

# JOB SHADOWING

**Meeting with the Human Resources department of Jean Monnet Saint-Etienne University**

**From Tuesday, May 14th to Wednesday, May 15th, 2024**

**Saint-Etienne – France**

- **Organizer:** Jean Monnet Saint-Etienne University
- **Participants:** Human Resources staff from partner institutions of the T4EU European alliance
- **Working language:** English, B2 level minimum
- **Registration deadline:** 24/04/2024 via [international-office@univ-st-etienne.fr](mailto:international-office@univ-st-etienne.fr)

## PROGRAM:

### TUESDAY, MAY 14TH

Location: Saint-Etienne - Maison de l'Université - 10 rue Tréfilerie (Room 623)

TIME	ACTIVITY
9:00 - 10:30	<b>Welcome coffee</b> Integration module for <b>human resources</b> in a French University
10:30 – 12:30	<b>Meeting of the University human resources department</b>
12:30 - 13:30	<b>Lunch time</b> (4th floor)
13:30 - 15:00	<b>How to energize the recruitment policy?</b> Job posting dissemination, job dating, promotional videos, LinkedIn
15:00 - 17:00	<b>Guided tour</b> Historical walk in Saint-Étienne: "Tracing its great moments"
19:00	<b>Dinner</b> Saint-Étienne, Fabuleuse cantine, 1 rue Claudius Ravachol

### WEDNESDAY MAY 15, 2024

Location: Saint-Etienne - Maison de l'Université - 10 rue Tréfilerie (Room 623)

TIME	ACTIVITY
9:00 - 10:00	Organization of <b>civil service exams</b> for administrative staff
10:00 – 11:30	<b>How to develop and implement the training plan for staff and the managerial path?</b>
11:30 - 13:00	Exchange of <b>best practices</b> with participants
13:00	<b>Farewell lunch</b> Saint-Etienne, Halles Mazerat, 2 cours Victor Hugo

## THE MUST-SEES OF SAINT-ETIENNE

3 Places not to be missed!

- **MUSEUM OF MODERN AND CONTEMPORARY ART**

After the Centre Pompidou, it's in Saint-Etienne where you can find one of the largest collections of contemporary art in France (20,000 works is quite something!)

- **THE MUSEUM OF ART AND INDUSTRY**

When you're told that design is everywhere in Saint-Etienne, it's also because it's in the city's DNA. Throughout its history, Saint-Etienne has been a place of invention and manufacturing. From firearms, as we know, to weaving machines, textiles, and bicycles. Yes, it's here that the very first French bicycle, L'Hirondelle, was invented.

- **AT MR. LE CORBUSIER'S**

Just a stone's throw from Saint-Etienne, the Firminy-Vert Site delights connoisseurs and the curious alike: an Unité d'Habitation with multicolored streets, a somewhat peculiar church in the shape of a cone, a UNESCO-listed concave House of Culture, an amphitheater-style stadium, and a swimming pool.