



Technische  
Universität  
Braunschweig



## Researchers Recruit Researchers

Handout by Research Services  
on Recruiting International Researchers

# Bilingual Job Advertisements

## Templates by the HR department and individual support

- The HR department has developed bilingual templates for academic job advertisements, which can be downloaded from the employee portal: <https://www.tu-braunschweig.de/en/iroe/organisational-development/information-portal>
- The *Human Resources Department* provides advice on legal and formal issues: <https://www.tu-braunschweig.de/en/abt12>; the *Equal Opportunities Office* can provide input on equal opportunities issues: <https://www.tu-braunschweig.de/en/organisation/designated-offices/equal-opportunity-office>
- *Research Services* provide advice on academic job advertisements for mid-level positions: : <https://www.tu-braunschweig.de/en/researchers-recruit-researchers>; the *Strategic University Development Unit* offers an equivalent service for recruiting professors: <https://www.tu-braunschweig.de/en/shse/active-recruitment>

# Bilingual Job Advertisements

## Advertisement via the central pages of the TU Braunschweig

- Please submit your job advertisements to the Human Resources Department, as they can only be supported and advertised accordingly if they are known. It cannot be guaranteed that job advertisements on institute pages or social media will be noticed centrally.
- **Please note:** An English advertisement is essential for all international portals, career fairs and other forms of public relations and recruitment. These formats always refer to the English page of the TU Braunschweig job portal. In addition, the submission of a direct link to an English-language job advertisement is a mandatory requirement for publication in external portals.

# External Job Portals and Networks (Individual)

## Research in Germany

- You can submit positions to this initiative, which are advertised via the DAAD country offices:  
<https://www.research-in-germany.org/deutsche-institutionen/angebote/vernetzung/stellenangebote.html>

## PhD Germany

- PhD positions can be applied for via this national portal of the DAAD:  
<https://www.daad.de/en/studying-in-germany/phd-studies-research/phd-germany/>

## European Liaison Office of the German Research Organisations (KoWi)

- On these pages you can introduce yourself as a host for postdocs who would like to come to Germany with an Individual Grant: <https://www.kowi.de/en/kowi/services/Further-kowi-services/msca-matchmaker/fellowship-host-offers.aspx>

# External Job Portals and Networks (Individual)

## Handshake US & Handshake UK

- Research Services are happy to publish your English-language job advertisements on these portals; many universities in the respective country are listed here: <https://app.joinhandshake.com> & <https://app.joinhandshake.co.uk>

## Stellenportale einzelner Universitäten

- On request, the Research Services can also post your English-language job advertisements on the portals of international universities (currently e.g. Columbia, Harvard, King's College, Strathclyde)

## Stellenportale im Kontext von Karrieremessen

- We are happy to publish your job advertisements in the context of and in advance of international career fairs.

# External Career Fairs and Recruiting Formats (Central)

## Career Fairs and Recruiting Formats (on site)

- Research Services regularly take part in international recruiting formats (see next slide). You are welcome to send us information material of all kinds in print by internal mail to be displayed there.

## Online Career Fairs

- Information material in digital form can be shown in equivalent online formats; please feel free to send us documents.

## Online University Presentations

- On request, researchers can take part in DAAD university presentations as testimonials who report on their experiences at the university.

# External Career Fairs and Recruiting Formats (Selection)

- MIT European Career Fair: <https://euro-career.mit.edu/>
- BCF Career Event: <https://www.bcfcareer.nl/career-events>
- European Open Science Festival: <https://www.esof.eu/pl>
- GAIN Annual Conference: <https://www.gain-network.org/de/karrieren-gestalten/gain-jahrestagung/>
- American University in Cairo Employment Fair: <https://careercenter.aucegypt.edu/employment-fair>
- King's College London Networking Night: <https://www.kcl.ac.uk/events/phd-research-staff-networking-night>
- All Ivy Just in Time Virtual Career Fair: [https://app.joinhandshake.com/emp/career\\_fairs/47340](https://app.joinhandshake.com/emp/career_fairs/47340)
- DAAD GATE Online University Presentations: <https://www.gate-germany.de/studienangebote-online-praesentieren/online-hochschulpraesentationen/seite/2/>

**All scheduled dates can be found on the Research Services website under "Dates":**

<https://www.tu-braunschweig.de/forschungsservice>

# Contact

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[www.tu-braunschweig.de/en/researchers-recruit-researchers](http://www.tu-braunschweig.de/en/researchers-recruit-researchers)

<https://www.tu-braunschweig.de/en/research-services>