

Roadmap Presentazione



Orientamento



Selezione



Index siti

Cambi di Paradigma

VOLATILITY

Changes occur much more often than before and require continuous analysis and evaluation.

UNCERTAINTY

We are not able to unambiguously predict and prioritise factors that may influence the situation.

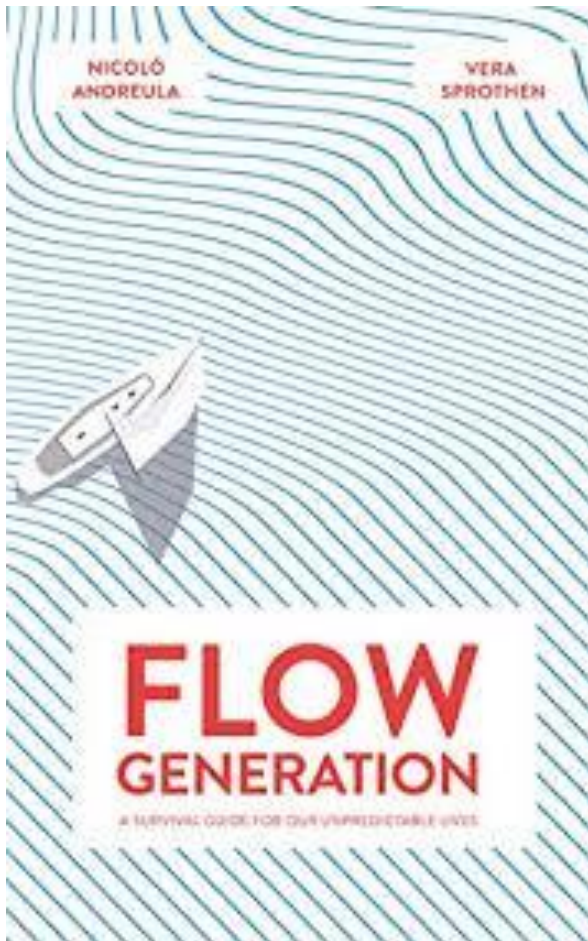
COMPLEXITY

The number of factors determining the development process increase significantly or become unknown.

AMBIGUITY

Information is difficult to interpret unequivocally. Past experience is not applicable to explain new processes and events.

Cambi di Paradigma



«Chi ha un contratto a tempo pieno ed indeterminato sarà presto una specie in via d'estinzione, alla deriva in un mondo di lavori a progetto e freelance.»

L'ascesa dei «**Portfolio career**»

Il «nuovo» lavoro / «Gig Economy»

Freelancer. Il nome spiega tutto: è il più grande sito dedicato ai freelancer.

Freelance. Se stai cercando un lavoro tecnologico, qui ci sono più di 15 mila offerte. Siamo sicuri troverai quella che fa per te.

UpWork. Ex oDesk. Su questa piattaforma puoi trovare sia offerte per singoli freelancer che per interi team. Le aziende possono assumere felici lavoratori da remoto da qualunque parte del mondo.

PeoplePerHour. Ok, il design non è dei migliori, infatti la maggior parte dei freelancer sono designer. Una coincidenza? Forse no! Ad ogni modo, come suggerisce il nome, la paga è oraria ed è proposta dai freelancer.

Guru. Più di 4100 offerte di lavoro in un unico sito. Sarai pagato solo quando il lavoro è completo e i tuoi clienti saranno soddisfatti. Per cui assicurati di fare del tuo meglio!

Behance. E' principalmente dedicato al mercato americano ed inglese, ma è anche per lavoro da remoto..

Orientamento. Think before you move...

Lavorare all'estero...

1) Capacità Linguistiche (C1-2)

2) Burocrazia oltre Europa(U.S., Canada)

3) Idee chiare

- Cosa sto cercando? «Stage, lavoro, esperienza, vacanza...»
- Dove voglio andare? «Europa, U.K.»

E qual è il mio obiettivo finale in questa fase..(bisogna avere i piedi per terra, le ambizioni devono essere concrete e raggiungibili)?

Think before you move... Lo scenario

Will you go for:

Accademia or Corporate

Academia vs. Industry

- Academia

- Knowledge
- Publication
- Grants, support
- New research

- Industry

- Information
- Products
- Sales
- Market share
- Share price
- Profit

Orientamento. Skills needed

- **Communications and Interpersonal Skills:**

A candidate's ability to effectively articulate information is all-important; the ability to get on with colleagues and co-workers, indispensable. Lee Iacocca, an American businessman most famous for his revival of the Chrysler Corporation in the 1980s, said it best: "You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere".

- **IT Competency:** Beyond a basic understanding of both hardware and software, most employers specifically ask for a working knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint etc) and other every day office applications. Some roles may also demand an understanding of more task-specific applications such as Adobe Photoshop et al.

- **The Ability to Work in a Team:** While leadership qualities are doubtless valued by employers, the ability to work in a team of individuals is also essential to the success of any given corporation. According to research carried out by the Careers Research Advisory Committee back in 2003, while employers rate teamwork as their number one priority, "...only 25 per cent of respondents thought it important to develop such skills".

What are your Key Skills?

<http://knack.it/>

Knack up App on Android and Apple

Tenacity

Strategic Thinking

Creative Thinking

Growth mindset

Skill as a service

[\(https://knackapp.substack.com/p/skills-as-a-service\)](https://knackapp.substack.com/p/skills-as-a-service)

The Industry does not pay for your degree or learning
but what you contribute and how best you deliver the
results

Mere possession of a degree is not
sufficient to claim a job

Orientamento. Where to start....



Orientamento. Where to start....

Job Boards vs Databases vs Social networks

Leave alone

- Akhtaboot
- LinkedIn
- Monster
- Xing
- Viadeo
- Bayt
- Glassdoor



Orientamento. Where to start....

- LinkedIn Posts, Groups,
- Where Else? (Magazines, forums, Events, Career Forums)
- Be in Multinational databases and update your cv regularly
- Company owned Databases (Novartis, Cargill, Bosch)
- Network Expat communities

Index siti- Per cominciare

- Prospects Country Profiles http://www.prospects.ac.uk/working_abroad.htm
- Target Jobs Working Abroad <http://targetjobs.co.uk/careers-advice/working-abroad>
- Going Global <http://www.goinglobal.com/en/job-search-result/>
- Expertise in Labour Mobility <http://www.labourmobility.com/>

Index siti- NGO

BOND www.bond.org.uk Network of 340+ UK-based voluntary organisations working in international development. Includes a database of jobs and volunteering opportunities: www.bond.org.uk/classifieds/index.html

ACTSA (Action for Southern Africa) www.actsa.org/page-1509-Internships.html

BASIC (British-American Security Information Council) www.basicint.org internships in London and Washington

Campaign Against Climate Change www.campaigncc.org/takeaction/volunteer/internships

Christian Aid www.christianaidcollective.org/christian-aid-collective-internship

Foreign Policy Centre <http://fpc.org.uk/internships>

Human Rights Watch www.hrw.org/about/jobs

Independent Diplomat www.independentdiplomat.org/about-us/interns

International Crisis Group www.crisisgroup.org/home/index.cfm?id=1154&l=1

Justice Africa www.justiceafrica.org/internships

Kipepo Designs www.kipepedesigns.co.uk/pages/opportunities-for-interns

World Development Movement – paid internships www.wdm.org.uk/about-world-development-movement/wdms-view-unpaid-internships

[Internships Alert!!!! Many Paid services for Placement in Ngo's](#)

Index siti OSCE NATO

NATO

NATO HQ runs an Internship Programme which aims to provide a small number of current or recent students with the opportunity to intern with the International Staff at NATO Headquarters in Brussels in the following areas:

Defence Policy and Planning

Executive Management

NATO Office of Security

Operations

Political Affairs and Security Policy

Public Diplomacy

Internships start in September and March and last for six months. They are paid: €800-1000 per month in 2019. A working knowledge of both English and French is required.

See www.nato.int/structur/interns/index.html for full details

For recruitment into NATO at other levels, see www.nato.int/structur/recruit/index.htm Most permanent staff come from a background in the armed forces or civil and diplomatic services of member states.

OSCE (Organisation for Security & Co-operation in Europe)

The OSCE offers unpaid internships, lasting from 2- 6 months, in Vienna and Prague.

See www.osce.org/employment/91 for full details.

Index siti UNITED NATIONS

Internships

Information on internships throughout the UN system: <http://www.unric.org/en/employment-and-internships>

The UNHQ Internship Program <https://careers.un.org/lbw/home.aspx?viewtype=ip>

The UN Volunteer Programme www.unv.org places qualified candidates (who must be aged 25 or above) in posts such as administration, agriculture, communication, community development, commerce, education, engineering, environment, health, human settlements, information communication technology, logistics, media and social sciences. Volunteers receive a living allowance, travel costs and other benefits.

UN Jobs <http://unjobs.org/>

Index siti EUROPEAN UNION

Traineeships are available at a number of EU institutions, principally at those listed below:

The European Commission http://ec.europa.eu/stages/index_en.htm

The Council of Europe www.consilium.europa.eu/contacts/traineeships-office?lang=en

The European Parliament – information on traineeships and study

visits www.europarl.europa.eu/parliament/public/staticDisplay.do?language=EN&id=147

The European Court of Justice http://curia.europa.eu/jcms/jcms/Jo2_10338/informations-generales

The Directorate-General for

Translation http://ec.europa.eu/dgs/translation/workwithus/trainee/index_en.htm

Career opportunities with other EU institutions

The Directorate-General for Interpretation http://scic.ec.europa.eu/europa/jcms/j_8/home

Lawyer-linguists at the Court of

Justice http://curia.europa.eu/jcms/upload/docs/application/pdf/2009-03/brochure_en.pdf

There are three “Big Recruitments” held each year:

Spring: Administrators – policy work, law, economics, etc

Summer: Translators and interpreters

Winter: Support roles, mostly non-graduate, including finance, secretarial, communication

Final-year students – in any subject – who are EU citizens are eligible to apply for these competitions. The recruitment process takes 7-9 months.

Index siti EUROPEAN Alternative

EU Alternatives

There are many opportunities on the "Euro-fringe" - working in organisations, both public and private sector, who have a presence in Brussels to monitor EU activities and to have an input into the decision-making process. These include NGOs, local government, law firms, lobbying organisations, consultancies, charities, industrial and commercial organisations and many more. The following sites carry details of internships and job vacancies in these organisations.

EuroBrussels www.eurobrussels.com links to jobs available and vacancy information pages in most organisations and corporations located in Brussels including European institutions, international organisations, law firms, NGOs and political consultancies.

Brussels Jobs www.brusselsJobs.com focuses on non-political expert jobs in the international environment in Brussels . Lists IT jobs, business jobs, office/secretarial jobs, finance jobs, and other specialist jobs in Brussels , for the expat professional.

EurActiv www.EurActiv.com : search for EU related jobs and internships in Brussels and Europe . Includes European Commission, International Agencies, NGOs, consultancies, Industry federations, and think tanks.

Electus Start www.workinpolitics.com "the essential guide to a career in politics and public affairs in the UK and European Union"

Index siti EXTRAS

Global Graduates platform to find entry level jobs:

<https://globalgraduates.com>

www.Cosmopolitians.eu Information for students, graduates and young professionals regarding jobs, internships, scholarships and volunteering opportunities all over the world, especially in European and International Organizations

Index siti EXTRAS 2

Globally Oriented Programmes

- IBM International Student Hiring Programme
- Unilever Asia, Middle East, Africa & Russia Programme
- Marks & Spencer International Graduates Scheme
- Reckitt Benckiser Global Supply Graduate Development Programme
- BNP Paribas Global Graduate Programme
- Prospects Graduate Jobs – search Worldwide

Combined Overseas based opportunities

- Careers & Employability Jobs Board Opportunities for International Students
- China opportunities/ Schemes for Mandarin speaking students in Multinational entities e.g. Tesco, HSBC, KPMG, Unilever, Decathlon

Nota su organizzazione della ricerca

Non più di 2 ore al giorno

- *Preferibilmente nello stesso orario della giornata. (primo pomeriggio, presto la mattina)*
- *Leggete job post*
- *Sottolineate parole chiave*
- *Modificate cv (Attenzione alla veridicità e uso di parole chiave da job post)*
- *Invio*

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Index siti

Selezione. Process....



Selezione. Applicare la scelta al nostro CV o Rèsumè

- Emphasis on what you have already achieved
- Focus on scientific credibility
- Extensive and inclusive
- Specialist
- Focus on scientific accomplishments
- Lists publications, presentations, conferences

- Emphasis on how your achievements can be applied
- Focus on skills necessary for the job you are applying for
- Short, sharp and to the point
- Generalist
- Focus on non-scientific accomplishments
- Lists teamwork, communication, leadership

Academia vs. Industry

Selezione. Cv o Résumé

Cosa è importante sapere quando si scrive un Cv

- i referenti delle Risorse Umane che fanno screening di Cv impiegano nella lettura circa 30 secondi per Cv;
- la leggibilità del tuo Cv aumenta la possibilità per te di essere contattato;
- un Cv diviso in sezioni evidenziate è più leggibile di uno i cui caratteri siano indistinti e poco spaziati;
- dal Cv un buon selezionatore può inferire caratteristiche personali del candidato;
- il Cv dovrebbe essere perfezionato in base all'azienda e alla posizione per la quale ci si sta candidando;
- è possibile allegare al Cv una lettera di presentazione;
- è possibile allegare al Cv una foto tessera;

Selezione. Cv o Résumé

The major differences between CVs and resumes are the length, the purpose and the layout. A resume is a brief summary of your skills and experience over one or two pages, a CV is more detailed and can stretch well beyond two pages. The resume will be tailored to each position whereas the CV will stay put and any changes will be in the cover letter.

CV – long, covers your entire career, static

Resume – short, highly customizable

A resume is the preferred application document in the US and Canada. Americans and Canadians would only use a CV when applying for a job abroad or if searching for an academic or research oriented position.

(In the UK, Ireland and New Zealand, a CV is used in all contexts and resumes aren't used at all. The CV prevails in mainland Europe. In Germany, the CV is more commonly known as a Lebenslauf (true to the latin origins) and is only one of many application document the German job seekers must produce to get an interview. In Australia, India and South Africa, the terms resume and CV are used interchangeably. The term resume is used more for jobs in the private sector and CV is more commonplace when applying for public service positions.)

Résumé

HUONG (LUCY) YANG

Box 0000, 1 Chapin Way, Northampton, MA 01063
978.937.2222 | huyang@smith.edu

EDUCATION

Smith College, Northampton, MA
Bachelor of Science, Engineering Science, emphasis in Mechanics Expected graduation May 2014 GPA: 3.60

Relevant Coursework: Engineering Design Clinic, Simulation and Modeling, Signals and Systems, Technological Risk Assessment, Statistics for Engineers, Mechanical Vibrations, Failure Analysis, Introduction to Hydrosystems Engineering

SKILLS

Technical: MATLAB, Minitab, Neural Networks, ARIMA modeling, familiar with C programming and AutoCAD

Languages: Fluent Spanish; Conversational Portuguese

EXPERIENCE

Engineering Design Clinic, Smith College Picker Engineering Program (Sept 2012 - May 2013)

Project Sponsor: Kollmorgen Electro-Optical, Northampton, MA

- Researched current Lean Design practices in engineering industries
- Worked with 3 Design Clinic team members to analyze design processes, identify inefficiencies and recommended improvements based on Lean Design principles
- Co-managed \$5,000 project budget, ensured all project deliverables were completed on-time
- Collaborated extensively with Kollmorgen employees and management
- Developed and presented project deliverables and final recommendations to project sponsor staff

Smith College Picker Engineering Program – Research Intern (June 2011 - May 2012)

- Developed workshop for middle and high school teachers to teach about engineering design and ways to apply in engineering principles in classrooms
- Developed engineering activities for inclusion in novel to introduce engineering concepts to students grades 7-12
- Co-authored ASEE conference paper and poster

Engineering Laboratory of Dr. Jack Jones, Smith College – Teaching Assistant (Sept 2010 - May 2011)

- Prepared materials for professor and students for use in lab sessions
- Assisted professor in answering questions and resolving issues during the laboratory

Curriculum Planning Committee, Smith College – Student Member (Sept 2010 - May 2011)

- Organized logistics for and participated in meetings with faculty
- Served as liaison between committee and student body

ACTIVITIES AND LEADERSHIP

Society of Women Engineers (SWE) – Smith College Student Chapter (2012 - present)

Co-President (2012 - present); Vice President & Technology Director (2012 - 2013)

- Served as liaison between Smith College faculty and administrators and SWE chapter members
- Applied for grant and Student Government Association funding
- Planned engineering outreach events

Engineering World Health – Smith College Student Chapter (2011 - 2012)

Vice-President

- Aided with chartering of Smith College chapter

CURRICULUM VITAE

Giovanna Marchi

Data di nascita: 27-04-1985

Nazionalità:

Indirizzo:

Telefono:

Email:

Motivata ad apprendere nuove conoscenze professionali. Curiosa e attenta ai dettagli. Sono in grado di pormi obiettivi e raggiungerli. Sono orientata ai processi.

Istruzione e Formazione

2018-2019 Corso di specializzazione in Fashion product and Merchandising Manager – IED, Milano (Italia)

2011-2014 Laureata in Mediazione Linguistica - Scuola Superiore per Mediatori Linguistici Carlo Bo, Milano (Italia)

2008-2011 Lingue e Letterature Straniere, Università di Pisa, Pisa (Italia) (in concomitanza a lavoro a Parigi)

2007-2008 Tecnico esperto nella terminologia del turismo e della salute in due lingue straniere con certificato di specializzazione in LIS, Università di Pisa, Pisa (Italia)

1999-2004 Diploma Liceo Linguistico - Liceo Linguistico G. Pascoli, Matera (Italia)

Lingue

Madrelingua Italiana

Inglese C1

Spagnolo C1

Inglese B2

Skills e Competenze IT

- Forte esprit d'équipe e buona capacità di adeguarsi ad ambienti multiculturali, conseguita grazie all'esperienza di lavoro all'estero. Senso dell'organizzazione, motivazione, affidabilità, flessibilità e ambizione.
- Buona conoscenza del pacchetto Office (Word, Excel, PowerPoint). Buona conoscenza di Fox Pro, Illustrator e Gea

Esperienza Lavorativa

04/2019 – a oggi: Impiegata commerciale (mercato francese)

Levi's, Milano

- Acquisti di pellami e accessori
- Programmazione ordini cliente
- Campionario/produzione (dal 1° proto, ordini press, Tide etc...)
- Back office: Inserimento, controllo e evasione ordini
- Gestione visite clienti
- Mediazione e negoziazione

06/2015 – 03/04/2018: Impiegata commerciale (Calzature e Accessori)

Scai Srl, Ufficio acquisti moda, Milano

- Gestione clienti francesi nel settore calzaturiero e accessori (Uomo, donna, bambino)
- Gestione della relazione con fornitori italiani e clienti francesi
- Organizzazione visite clienti
- Traduzione dei cahiers des charges
- Back office: Inserimento, controllo e evasione ordini
- Gestione visite clienti
- Fatturazione
- Selezione e assortimento dei prodotti in coerenza con l'identità della clientela
- Conoscenza e interpretazione di tendenze
- Mediazione e negoziazione
- Ricerca Clienti e nuovi fornitori

09/2014–06/2015: Stagista Impiegata Commerciale

Louisiane S.p.a (HCP Hermès Cuir Précieux), Milano

- Formazione per riconoscimento pellame esotico e misurazione
- Compilazione schede tecniche del prodotto e tabelle ordini
- End to end relazione con clienti finali e Concorce
- Back office: Inserimento, controllo, evasione ordini e gestione resi
- Relazioni con casa madre in francese
- Traduzione documenti ufficiali e gestione dell'archiviazione e fatturazione
- Supporto allestimenti showroom

09/2011–05/2014: Interprete

LineaPelle, Macif, Eak, EuroMediab, Frankfurt messe, Micam, Fidenza Village

- Interpretariato per trattative e negoziazioni (fra-Ita/ Ita-Fra)

04/2007–04/2011: Hostess d'accoglienza

Café Mickey Disneyland Resort Paris, Marn-la-Vallée

- Accoglienza clienti
- Gestione prenotazioni

Interessi e Attività

Sono una persona molto attiva e comunicativa, adoro viaggiare, apprendere lingue straniere ed esplorare diverse culture.

Cv design

EXECUTIVE ASSISTANT

PROFESSIONAL SUMMARY
 CONTACT INFO
 EDUCATION

EMILIANA LONGETTI



I am a dynamic, motivated and energetic Executive Assistant with exceptional talent for mitigating conflict and strengthening relationships within and between different company levels. Organized, meticulous and hardworking by nature I have a proven track record of always going above & beyond while performing well the job to date and above all. My colleagues say that I'm a positive team player, with high flexibility and a confident but friendly attitude.

Looking for an opportunity to apply my skills, knowledge and talents where it needs rightest commitment while supporting the best of a top within company like

My nickname has always been
"MASTER ORGANIZER"

AREA OF EXPERTISE

- Client service
- Client relationships
- Risk
- Conflict management
- Research
- Planning
- Organization
- Executive
- Negotiation
- Public speaking
- Administrative skills

SKILLS

ORGANIZATION & TIME MANAGEMENT

TEAM WORK & COMMUNICATION

INSTRUMENT & SW APPLICATION

FLEXIBLE & PROBLEM SOLVING

WORKSHEET EXCEL, MS OFFICE WORD

EDUCATION

Public Speaking Course - BSB Italia

Diploma Linguistico Internazionale - Canada, Toronto



EXPERIENCE



EXECUTIVE ASSISTANT TO PRESIDENT

Performed the role of the executive assistant to the CEO & President of BSB Italia that entailed a wide spectrum of tasks such as:

- Organized the agenda of appointments, trip and travels
- Managed letters and e-mail correspondence of the Chairman, Meeting, involving and supporting communications
- Built & maintained relationships with customers, analyzing their needs to meet them
- Built & maintained relationships with the different managers reporting to the President
- Coordinated and managed meetings with senior key customers, key customers and collaborators in the absence of the manager
- Directed the agenda coordination
- Handled expense reports for the President and managers
- BSB formalization (purchase requests)
- Managed personal provisions such as books, computers, income tax returns and other questions with other offices and accountants
- Performed varied printing activities



SALES AREA MANAGER

Evaluated, organized, and coordinated the optimal performance of several markets of BSB Italia such as: Paris & France, Germany, Russia and Sri Lanka as well as UK, East Europe, Spain, Cyprus, Netherlands.

- Ensured that customers were taken care of in a professional and friendly manner
- Took care of training clients about product marketing events
- Provided visits to the different markets
- Coordinated and supervised the activities of agents within sales area while represented the company in a specific geographic area in order to structure the network
- Annual budget preparation
- Distribution agreement definitions
- Relationships between the internal sales forces and other activities



CUSTOMER SERVICE SPECIALIST

My job role is relate with customers of BSB Italia and their requests were handled with care and in a timely manner across multiple regions such as Europe, US, Asia and Oceania. The job included tasks such as:

- Building regular relationship and communication with clients, agents and distributors & order entry
- Claims & shipment handling
- Organizing and taking part in fairs and exhibitions

Selezione. Presentation letter

Re: Name of position or Application for ...name of position

Dear Ms Jones, (Avoid Dear Sir/Madam,

First paragraph

I would like to apply for the above position advertised in on (date) and **why you want that job** (i.e. why that industry and why that company, make sure this highlights how you will meet their needs, not exclusively your own.)

Second paragraph

Outline the skills (technical and social), experience, training and achievements that are relevant to the selection criteria or the job description. These skills may have been gained through your education/course, your work experience and your extra curricular activities.

Third paragraph

Tell them why you are the best fit for the company and how your skills will meet their needs. (Tip: you could summarize the 3 best things about you that make you most competitive for the job and how these things will allow you to make an impact/get results in the role.)

Closing

Thank them for considering your application, tell them that you have attached a copy of your resume, and when you would be available for an interview. Provide your contact details (Phone / Fax / Email)

Regards

Selezione. Chiamate

Chiamate al telefono

Dal momento in cui si invia un curriculum bisogna essere pronti a ricevere una chiamata. Spesso le chiamate possono arrivare senza avviso. Nel caso in cui siate stati avvisati, ricordatevi con chi state parlando e quando , a che ora e giorno avverrà la telefonata.

Le chiamate sono usate per effettuare una preselezione.

Di solito il selezionatore fa una breve introduzione della posizione e della società, dopodiché si passa alle domande.

What interests you about this job? Why do you want this job? What applicable attributes / experience do you have? - What can you do for this company? - What do you know about this company?

Quindi il candidato deve :

- Conoscere bene la società e la posizione.
- Essere in un luogo idoneo per la chiamata (in caso di chiamata senza avviso, chiedete di richiamare se vi trovate in un luogo pubblico).
- Ascoltare con attenzione.

- **State in piedi.**
- **Sorridete mentre parlate.** Questo cambia la vostra comunicazione, rendendola, positiva.
- **Fate domande riguardo la posizione. Mostratevi interessati.**

Selezione. Chiamate Skype

Skype call

Ormai sempre più spesso si sta utilizzando skype per i colloqui di lavoro.

Attenzione la chiamata Skype è effettivamente uguale ad una reale situazione di colloquio.

Prima della chiamata

Controllate di aver condiviso la propria identità ID Skype con il selezionatore.

Fate attenzione al funzionamento corretto del Skype Account.

Controllate di avere una telecamera.

Fate attenzione all'ora della chiamata e giorno e con chi andrete a fare il colloquio.

Fate delle prove con una persona conosciuta.

Fate una prova registrandovi

Valutate bene la vostra immagine e vestitevi perfettamente per il colloquio.

Attenzione a ciò che si vede dietro di voi.

Durante la chiamata:

Controllate il tono e il timbro della vostra voce.

Attenzione al linguaggio del corpo:

Movimento mani

Respirazione in sintonia con il selezionatore

Guardate dritto nella telecamera.

Sorridete

Parlate piano e non troppo vicino al microfono.

TRANQUILLI. Tutti sanno che la tecnologia interviene a creare problemi quando si fanno colloqui. Se la connessione si interrompe, ok, non succede niente. Ripristinate la connessione e ricominciate.

Selezione.

Sorridete

Parlate Piano

Respirate.....

Selezione. Colloquio.

Interview = A meeting with an objective

Employer's objective is to find the best person for the job

Employer: reviews candidate's experience and abilities

Can you do the job? (skills, abilities, qualifications)

Will you do the job? (interest, attitude & motivation)

How will you fit into the organisation? (personality)

You: impress employer and assess position on offer

What does this position offer me?

How does it fit with my career plans?

Selezione. Colloquio.

- Research the company
- Review job posting, advertisement
- Review your resume
- Practice interview answers
- Prepare questions to ask the interviewer

Selezione. Colloquio.

- First impressions very powerful
 - Halo effect or Devil effect*
- Allow time to relax
- Dress appropriately
- Entrance, introductions & handshake
- Smile and make eye contact
- Be aware of own movements
- Watch body language of interviewer
- Be on time, not too early and NEVER late – 10 minutes early is acceptable
- Bring your resume, references, reference letters, certificates, outstanding performance reviews. Put in a file or folder
- No gum, cigarettes or fragrances
- **Its okay to be nervous, the interviewer probably is too**

Selezione. Colloquio

- About you
 - Tell me about yourself - Bring me up to date with your CV?*
 - Why did you choose that particular degree programme?*
 - What experience have you had that is relevant to this post?*
 - What would you consider your major achievements to date?*
- About the job
 - What interests you about this job?*
 - What do you know about this organisation?*
 - What other options are you considering?*
 - How do you see your career developing – 5 years?*
 - If you were Head of Department, what would be your priorities?*
- General knowledge
 - What do you think of the Government's policy on college fees?*
 - What's your opinion of the Ryanair bid for Aer Lingus?*

(Consapevolezza, conoscenza, applicazione Passata!)

Selezione. Match

Employer needs

Communication

Team work

Leadership

Initiative

Customer Care

IT

Commercial awareness

Your evidence

Presentation to class

Example from Coop

Class rep, Committee

Fundraising for charity

Working in Supermarket

Designed website

Business pages

Selezione. Colloquio

Q Give me an example of a problem you encountered. How did you approach it. What was the outcome?

STAR response

S: Describe the situation

T: Explain the task/problem that arose

A: What action did you take?

R: What was the result or outcome?

What did you learn from this experience?

Selezione. Colloquio. Cosa fare

Attitudine durante

- Listen carefully, seek clarification
- Illustrate answers with real examples and evidence
- Be positive – constructive criticism
- Keep answers specific and succinct
- Take time to respond
- Be alert to interviewer's body language
- Speak clearly, smile and show enthusiasm
- Know what you want to say, and find the opportunity

Mostrate Interesse con domande

- Training programmes
- Career development opportunities
- Types of projects & responsibilities
- Reporting structure
- Performance appraisal
- Profile of staff
- Questions about topics raised in interview
- What happens next?

Q&A

