

Warsaw University of Technology Careers Service Office Partnership with Employers

2021/2022 Activities Catalogue *on-line and on-site*

Dear Employer,

We have the pleasure to present the offer of on-line and on-site events and projects organised by WUT Careers Service in the new academic year of 2021-2022.

Our main goal is to assist WUT students and alumni with initiating and progressing their careers. Employers' engagement is vital for the success of our endeavour, as you have deep and up-to-date understanding of what knowledge and competencies are required on the job market.

In this catalogue you will find a range of activities Employers are invited to perform with us.

More details of the projects listed below are presented further in this catalogue.

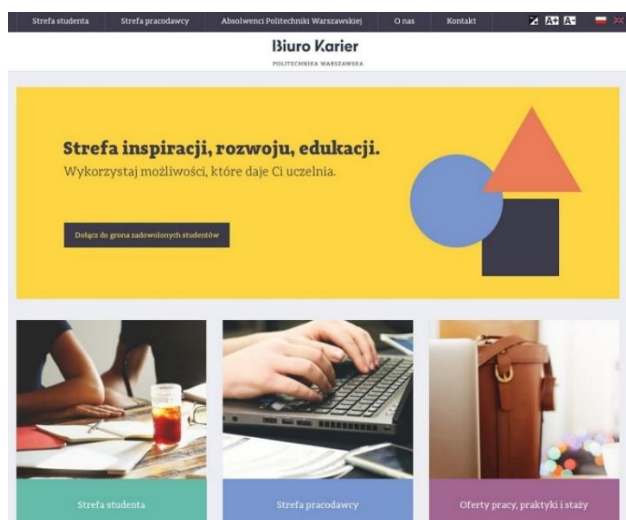
Event / Project / Activity	On-line (platform / tool provided by the employer)	On-site (on WUT's or employer's premises)	Free of charge	Paid
WARSAW UNIVERSITY OF TECHNOLOGY CAREERS SERVICE PORTAL				
Employer's profile on WUT Careers Service online Career Center	●		●	
Publication of job / apprenticeship / internship adverts	●		●	
Publication in the News section	●		●	
Banner (rotating) on selected subsites of the bk.pw.edu.pl portal	●			●
E-poster published within the Career Center on the bk.pw.edu.pl portal, the Events section	●			●
An article published within the Career Center on the bk.pw.edu.pl portal, the Knowledge Center	●			●
Recruitment events with the possibility for students of submit a CV	●			●

Event / Project / Activity	On-line	On-site	Free of charge	Paid
SOCIAL MEDIA, NEWSLETTER				
Competitions for students (full promotional campaign included)	●			●
Post on the WUT Careers Service Facebook profile promoting the employer / recruitment / branding project	●			●
Information published in WUT Careers Service newsletter dedicated to students and alumni	●			●
MEETINGS WITH STUDENTS AND ALUMNI				
Career Accelerator	●	●	●	
Workshops/Lectures/Talks	●	●	●	●
Business Networking Day		●	●	
Meet Up		●	●	
Job interview simulation	●	●		●
Student visits to your Company (Open Day / study visit)	●	●	●	
Job shadowing		●	●	
Webinar	●		●	
Q&A session	●	●	●	
Meeting / training / webinar / Q&A session with non-Polish speaking foreign students, or their study visit at your organisation				
GRADUATE's PACKAGE		●		●
MENTORING PROGRAM	●	●	●	
JOB FAIRS FOR STUDENTS AND ALUMNI	●	●		●

Event / Project / Activity	On-line	On-site	Free of charge	Paid
PROMOTION AND EMPLOYER BRANDING IN WUT CAREERS SERVICE OFFICE AND DURING OUR EVENTS				
WUT Careers Service event partner	●	●		●
Promotional roll-up in WUT Careers Service waiting room		●		●
Promotional materials distributed in WUT Careers Service consultation rooms		●		●
Your presence at events organised by WUT Careers Service		●		●
Placement of branded bean bags, deck chairs, and other gadgets with your logo in WUT Careers Service office		●		●
PRINTED MATERIALS				
Leaflets and posters distributed in WUT Careers Service office as well as in the WUT Main Building		●	●	
Leaflets and posters distributed in WUT Careers Service office, WUT Main Building, and in selected faculty buildings		●		●
SHARING YOUR EXPERIENCE AND KNOWLEDGE WITH WUT CAREERS SERVICE ADVISORS	●	●	●	
SUPPORT IN BUILDING RELATIONS WITH SELECTED WUT DEPARTMENTS	●		●	

WARSAW UNIVERSITY OF TECHNOLOGY CAREERS SERVICE PORTAL

www.bk.pw.edu.pl on-line



- employer, student, alumni zones
- news
- events
- promotion

- monitoring number of views and applications
- key functionalities for screening applications



FUNCTIONALITIES:

Free-of-charge services

- Publication of job/apprenticeship/internship adverts
- The **News** section is a good place to publish information concerning internship programs, competitions or initiatives run by your Company.
- Employer's profile on WUT Careers Service online Career Center platform – a possibility of continuous promotion of an employer; available to organisations providing obligatory internship opportunities for students of one or more WUT faculties on the basis of a written agreement with the faculty

Paid services

- Promotional banner (rotating) on selected subsites of the bk.pw.edu.pl portal (design and materials provided by the Employer);
- e-poster within the Career Center on the bk.pw.edu.pl portal, in the *Events* section;
- publication within the Career Center on the bk.pw.edu.pl portal, in the *Resources* section – with a positioning option;
- recruitment event with candidates' CVs.

Information presented in the **News** section is distributed every **Monday** in our Newsletter. It is a highly efficient means of promotion, as shown by our surveys.



Please, email the text you would like to publish to biurokarier@pw.edu.pl
To register, please visit the Employer Zone on our website: www.bk.pw.edu.pl



SOCIAL MEDIA, NEWSLETTER

online/paid

COMPETITION FOR STUDENTS – campaign on WUT Careers Service Facebook profile promoting a competition designed by the employer

POST ON WUT CAREERS SERVICE FACEBOOK PROFILE PROMOTING THE EMPLOYER / RECRUITMENT PROJECT / EMPLOYER BRANDING ACTIVITY – the post is prepared by the employer, published by WUT Careers Service and recommended to WUT student organisations, research groups and faculties active on Facebook. Important: the number of posts published by one employer is limited to 1 per month, and the total number of employer branding posts will not exceed 5 in any given month.

PUBLICATION WITHIN WUT CAREERS SERVICE NEWSLETTER FOR STUDENTS AND ALUMNI – There is a possibility to include information from an employer in our weekly newsletter released every Monday.



Please, email the material for publishing to biurokarier@pw.edu.pl
To find out more about cooperation terms, please contact us by phone at 22 234 63 67.

MEETINGS WITH STUDENTS AND ALUMNI *on-line or on-site*



CAREER ACCELERATOR

on-line or on-site/free of charge

This type of event is organised for a specific faculty or major field of study in the form of a workshop, simulation or a meeting focusing on competencies of the future. By sharing your knowledge you gain an opportunity to meet WUT's most active students and alumni. The informal atmosphere of the event makes networking natural.

Experts from your company are invited to run workshops / meetings / simulations in the following topic areas:

Public speaking	Video interviewing	Critical thinking	Scrum
Block Chain	Machine Learning	Success habits	Agile

The topic areas listed above are not fixed event titles, but rather a general direction for the subject of your event.



If you, as an Employer, are interested in joining the Career Accelerator, please contact the WUT Career Services Office with a suggestion of the topic and format of the event (workshop, meetup, etc.). The exact date of the event will be agreed with WUT Careers Service. Please email us at biurokarier@pw.edu.pl or call (+48) 22 234 63 67.



WORKSHOPS/LECTURES/TALKS

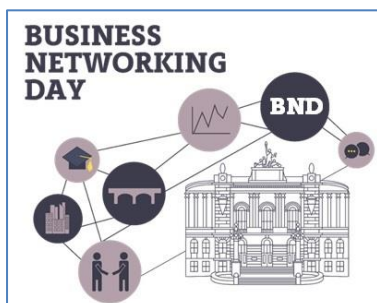
on-line or on-site/free of charge/paid

are run independently of the Career Accelerator as an opportunity for sharing practical knowledge with students, presenting the company, and searching for talents. Such an event may be based on a case study, involve a competition,

develop key professional skills in the form of a workshop or a classic presentation on selected aspects of your Company operations (e.g., technologies or solutions used, or company-specific management techniques). As the host, WUT Careers Service arranges the venue and essential equipment, promotes the event among students and deals with their enrolments.



To hold an event, please contact the Careers Service at least 1 month before the intended event date. Please, email: biurokarier@pw.edu.pl or call us at (+48) 22 234 63 67.



BUSINESS NETWORKING DAY *on-site*

is an event addressed at students in specific fields of study across different Faculties. A networking game played in the first half of the day helps students get to know your Company. The game is accompanied by a prize draw. In the second half of the day a meeting with faculty authorities and employees, as well as with representatives of selected student organizations is held to discuss the current situation in the industry, employer expectations from future candidates, opportunities for joint projects, etc.



A detailed proposal of the upcoming BND events will be provided only to those Employers whose profile matches the profile of candidates from the Faculty concerned. If you are interested, please email us at biurokarier@pw.edu.pl



MEETUP *on-site*

Meetups give Employers an opportunity to learn and enquire about projects realised by students, meet project teams, assess the projects' value from a business standpoint and make a decision as to their potential involvement. Two meetup formats are planned: one involving selected student organisations seeking business support, and the other aiming at integrating students of different faculties

who will potentially cooperate closely on the job market – organised in collaboration with companies operating in complementary sectors related to the students' profiles.



If you are interested in participating in this event, please contact WUT Careers Service at biurokarier@pw.edu.pl, phone: 22 234 63 67.



JOB INTERVIEW SIMULATION

On-site/online/paid

WUT Careers Service offers a unique opportunity for your HR representative to share specialised knowledge during a job interview simulation with a student observed by other WUT students.



The employer defines job expectations and requirements. WUT Careers Service is responsible for students' enrolment (both observers and „candidates“). If you are interested in organising the event, please contact us by phone or email at: biurokarier@pw.edu.pl, 22 234 63 67.



STUDENT VISITS AT YOUR COMPANY *on-line or on-site*

are intended to show a prospective workplace (offices, production or building sites). These may include e.g., a training or presentation of current career opportunities. WUT Careers Service will be responsible for the event promotion and enrolment. If students are visiting the venue in person, we recommend the Employers to organise transport (a hired coach or directions

for public transport).



As an Employer you will be expected to submit a visit program to the WUT Careers Service beforehand. Furthermore, you will be responsible for ensuring the safety of WUT students during their visit to your site. If you are interested in holding a study visit, please contact WUT Careers Service at biurokarier@pw.edu.pl, phone: 22 234 63 67.

JOB SHADOWING *on-site*

involves a student accompanying an employee as they perform their tasks at work. The student becomes a “shadow” to the expert and observes them work, thus obtaining insight into your Company operations.



Please, contact WUT Careers Service to define a Job Shadowing program at your Company/Organisation, and to determine the number of employees and departments participating in the project. The dates and recruitment process are to be agreed with WUT Careers Service via email at biurokarier@pw.edu.pl or by phone at (+48) 22 234 63 67.



MEETINGS WITH FOREIGN ENGLISH-SPEAKING STUDENTS

(non-Polish speakers)

Training, webinar, Q&A session, visit at your organisation (Open Day / study visit)

On-site/online/free of charge

A great opportunity for employers interested in hiring non-Polish-speaking foreigners, who would like to reach English-speaking WUT students and alumni planning their careers in Poland. Do contact us if your company environment enables effective communication in English.

IMPORTANT: Foreign students and alumni of full-time studies in Poland (incl. doctoral studies) are entitled to work in Poland without a work permit irrespective of their citizenship, as they are entitled to legally stay in Poland.

Legal basis: ROZPORZĄDZENIE MINISTRA PRACY I POLITYKI SPOŁECZNEJ z dnia 21 kwietnia 2015 r. w sprawie przypadków, w których powierzenie wykonywania pracy cudzoziemcowi na terytorium Rzeczypospolitej Polskiej jest dopuszczalne bez konieczności uzyskania zezwolenia na pracę.



If you are interested in participation, please contact WUT Careers Service to propose the topic of the meeting at biurokarier@pw.edu.pl, phone 22 234 63 67.



MENTORING PROGRAM

on-line or on-site

The objective of the Mentoring Program is to build a partnership relation between a Mentor (an employee with a minimum 5 years of professional experience) and Mentee (a student of the Warsaw University of Technology in their second year of studies or above).

The program involves sharing hands-on knowledge in regular meetings (minimum 4) and, if possible, at least one job shadowing session – with an aim to support the student in making informed career and development choices.

Professionals willing to become a Mentor will be offered training in coaching and mentoring tools, coaching sessions, supervision and group coaching.

By getting involved in the Mentoring Program as an Employer you will gain an opportunity to pursue your employer branding objectives and enhance your brand recognition.



Please note that this is a long-term project. If you decide to recommend your employee's participation in the programme as a Mentor, please allow time for them to organise their meetings with the Mentee during their working hours. WUT alumni will be invited to act as Mentors first. If you are interested in being part of the Mentoring Program, please call us at (+48) 22 234 63 67 or email us at biurokarier@pw.edu.pl.

PROMOTION AND EMPLOYER BRANDING IN WUT CAREERS SERVICE OFFICE AND DURING OUR EVENTS

On-site/on-line/paid

WUT CAREERS SERVICE EVENT PARTNER – a occasion for the employer to be visible during our event through their organisational, promotional and branding involvement. As a partner, you will be entitled to promotion within our campaign prior to the event, and to participation in the event itself (scope to be agreed).

PROMOTIONAL ROLL-UP IN WUT CAREERS SERVICE WAITING ROOM – aimed at students and alumni visiting our office to obtain advice on their career development. In our waiting room we display catalogues, guidebooks and leaflets explaining career opportunities in a variety of sectors. WUT Careers Service office is open all year round (career guidance is provided also during holiday months).

YOUR ORGANISATION'S PRESENCE AT EVENTS HELD BY WUT CAREERS SERVICE – a stall, stand, roll-up or another form of employer's participation in an event run by WUT Careers Service (e.g. an additional stand during the Flying Desk – career guidance provided by WUT Careers Service on selected faculty premises or during outdoor editions).

PLACEMENT OF BRANDED BEAN BAGS, DECK CHAIRS, AND OTHER GADGETS WITH YOUR LOGO IN WUT CAREERS SERVICE OFFICE – the employer delivers branded items, which are then visible during selected events.



To make use of selected opportunities, please contact WUT Careers Service at least one month prior to the implementation date at: biurokarier@pw.edu.pl, 22 234 63 67.

JOB FAIRS FOR STUDENTS AND ALUMNI *on-line or on-site*

WUT Careers Service supports the promotion of job fairs for students and alumni:

- **IT JOB FAIRS FOR STUDENTS (23rd November 2021 and 3rd March 2022)**
Computer science / mathematics / data science / electronics; profiled job fairs dedicated to students of Warsaw University of Technology.
For more information please contact the main organizer at Michal.Bijata@FundacjaAP.org.pl, phone: +48 608 590 046.
- **IT Online Job Fair (November 25, 2021, online and March 17, 2022)** profiled job fair for people associated with most technologies in the broadly understood areas of IT / quantitative methods / Data Science.
For more information please contact the main organizer at Michal.Bijata@FundacjaAP.org.pl, phone: +48 608 590 046.
- **Student Society BEST organises two-day ENGINEERING JOB FAIRS at WUT.**
The fairs will take place in spring 2022, and more information will be available closer to the event. To find out more, please call 22 234 50 22 or visit <http://www.targipracy.org.pl>
- **The catalogue edition of the 27th JOB & INTERNSHIP FAIRS FOR ELECTRONICS and INFORMATION TECHNOLOGY ENGINEERS**
Due to the pandemic, the event organised by the Faculty of Electronics and Information Technology of the Warsaw University of Technology will be limited to the format of an online catalogue, which will be inaugurated on 18th October 2021. The catalogue will be published on the Faculty of Electronics and Information Technology website, as well as emailed to all faculty students and members of the faculty alumni society @ELKApw.

For more information please contact the organiser:
Dorota Myko at d.myko@elka.pw.edu.pl, phone 22 234 7081
The deadline for joining is 17th September 2021
- **WARSAW IT DAYS (24th -25th March 2022)**
The 13th edition of the largest conference comprising job fairs dedicated to such areas as: computer science / mathematics / data science / electronics. The event is dedicated to students and graduates, as well as to professionals from Warsaw.
Please, contact the main organiser at Michal.Bijata@FundacjaAP.org.pl, phone: +48 608 590 046.



WUT Careers Service does not sell fairs space. If you are interested in making your presence at a fair as an Employer, please contact the main organiser directly (see the contact details above).

GRADUATE'S PACKAGE *on-site/paid*



You are kindly invited to become a partner in our Graduate's Package project. In 2022 graduates of selected faculties will receive a set of materials and gifts encouraging them to maintain relations with the University.

As a Partner you can contribute by purchasing the package items, such as a notebook, pen, file or magnet.

We provide our Graduate's Package Partners with:

- a possibility of placing a career/recruitment leaflet dedicated to WUT graduates in the Graduate's Package
- a possibility to include your logo in a leaflet prepared by WUT Careers Service
- a special emblem on your company profile on the WUT Careers Service portal for 12 months
- a place for a Mentor in the Mentoring Program (more information about the program in the catalogue above)



To join the project, please contact WUT Careers Service before 10th December 2021 at biurokarier@pw.edu.pl, phone 22 234 63 67.

TRADITIONAL PROMOTION FORMATS

On-site/paid/free of charge

All employers are invited to provide us with **promotional leaflets** (preferred formats: A4 or A5) to be displayed on our stand in WUT Main Building and in WUT Careers Service waiting room, or **posters**, which can be presented in WUT Careers Service office and showcased in two locations in WUT Main Building.

Additionally, a **paid service** of distributing your promotional materials on selected faculty premises is available.



If you wish to display your leaflets, flyers and/or posters, please make sure that you have contacted WUT Careers Service to agree the time of delivery and the number of copies in advance. You can do it by email at biurokarier@pw.edu.pl or by phone at (+48) 22 234 63 67.

EXPERIENCE SHARING WITH WUT CAREERS SERVICE ADVISORS

on-line / on-site / free of charge

Recruitment and selection specialists are invited to share sector-specific hands-on experience and knowledge related to the job market and employer expectations with WUT Careers Service career advisors. The information is going to be shared with students within career consultancy sessions.

WUT career advisors provide WUT students and alumni with support on how to initiate and develop their professional careers. Individual sessions with an advisor are an opportunity for the students and alumni to:

- learn about selection procedures applied by employers
- verify their application documents
- prepare for a job interview
- define their professional goals

- design their career development plan
- identify their talents, strengths, areas for improvement



If you are interested in sharing your experience with our career advisors, please send us an email (to biurokarier@pw.edu.pl) specifying the topics you would like to include.

ENGAGEMENT WITH THE WARSAW UNIVERSITY OF TECHNOLOGY UNITS *on-line or on-site*

We will be most happy to help you reach individual WUT units, whether at faculty or another level, or to get in touch with certain student organizations. We are continuously looking for mentors, partners and sponsors for student projects.

Faculty information is available in the University's promotional and information catalogue: [CATALOGUES](#) and on the WUT website at: [FACULTIES](#)

For a list of student organizations please visit WUT website at: [STUDENT RESEARCH GROUPS](#)



If you would like to establish relations with specific WUT units, please inform us of the preferred scope of the relationship, which will help us forward you to the appropriate person. Please email us at biurokarier@pw.edu.pl



WUT Careers Service look forward to hearing from and cooperating with you.

biurokarier@pw.edu.pl, (+48) 22 234 63 67
50 Polna St., 5th floor, 00-661 Warsaw, Poland

Important information:

The 2021-2022 academic year is special. Due to the COVID-19 threat, and new government's and WUT authorities' decisions being announced on an ongoing basis, we need to apply a flexible approach to all arrangements regarding event organisation. Please, note, that there may be a need to switch to the online mode. Should any changes be necessary, we will be discussing them with each Employer individually.

During the implementation of on-site events Employers are obliged to ensure security for WUT participants in accordance with the guidelines of the central authorities and the authorities of the Warsaw University of Technology.

As the mode of studies at WUT has been adjusted due to the pandemic, the choice of dates for additional events in our schedule has been limited.