identify the career options:

Step 1: Draw up your profile!

Three criteria are particularly important when it comes to job satisfaction and success: interests, skills, and values.

Students can explore and analyze these by completing a portfolio questionnaire and self-assessment form. Such a degree of in-depth reflection helps to complete the next steps and is useful for job applications.

Step 2: Explore your options!

Perhaps students are bursting with ideas, or seem to have none at all. Is it the case that students only know what they do not want to do? Or simply lacking a plan to turn one of your ideas into a realistic option? Or are they keen to work in an area that has little to do with the subject they have studied and are looking for alternatives out of the box?

Step 3: Do the reality check!

Using the results generated in Steps 1 and 2, it is now a matter of developing a viable scenario for a career entry - taking into account aspirations and the realistic chances students have of pursuing a particular profession. Realistic job prospects lie in the intersection of abilities, wishes, and what the labor market has to offer. Students can improve their prospects in the labour market by expanding their abilities, such as by completing training or gaining experience, and by showing a greater willingness to compromise, e.g. willingness to travel for work.

Matching is an essential aspect of realistically assessing prospects.

Step 4: Find the right company!

Now students will be able to take first decisions and specifically search for a company and a job that suits them. Students are encouraged to document their search, to keep track of things. In this step, students learn where and how to find suitable jobs.

Step 5: Apply with conviction!

Students have come to this far following considerable impetus and reflection. They are now in a position to apply for specific jobs. In the eyes of potential employers, the application is, at the same time, the first sample of work - and often the only reason for inviting an applicant for an interview. It is therefore essential to prepare well for the application and the interview.

After working on the five steps, the Career service offers individual consultation to reflect on the outcomes.

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TOOLS AND PATHS FOR GROUP AND INDIVIDUAL GUIDANCE AND COUNSELLING

Orientation

TARGET GROUP

Young people and adults

ORGANISATION PARTNER



Tools and Paths published by the Italian Public authority ISFOL (Istituto per lo sviluppo della formazione professionale dei lavoratori) whose aim is to provide clear methodologies and practical tools for analyzing situations and individual attitudes and for conducting assessment interviews before starting the journey. Some of those tools are:

1. Special cards useful to find out how a user feels in front of work situations, what explanations are given, and how they are dealt with.
2. The toolkit which takes into account the specificity of the contexts within which the professional operates (school, employment centers, career office, dedicated services, etc.) and is composed of 10 Operational Cards: The first 5 cards "CONTEXTS" contain some general methodological references for the management of the group and individual interviews with respect to different contexts and different targets; the other 5 cards "ACTIONS" describe some features of the main actions (i.e. Counselling, Competences Assessment, workplace inclusion, tutoring, etc...) that the counselor may implement to guide the user
3. Evaluation Questionnaire about the counseling activity.

Link

https://www.isfol.it/temi/Lavoro_professioni/copy_of_progetti/orientamento-al-lavoro/situazioni-in-gioco

https://www.isfol.it/temi/Lavoro_professioni/copy_of_progetti/orientamento-al-lavoro/colloquio-orientativo-per-lanalisi-della-domanda

92 TRADE FAIRS

Networking

TARGET GROUP

All students

ORGANISATION PARTNER

Attendance at discipline-specific trade fairs to meet company representatives. Activities take place 1-3 times per year. It is successfully implemented with positive feedback from students. Occasionally leading to internships.

93 TRAINEES' MANUALS

Orientation

TARGET GROUP

Young people

ORGINIZER

ISFOL (external)

ORGANISATION PARTNER

Two fundamental guides by ISFOL for young people who want to do a traineeship experience are often decisive for their professional future. The manuals, completely updated, are both structured in two parts. The first one is more theoretical: illustrates the instrument and explains the nature of the traineeship. The second one is completely practical, with tabs containing the information needed to design an internship. The guides are enriched by direct testimonies of former trainees and companies that have been using this tool for years, accompanied by detailed sheets that illustrate the law laid down in each Italian region.

Link

<https://www.isfol.it/primo-piano/manuali-sui-tirocini-in-italia-e-in-europa>

94 UNTERNEHMENS- FHAHRT

Networking

TARGET GROUP

All students

COOPERATION:

Local companies

ORGANISATION PARTNER



FH MÜNSTER
University of Applied Sciences

UnternehmensFHahrt - FH talents meet Münster industry: These are interdisciplinary excursions for students from all studies/disciplines from FH Münster to strong partner companies of FH Münster in the region to give students an overview of possible future employers as early as possible and get to know potential future fields of work while they are still studying.

The excursions are organized once a half year (one in the region of Münster and open in the region of Steinfurt) in cooperation with the regional chamber of Industry and Commerce, the Industry Initiative and "Gesellschaft der Freunde der FH Münster e.V" (pdf), a society of sponsors of the university.

The motto of the company visits is "Innovations".

The participating students have the opportunity to visit the companies and exchange ideas with company representatives. When register, students can choose between two different tours (per tour they can visit two companies) and use the opportunity to get to know two exciting companies and spend an afternoon thinking outside the box. The excursion is free of costs.

95 Video CV

Qualification

TARGET GROUP

All students

LOCAL PARTNERS

ORGANISATION PARTNER



What is a video CV? What is the point of editing a video CV? A user guide and related videos has been developed in this matter within the project VITAMINA, financed by the program “NEVER ALONE”. The user guide provides some tips on how to use and create an efficient Video CV to be used for applying for a job vacancy. Video CV is a new way to introduce yourself to a company, as well as to improve personal branding strategies. In the following link it is possible to download the user guide and video, as well as to look at experiences and testimonials.

Link

<https://minoristranieri-neveralone.it/animati-verso-il-lavoro/>

96 WEBINAR ON PERSONAL BRANDING

Qualification

TARGET GROUP

All students

LOCAL PARTNERS

ORGANISATION PARTNER



SEND Consortium organized for University students the webinar “Brand Yourself”. The webinar aimed at deepening effective strategies and tools of Personal Branding (i.e. LinkedIn), a fundamental activity to apply for a job or a traineeship.

Creating an own “personal brand” is, in fact, a relevant element that allows one to stand out among the various candidates and remain impressed in the minds of recruiters, evaluators, and employers. on Personal Branding.

97 ONLINE TRAINING COURSES WITHIN INTERLOCALITY

Other

TARGET GROUP

Staff at universities, local employers and 3rd sector actor staff.

TO BE DEVELOPED DURING THE PROJECT

ORGANISATION PARTNER

All partners

Online training courses aimed at deepening competencies in effective guidance and counseling, intercultural sensitivity as well as knowledge of local employability issues and potential to support international students in this matter.

The content of the staff training is developed within the INTERLOCALITY project. The target groups are higher education institutions staff, staff at receiving companies for taking on international students and graduates as interns and employees, and 3rd sector actor staff.






ABOUT THE PROJECT

“INTERLOCALITY - Increased Local Employability of International Students” is a strategic partnership project co-financed by the ERASMUS+ program (KA220-HED-2021-010).

Its main objective is to increase local employability among international higher education degree students within the fields of engineering and business administration.

PARTNERS

INTERLOCALITY Consortium includes four Universities of Applied Sciences and one third-sector actor, focused on the connection between higher education institutions and the employment of students through training and guidance activities.

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