



# CAREER APPLICATION AND RESEARCH CENTER

2022 - 2023 CATALOG



**KIRKLARELİ**  
UNIVERSITY





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## Building a Career

Career building is a lifelong and a personal process in which one needs to explore himself/herself, analyze the requirements of the labor market, and plan ahead in light of scientific knowledge. To assist our students and alumni in their career planning, Kırklareli University Career Application and Research Center (KLU Career Center) has been collaborating since 2016 with its stakeholders such as chambers of commerce and industry, development agencies, municipalities, and other universities. The Center has completed its foundation with the contribution of the Thrace Career Project, which is supported by the European Union. Guided by the experience acquired in the completed project, Career Center continues to offer career services that prioritize quality.

KLU Career Center offers a wide range of services including career counseling, soft skills training, individual career development training, technical visits, career fair, career days, and job and internship announcements. These career services are offered through the Human Resources Office portals [www.yetenekkapisi.org](http://www.yetenekkapisi.org) and [kariyerkapisi.cbiko.gov.tr](http://kariyerkapisi.cbiko.gov.tr) of the Presidency of the Republic of Türkiye. The Center hires senior officers to offer our students and alumni the best service possible. Upon receiving theoretical training in Türkiye on career services, these officers have interned in Italy to experience exemplary good practices in the services.

This KLU Career Center Catalog is intended to promote this multi-faceted service capability of the Center and its vision to become a center with exemplary good practices in career services. It also contains information on the technical and physical infrastructure of the Center, the human resources it has, and the services it offers.

I am grateful to the institutions and organizations that have contributed to the establishment of KLU Career Centre. I would be honored to share the catalog with our esteemed stakeholders, students, and alumni.

**Prof. Dr. Bülent ŞENGÖRÜR**  
Rector





## Meet Us at KLU Career Center

Dear students and alumni, you all have your own goals and the skills to achieve them. I would like to assure you that the future will award opportunities not to those with skills but to those who are aware of their skills and are able to make others realize their skills.

One can only be sure of his/her skills and potential by use of measurement and evaluation tools. Students and alumni of Kırklareli University can measure their skills, interests, personality, and career values with the Career Self-Assessment Inventory at KLU Career Center, an inventory whose validity and reliability are well established. Available in the Center are the methods and techniques you will need to effectively communicate with the business community. Having completed its establishment in a relatively short time, the Center has the physical and technological facilities unmatched at those of many universities in Türkiye. In addition to these facilities, career services offered at our Center are rich in both content and variety.

Our prime goal and responsibility are to prepare our students and alumni for the future, to provide them with the required methods and techniques and thus to enhance the quality of their professional life.

Dear students and alumni, I invite you to take advantage of our career services by sharing this important goal and responsibility.

**Assoc. Prof. Dr. Esra BOZKANAT CERGİBOZAN**  
Manager of Career Center



# Vision

Our vision is to brand the KLU Career Center across Türkiye as a distinctive leader in providing innovative career guidance services for students and graduates by fulfilling stakeholder cooperation at the top level.

# Mission

Our mission is to equip our students and graduates with the qualifications required in planning and developing their careers in accordance with market demands, trends, skills, and desires; and to build a bridge between students/ alumni and the business community for advancing their networking, internship, and job opportunities.



## STAFF OF THE CAREER CENTER

The KLU Career Center employs three lecturers who have interned in career counseling at the Polytechnic University of Milan, the University of Trieste, and the University of Milan, three leading universities in Italy. They are qualified in providing career counseling, organizing career events, providing career training, guiding students and graduates for entrepreneurship, and leading them to innovative job ideas.





## ESTABLISHMENT PROCESS OF THE CAREER CENTER

The establishment process of the KLU Career Center started with the Trakya Development Agency's application to the call for operations dated January 21, 2013 of the Ministry of Labor and Social Security of the Republic of Türkiye. The application came from Trakya Development Agency with the project titled "Provision of Career Services through Multi-Stakeholder Partnership Model". The project, also called the "Thrace Career Project", was accepted on September 16, 2014. The project's objective was to establish and develop career centers at Kırklareli University, Trakya University, and Namık Kemal University.

The proposal documents and regulations establishing the KLU Career Center were prepared in October 2015 and submitted to the Council of Higher Education of the Republic of Türkiye. The

proposal was accepted by the Council of Higher Education and the regulations were published in the Official Gazette on December 2, 2015.

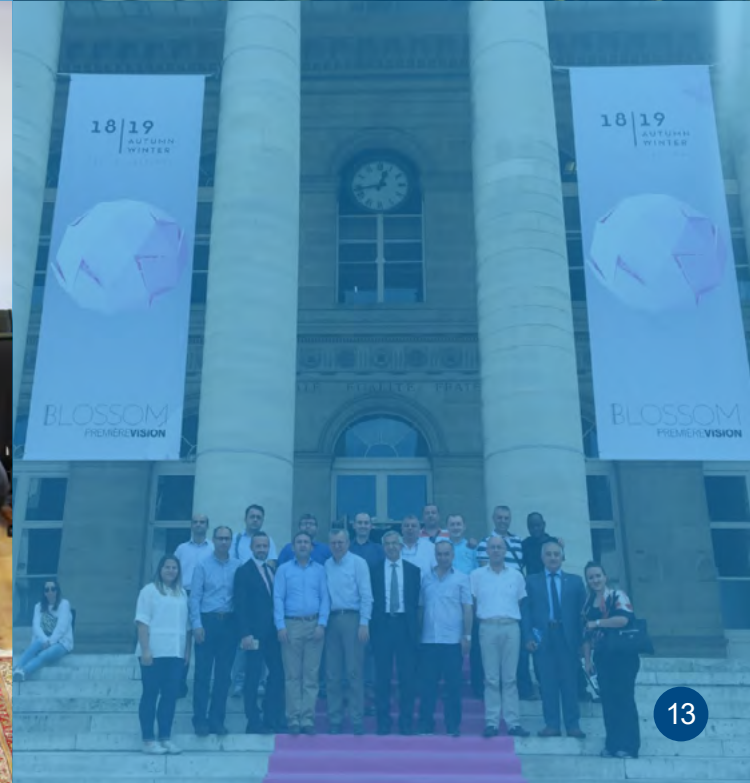
The Thrace Career Project was launched on 7 January 2016 and completed in November 2017. Under the Thrace Career Project, the KLU Career Center was established with sound physical and technological infrastructure and high-tech hardware and software to serve students and graduates with disabilities. Upon completing its physical and technical infrastructure, the Career Center employed specialized personnel who received training in Türkiye and internship in Italy.

In the scope of the project, technical visits were made to Belgium, France, and Italy were with the participation of stakeholders. Prof. Dr. Bülent

ŞENGÖRÜR, the Rector of Kırklareli University, participated in technical visits to Belgium and France, while the staff of the Career Center took part in a technical visit to Italy. The purpose of the visits was to observe model career centers and institutions that have played a leading role in the labor market. The experience acquired in these technical visits was instrumental in the formation of the KLU Career Center.

The official opening of the Career Center was held on 8 December 2016 with the participation of Prof. Dr. Bülent ŞENGÖRÜR, General Secretary of the Trakya Development Agency Mahmut ŞAHİN, Director of the Career Center and representatives of public institutions and organizations. After this milestone, the Career Center started to serve.









MEETING HALL



MANAGER'S OFFICE

## TECHNOLOGICAL AND PHYSICAL INFRASTRUCTURE OF THE CENTER



COMPUTER LAB



MULTIPURPOSE HALL



OFFICE OF TURKISH EMPLOYMENT AGENCY



OFFICE OF LECTURERS

As one of our primary goals is to prepare our students and graduates for the business world, we saw to it that we have a career center with a physical and technological infrastructure that will set a precedent in Türkiye. Our Career Center offers service in a closed area of 242 square meters on the ground floor of the rectorate building, which includes 6 rooms including an office for lecturers, an office of the Turkish Employment Agency, a multi-purpose hall, a manager's room, a meeting room, and computer laboratory.

50-student capacity multi-purpose hall has a projector and projection screen, the meeting room has another projector and projection screen and the computer laboratory has 20 computers and a smart board.

Room Name	M <sup>2</sup>
Office of Lecturers	41,25
Office of Turkish Employment Agency	39,40
Multipurpose Hall	57,80
Manager's Office	29,80
Meeting Hall	25,40
Computer Lab	48,35

Total 242 m<sup>2</sup>

## DEVICES FOR DISABLED STUDENTS AVAILABLE AT THE CAREER CENTER

The Career Center has technological equipment to serve our students with disabilities as well. The Center has the following devices that facilitate both university life and career planning for students with disability:

EQUIPMENT	FEATURES
Seika 5 Braille Display Braille Screen (1 piece)	Braille displays are devices that instantly transform written material on a computer screen into embossed letters, enabling students who are not able to see but who know the Braille alphabet to read the text on the screen with their fingers.
Jaws Software (for ten users)	It is a software program installed on 10 computers in the Career Center. The computer with the Jaws for Windows screen reading program acts like a usable computer for the visually impaired. The Screen reading program for the visually impaired is a software that reads the texts on the computer screen, tells the user about what is happening on the screen, and informs the visually impaired person about every possible issue on the computer.
ZoomText Software (for ten users)	ZoomText screen magnification program installed on 10 computers allows students with low vision to display images, text, etc. on the screen and to magnify them by up to 60 times.
SmartNav Device	The SmartNav program allows computers to be used by simply moving the head region of patients with ALS, spinal cord injuries, muscle problems, or people with other special needs. With the SmartNav Camera 4 AT, the computer can be controlled and operated using only head movements and a virtual keyboard. The SmartNav system, part of the head-mouse equipment, consists of an Infrared camera and software and operates in all kinds of ambient light including total darkness.





## THE CAREER CENTER UNITS AND SERVICES

### 1 CAREER COUNSELING UNIT

INDIVIDUAL CAREER COUNSELING  
GROUP CAREER COUNSELING

### 2 TRAINING UNIT

CENTER-FINANCED TRAINING  
- INDIVIDUAL CAREER DEVELOPMENT TRAINING  
- SOFT SKILLS TRAINING  
EXTERNALLY FINANCED TRAINING

### 3 EMPLOYER RELATIONS AND EVENTS UNIT

CAREER DAYS  
CAREER FAIR  
TECHNICAL VISITS (FIELD TRIPS)

### 4 JOB AND INTERNSHIP UNIT

JOB AND INTERNSHIP ANNOUNCEMENTS  
STUDENT/ALUMNI DATABASE  
EMPLOYER DATABASE

### 5 ALUMNI OFFICE

GRADUATE CHAIR PROGRAM  
GRADUATE DATABASE  
OTHER SERVICES

### 6 ENTREPRENEURSHIP AND INNOVATION OFFICE



## 1

## CAREER COUNSELING UNIT

Career counseling constitutes one of the mainframes of the services at the Center. Consultancy is a method for identifying and analyzing the needs of students and graduates, and offering appropriate solutions for problems. There are two methods for receiving career counseling: one-on-one meetings or in a group of students with similar career needs.

One-on-one meetings are limited to 45 minutes under the service is called “Individual Career Counseling”. “Group Career Counseling” is offered to students and graduates with similar needs in groups of 4-12 people for a duration of maximally 90 minutes. To sign up for the counseling service, see the workflow on the next page.





## WORKFLOW OF CAREER COUNSELING SERVICE

- 01** The student/graduate wishing to join individual/ group career counseling services signs up at **[www.yetenekkapisi.org](http://www.yetenekkapisi.org)**.
- 02** The student/graduate makes an appointment under the career counseling menu.
- 03** The Center approves the appointment and schedules a date and time.
- 04** The Center holds a pre-interview with the student/ graduate to decide if he/she should receive individual counseling or group counseling.
- 05** The counseling is offered.



## 2 TRAINING UNIT

The training unit assists students and graduates to discover their potential, to overcome their weaknesses, to get to know the business world, and to introduce themselves to the business world. The training unit organizes a variety of training using the Center's resources to that end.

The unit also coordinates a group of outsourced trainings (such as those involving volunteer trainers and training financed by projects). The students identified as "in

need" during the counseling process are referred to trainings prepared by instructors.

However, participation in the counseling process is not required to join the training. The staff announce future training dates on social media, the corporate website, and the career portal **[www.yetenekkapisi.org](http://www.yetenekkapisi.org)**.

See the workflow chart on the following page to see how you can sign up for the training service.



## WORKFLOW OF TRAINING SERVICE

- 01** The staff of the Center announces the training program.
- 02** The students/alumni apply for the announced training.
- 03** The Center reviews applications submitted by students/alumni.
- 04** The Center approves the applications deemed suitable, within its quota.
- 05** Students/graduates are informed if their training applications is been accepted.
- 06** The Center offers the training service.



## 2.1. CENTER-FINANCED TRAINING

### 2.1.1. INDIVIDUAL CAREER DEVELOPMENT TRAINING

#### 2.1.1.1. PERSONALITY-VOCATIONAL TEST (CAREER SELF-ASSESSMENT INVENTORY) TRAINING

Offered to students and alumni, this training involves the application and interpretation of the 120-question The Career Self-Assessment Inventory, based on John Holland's Theory of Typology. The inventory is administered and interpreted by the lecturers at The Center within a 90-minute group study.

With the test, the students and alumni are offered the opportunity to question which professions are compatible with their personalities, interests, abilities, and professional values.

#### 2.1.1.2. SWOT ANALYSIS TRAINING

SWOT analysis training aims to help students and alumni identify the strong and weak individual characteristics within their control, as well as the opportunities and threats that are not. The very same analysis

is also made for the major they are studying, and the sector or business they intend to work in. It is thus ensured that they get to know themselves and become aware of the risks and opportunities in the system.

#### 2.1.1.3. TRAINING TO SET CAREER GOALS

The training intends to provide the students and alumni with the ability to set short- and long-term career goals.

#### 2.1.1.4. TRAINING ON PREPARING CVS, COVER LETTERS, AND LETTERS OF PURPOSE

The staff of the Career Center provides effective CV and cover letter preparation training for our students and alumni. The participants are asked to prepare a draft CV, which, should the student or alumni request, is then reviewed, and finalized by professionals.

#### 2.1.1.5. JOB INTERVIEW TRAINING

With this training, we hope to provide students and alumni of Kırklareli University with the following skills: getting to know themselves before the job interview process, getting to know the company, recognizing standard interview questions, and acquiring the ability to produce logical answers to a wide range of questions. They are also allowed to use the interview simulation practice at the Career

Center after the training to test their interview skills before the actual interview.



## 2.1.2. SOFT SKILLS TRAINING

These are training sessions of 2 hours which address issues that are not part of the curricula of the majority of our students and alumni but are nevertheless considered to improve the quality of their professional and daily lives.

### 2.1.2.1. EFFECTIVE COMMUNICATION SKILLS AND BODY LANGUAGE TRAINING

It is a training that focuses on improving the skills of the students and the alumni to take the perspective of others, to express themselves correctly, to communicate empathetically, and to perceive mistakes frequently made in communication by use of active listening techniques.

### 2.1.2.2. PUBLIC SPEAKING AND EFFECTIVE PRESENTATION SKILLS TRAINING

ÖIt is a training intended to equip our students and alumni with the required knowledge and skills to prepare effective presentations and to speak to a live audience.

### 2.1.2.3. PROBLEM-SOLVING SKILLS TRAINING

This training is aimed at raising students' and alumni's awareness of the importance of problem-solving. The goal is to help them acquire the ability to define and analyze the problem they face, to produce alternative solutions, to review whether the solutions work or not, and to change the solution as necessary.

### 2.1.2.4. TIME MANAGEMENT SKILLS TRAINING

In this training, participants are informed of time management techniques and the focus funnel technique, which is based on the 3-dimensional approach in time management.

### 2.1.2.5. CONFLICT MANAGEMENT SKILLS TRAINING

In this training offered by the Career Center, our students and alumni are intended to develop their skills regarding the steps to take and the strategies to put into practice in the conflicts

they will potentially face in business and daily life.

In the 2021-2022 academic year, 35 training sessions have been organized by the Career Center's resources, and 493 students and alumni have participated in those sessions.



## 2.2. THE EXTERNALLY FINANCED TRAINING

The training unit of our Career Center also coordinates externally financed trainings (including sessions by voluntary trainers and those offered as part of a project).

To date, the majority of externally financed trainings have been funded by the grants of the Thrace Career Project. See the table below for the trainings given in this context and the number of students who benefited from them.

TRAINING	NUMBER OF STUDENTS
Microsoft Office	50
KOSGEB Entrepreneurship	120
Great Sales Skills	20
Adobe Photoshop	15
Adobe Illustrator	15
AutoCAD 2D and 3D	15
Digital Marketing and Social Media	15
Advanced Reading and Writing Skills in Career Development	45
Effective Communication Skills	45
Public Speaking and Effective Presentation Skills	35
Team Management and Presentation Skills	35
Problem-Solving Techniques for Life and in Business	35
Design-Oriented Thinking	30
Project Cycle Management	200
Logo Accounting Software	20
<b>TOTAL</b>	<b>690</b>



### 3 EMPLOYER RELATIONS AND EVENTS UNIT

To achieve its objectives, the Center requires stakeholders with whom it has established mutual trust. It is of great importance that employers play an active role in providing quality services in career development. The Employer Relations and Events Unit works to establish engagement with employers and to meet professionals in the sector with our students and alumni through various events.

The events organized on a yearly basis by The Employer Relations and Events Unit are:

- Career days, organized throughout our university and attended by all academic units,
- Workshops and seminars,
- Career fair where leading companies in the sector meet with students,
- Technical visits to industrial and commercial enterprises where students gain workplace experience

In order to organize the events, the responsible staff of The Unit communicates with the companies, carries

out necessary administrative correspondence, and cooperates with public institutions such as Presidential Human Resources Office, Turkish Employment Agency, and Trakya Development Agency.

This unit is also responsible for ensuring that employers register on the portal **[www.yetenekkapisi.org](http://www.yetenekkapisi.org)**.





### 3.1. CAREER DAYS

Career Days is one of the longest lasting traditional events of Kırklareli University. In an attempt to explore job and internship opportunities, Kırklareli University brings students and alums together with institutions. This allows students and alums to become familiar with the recruitment processes of employers.

Career Days have been organized 11 times at Kırklareli University until 2023, with the last between 7-11 March 2022.

During the 11th Career Days, 134 events were organized with the participation of 178 professionals. Detailed information on all career days organized by the KLU Career Center is available on the Center's website **kariyer.klu.edu.tr**.



## 3.2. CAREER FAIR

The KLU Career Center also cooperates with other institutions and organizations to organize career fairs to provide a platform for students, new graduates, and employers to meet. It is an ideal opportunity for students to form a network and an excellent chance to meet their future employers. Here, students are informed on career planning by experienced human resources managers, have the chance to know companies and sectors closely, and can consult with the company executives about subjects such as internship, job, and part-time work opportunities.

The 1st Kırklareli Employment Fair was held on May 24, 2017, coordinated by the KLU Career Center in cooperation with

Turkish Employment Agency and Trakya Development Agency. The 2nd and 3rd Kırklareli Employment Fairs were held on April 11, 2018, and April 10, 2019, in collaboration with the same stakeholders.

Since 2020, Career Fairs organized by the KLU Career Center in Kırklareli have been organized as Thrace Regional Career Fair, under the coordination of the Presidential Human Resources Office. Regional fairs were held in Edirne on 24-25 March 2020 and in Tekirdağ on 23-24 March 2022, with the partnership of Kırklareli University. Thrace Regional Career Fair is regularly organized every year with the contributions of our stakeholders.







### 3.2.1. 1st KIRKLARELİ EMPLOYMENT FAIR

The 1st Kırklareli Employment Fair, which aims to bring graduates and students face-to-face with the business world, was held with the participation of 21 companies from the private sector as well as public institutions and non-governmental organizations. Students and graduates were informed by employers on vacant job positions and internship opportunities, and made applications aligned with their jobs and internship needs at the fair. The opening of the fair hosted, among others, Mrs. Esengül CİVELEK (Former Governor of Kırklareli), Prof. Dr. Bülent ŞENGÖRÜR (Rector of Kırklareli University), Hasan AKSOY (Turkish Employment Agency Kırklareli Provincial Director), academic/administrative staff and students. Two thousand students visited the 1st Kırklareli Employment Fair.

### 3.2.2. 2nd KIRKLARELİ EMPLOYMENT FAIR

The 2nd Kırklareli Employment Fair was organized in 2018 under the Kırklareli University Career Center's cooperation with Turkish Employment Agency and Trakya Development Agency.

Governor of Kırklareli Orhan ÇİFTÇİ; Rector of Kırklareli University Prof. Dr. Bülent ŞENGÖRÜR and Trakya Development Agency General Secretary Mahmut ŞAHİN attended the fair opening.

Students and graduates visited the fair stands and received information about career-oriented practices from company representatives. 33 leading Turkish companies from varying sectors, in particular textile, automotive, metal, glass, health, and food, participated in the fair. Moreover, Kırklareli University, Trakya Development Agency, Turkish Employment Agency, Kırklareli Chamber of Commerce and Industry,



Kırklareli Chamber of Merchants and Craftsmen, Kırklareli Commodity Exchange, Kırklareli Provincial Directorate of National Education, Small and Medium Industry Development Organization were represented at the fair with their own stands.

### 3.2.3. 3rd KIRKLARELI EMPLOYMENT FAIR

The 3rd Kırklareli Career Fair was held at Kırklareli University in 2019 together with Trakya Development Agency under the coordination of the Kırklareli University Career Center. The 3rd Kırklareli Career Fair hosted 40 participants, including four non-governmental organizations, seven public institutions, and 30 private sector organizations. Moreover, Governor of Kırklareli Osman BİLGİN; Rector of Kırklareli University Prof. Dr. Bülent ŞENGÖRÜR, and Trakya Development Agency General Secretary Mahmut ŞAHİN participated in the 3rd Kırklareli Career Fair.

### 3.2.4. THRACE REGIONAL CAREER FAIR

Coordination by the Presidential Human Resources Office under the theme of "Talent is Everywhere", Thrace Regional Career Fairs are jointly organized by Kırklareli University and other stakeholder universities in the Thrace region.

The first Thrace Regional Career Fair was held in Edirne on 24-25 February 2020, and the second in Tekirdağ on 23-24 March 2022. More than 300 companies and thousands of students from partner universities attended each fair. The fairs are intended to make all young people feel talented and to provide access to job and internship opportunities deemed fit for their qualifications as university students. Moreover, regional fairs aim to increase the awareness and capacity of small and medium-sized enterprises, which supply the majority of the employment in the region.















### 3.3. TECHNICAL VISITS

With technical visits, students observe how theory is put into practice. The Career Centre organizes technical visits to more than 30 leading industrial and business enterprises each year for students to have a hands-on observation experience with the professions and fields of work specific to

their majors. Thus, they get to see the working conditions as well as the role models of the sector. Besides, technical visits bring together students and people in high-ranking positions in the same work environment, enabling students to have a closer look into the sector.

#### Organized Technical Visits

- Bunge Food • Otis Elevator Company • Canan Cosmetic • Arçelik
- Ipsos Marketing Research • Bahçivan Food • Paşabahçe Glassware
- Kale Ceramic • Irem Çamlıca Viticulture • Vega Textile • Schnieder Electric • Altra Ophthalmic Lenses • Gunsan Electric • Acıbadem Healthcare Group • Turkcell Group Company • İspak Packaging Company • Ramada Hotels • Cargill Türkiye Global Food Corporation
- BSH Household Appliances • ŞİŞECAM Glasshouse • Digital Translation
- Ekol Logistics • TRT Radio Television Organization • TRAÇİM Cement
- ZORLUTEKS Textile • Modavizyon Textile • Keskin Color Post Card
- Dynamo Textile • Trakya Döküm





Çanakkale Seramik Fabrikaları A.Ş.

KURUCUSU İBRAHİM BODUR

KURULUŞ TARİHİ 27.07.1957

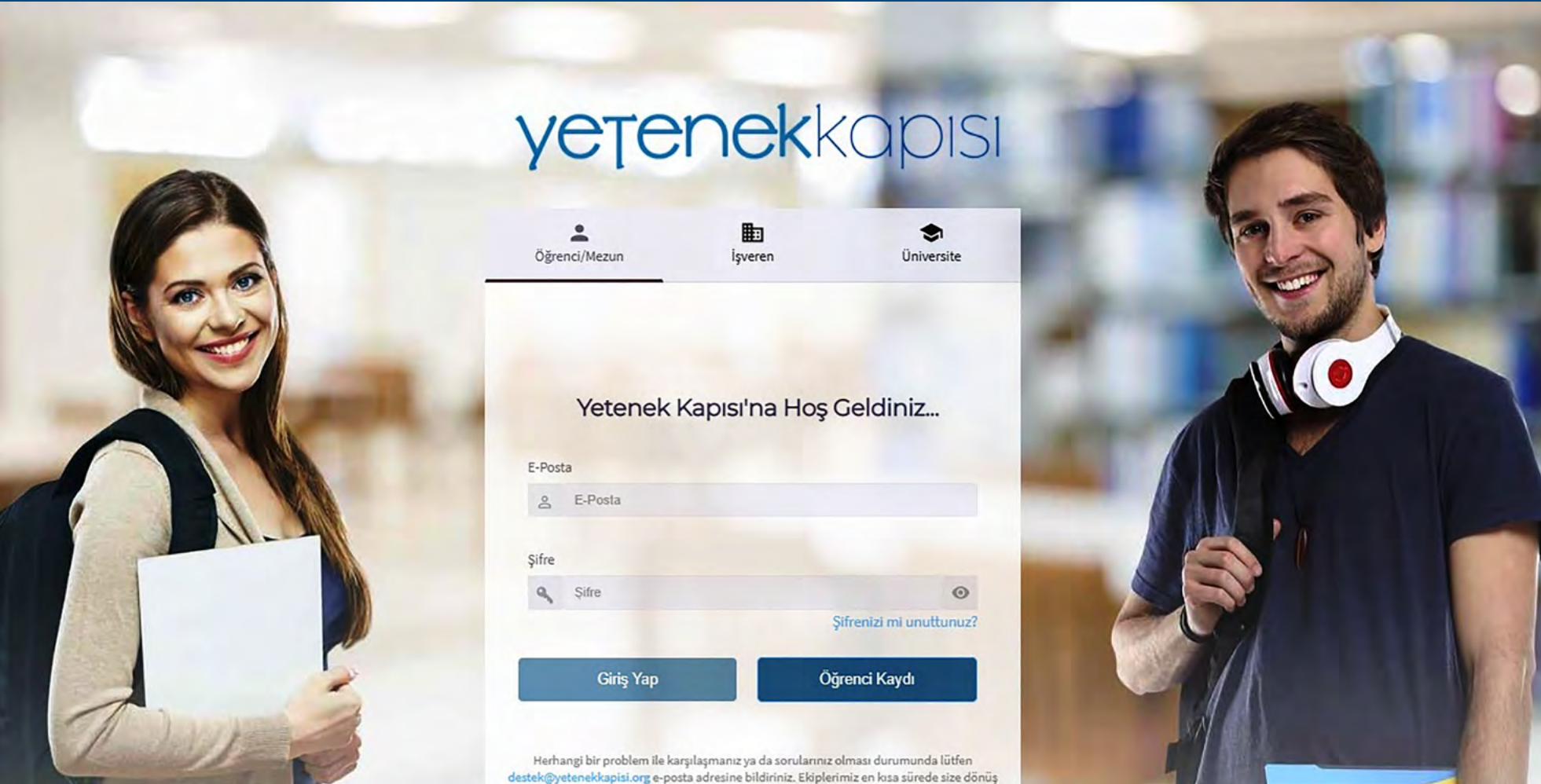
## 4 JOB AND INTERNSHIP UNIT



### 4.1. STUDENT AND ALUMNI DATABASE

Another task of the Career Center is to provide students and alumni with internship opportunities where they learn about the business world, as well as job opportunities where they could be employed subsequently. This task has been undertaken by the Job and Internship Unit of the Center. These services are provided through [www.yetenekkapisi.org](http://www.yetenekkapisi.org) and [kariyerkapisi.cbiko.org](http://kariyerkapisi.cbiko.org).

**gov.tr** portals supported by Presidential Human Resources Office. A database is created to facilitate employers' access to qualified workforce by referring students and alumni of Kırklareli University to the above career portals. Employers should use Yetenek Kapısı and Kariyer Kapısı portals when they need workforce. Only employers who have registered with the portals have access to the database.



## 4.2 EMPLOYER DATABASE

The career portals **www.yetenekkapisi.org** and **kariyerkapisi.cbiko.gov.tr** are used to meet the career needs of students and alumni, as well as to serve as an employer database. Only the employers that have registered with the portal may publish jobs and internship announcements on

this portal, and only registered students and alumni can view and apply for these postings. Employers are not charged a fee for using this service.





## 4.3. JOB AND INTERNSHIP ANNOUNCEMENTS

The Job and Internship Unit refers students and graduates in search of jobs and internships to the portal announcements. Only registered students and graduates can see the announcements regarding jobs and internships. Students wishing to do internships in companies that are not listed on the portal are also offered guidance service, on request.

The workflow chart on the following page explains how employers can post job and internship openings on the “Yetenek Kapısı” and “Kariyer Kapısı” portals and how students can benefit from these.

### The National Internship Program

Cumhurbaşkanlığı The National Internship Program is coordinated by the Presidential Human Resources Office and performed under the responsibility of the Career

Center. In this program, public institutions and private sector organizations offer internships to candidates with a transparent merit-based method, considering their academic, social, and sportive achievements, without seeing their personal information. Should the university, the student, and the employer all agree, long-term internships are also an alternative as part of the program as well. Our students’ legal rights are protected under the Vocational Education Law, their insurance is provided by Kırklareli University, and their fees are paid by the internship institution. In 2022, 2,602 students applied for the National Internship Program in, 1,141 of whom were entitled to do an internship in the program. Assuming the role of an employer as part of the program, Kırklareli University itself has employed 31 students as interns.





## WORKFLOW OF JOB AND INTERNSHIP OPPORTUNITIES

- 01** The employer requests employees and interns.
- 02** The employer signs up to [www.yetenekkapisi.org](http://www.yetenekkapisi.org) using its corporate email address.
- 03** The Career Center approves of employer signed-up request on [www.yetenekkapisi.org](http://www.yetenekkapisi.org).
- 04** The employer creates a job placement or internship announcement on [www.yetenekkapisi.org](http://www.yetenekkapisi.org).
- 05** The Career Center approves the job or internship announcement.
- 06** Vacant labor and internship requests are made visible to the student/graduate.
- 07** The student/graduate applies for the vacant job and internship.
- 08** The recruiter contacts and selects suitable candidates.
- 09** The publication of job or internship announcement is removed upon completion or expiry.



## 5 ALUMNI OFFICE

The Alumni Office of Kirkklareli University is a sub-unit of the Career Center and coordinates “Alumni Events” that bring together students and alumni, and is tasked with keeping the Alumni Data Base, among others.

### 5.1. ALUMNI EVENTS

Through alumni events called “alumni chairs”, the Center puts together our students and alumni. The first “alumni chair” was held in May 2022 with the participation of 62 graduates in 34 events. The events are planned to take place twice a year, in May and December.

### 5.2. ALUMNI DATABASE

The Office uses “Yetenek Kapısı” career portal as a database. The portal offers for both students

and alumni. Having uploaded their CVs into the system, the alumni have access to vacancy announcements, and employers can view their CVs. The alumni are also allowed to make a counseling appointment with the Career Center tutors and to apply for trainings.

A piece of software specific to our university is also underway.

### 5.3. OTHER SERVICES FOR ALUMNI

MA alumni requesting training programs may benefit from the training unit; alumni seeking employment may benefit from the job and internship unit, and alumni in need of career counseling may benefit from the career counseling unit by registering with the career portal [www.yetenekkapisi.org](http://www.yetenekkapisi.org).

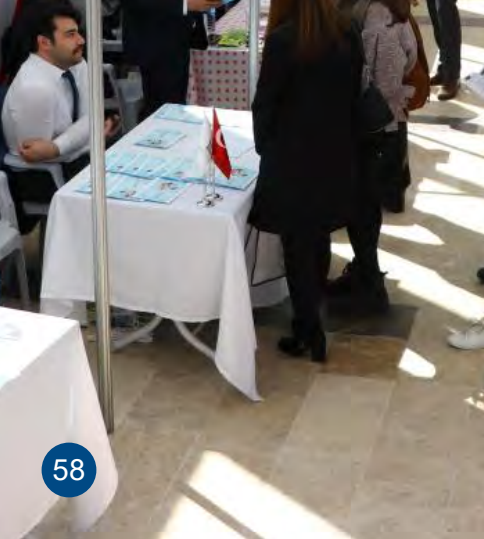


Established on 22 February 2021, the “Entrepreneurship and Innovation Office” is hosted by the Career Application and Research Center at Kirkklareli University. The Entrepreneurship and Innovation Office aims to support the entrepreneurship ecosystem, revive the entrepreneurial culture and reveal the entrepreneurial potential in Kirkklareli. Beside organizing trainings/events on entrepreneurship and innovation, it provides information about funding sources and mentorship. Entrepreneurs using office services will develop skills of network creation. The office thus contributes to developing an entrepreneurship ecosystem in Kirkklareli. The entrepreneurship and Innovation Office undertakes its mission to provide opportunities for entrepreneurs. The office assists students and alumni in:

- a)** establishing start-up or spinoff companies,
- b)** benefiting from the services of Kirkklareli Technology Transfer Office and Kirkklareli University Technocity,
- c)** making business plans, acquiring new customers, developing business models, and giving presentations to investors.

## 6 ENTREPRENEURSHIP AND INNOVATION OFFICE







**KIRKLARELİ**  
UNIVERSITY



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