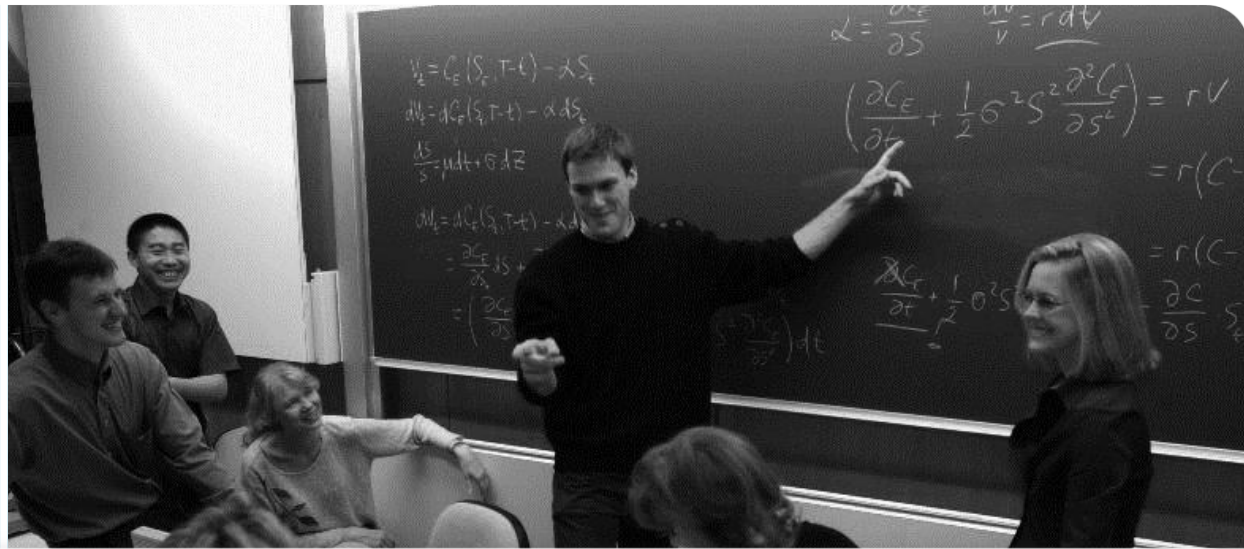


Unil

UNIL | Université de Lausanne



Europlacement

Service d'Orientation & Conseil (Office for Educational Counseling and Careers Guidance)

| le savoir vivant |

AIMS of our service

TO EASE TRANSITIONS THROUGHOUT UNIVERSITY

- FROM HIGH SCHOOL INTO FIRST YEAR
- FIRST YEAR (failed exams, methods, loss of motivation)
- FROM BACHELOR TO MASTER'S DEGREE
- FROM UNIVERSITY INTO EMPLOYMENT

THE TEAM

- 4 psychologists : one work psychologist (+ 1 intern) + 3 educational /careers guidance psychologists)
- 2 persons in charge of producing documents about grades, studies at UNIL
- 3 persons in charge of reception, trained to all-round listening and advising
- 10 persons <-> 6 equivalent full time

MEANS TO THESE OBJECTIVES

- Walk-in surgeries (all-round questions or relating to employment): 6 times/week + 1 special employment
- Individual counseling:
adaptation to university studies and learning methods;
reorientations;
help to build a study or professional project;
counseling, testing, skills assessment;
general mental health issues (anxiety, depression)
- Freshers week: welcoming day, learning methods

MEANS TO THESE OBJECTIVES

- Large information gatherings (for high school finishers)
- Production of documentation about studies at UNIL in a clear, formative way
- Rich website: www.unil.ch/soc covering most aspects, with easily accessible documents

SPECIFICS of our service

- Central body funded by University's Direction
=>Not depending on any faculty, or pressure group
- No obligation to self-finance => Free for students and graduates from Unil
- Integrated service : $\Sigma > (a+b+c)$
For instance, info gathered in research will enhance individual sessions, workshops and production of documents
In turn specific situations used in voluntary interviews (« portraits ») to enrich students' perspectives
- Life-long counseling : from High school to mid-life crisis
- Numerous contacts with local employers through UNISTAGES, in-house conferences

Information

- Production of specific documents about fields of studies (bach, Masters degrees in each faculty)
- Website about learning contents : www.unil.ch/enseignement
- Website for our general topics: www.unil.ch/soc
- Events: discovering day, welcoming day, masters day
- Walk-in resource centre with books, professional magazines and advice, links to professional sectors and actors
- Events in schools, High schools, forums
- Gathering data: graduates + 4 years; adaptation to Unil "Comment ça va?"; etc.

Graduates employment

- On-line access to different resources
- Information centre
- Mentoring
- Internship program
- Employers conferences for would-be graduates
- Workshops: job-seeking

On-line resources

- Useful links (employment platforms, advices, ...)
- Synthetic leaflets about certain sectors : culture, communication,...
- Live portraits of professionals, including advice to beginners

Information center

- Up-to-the-day press review of junior job offers
- Internet: access to some paying job websites
- Books (How to apply; how to prepare an interview; employment statistics)
- Books about various fields of employment
- Repertories (enterprises, private, public bodies)
- Professional and economic reviews subscriptions
- Self-service booklets and general help : salaries...

Mentoring

- For graduates with a professional project in the discovering
- To get practical information
- To receive advice by a professional active in a given field
- To enhance networking resources and ideas specific to the field

Internships

- Qualifying internships in different areas
- Selection interview by myself or my intern
- Direct, sensitive feedback to the candidate (cover letter, CV, interview) / *coaching*
- Follow-up and assessment of internships
- In 2011: 82 internships organized, 277 interviews

Conferences

- A professional course explained from the inside
- Opportunities and specific aspects of a field discussed, with questions
- Direct advices to our graduates
- Around five topics per year, during one week

Topics in 2012: environment, marketing, public relations, journalism, international organisations,

...

Workshops - 2 sessions / year

- Preparing job search, furbish the tools: market / fields basic information, how to read job offers, different kinds of applying, how to improve CV, letters & maximize interview offers)
- Personalized practice of job interviews (role-play)
- Experience of a recruitment test (Personality, Interest)
- Assessment center workshop (5 people/group exercises, individual feed-back by a psychologist to each participant)
- *In 2011: around 170 students follow 17 free workshops*

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