



Giornate di incontri fra aziende, studenti e laureati

LA STATALE
JOBS

from 
LA STATALE
jobs

**La ricerca del lavoro virtuale e internazionale nel
contesto attuale**

06 giugno 2022

Rudra Chakraborty

Roadmap Presentazione



Orientamento



Selezione

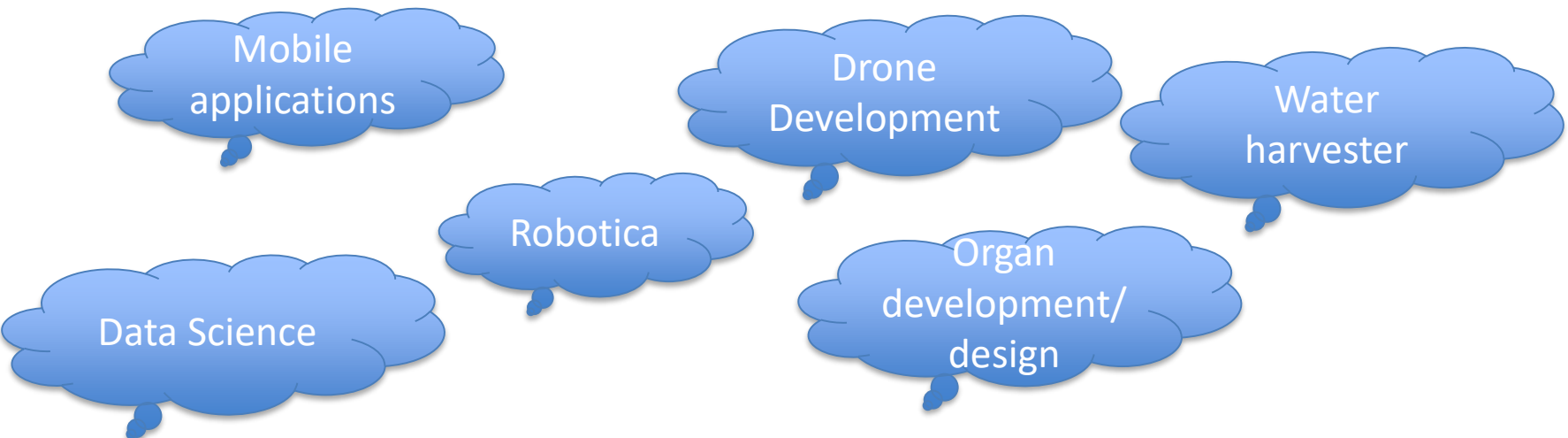


Index siti

Orientamento. Think before you move... Trend Globali

- 1) Digitalizzazione delle operazioni (work from home)
- 2) Sempre più persone nella forza lavoro. 4 generazioni. **(Demografia)**
- 3) Talenti disponibili in tutto il mondo (posso reclutare dalla Korea o fare outsourcing) **(Digitale)**

Per competere bisogna essere consapevoli di ciò che sta cambiando, ma soprattutto guardare avanti a come il mondo cambierà tra cinque/dieci anni.



Think before you move... Lo scenario



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.

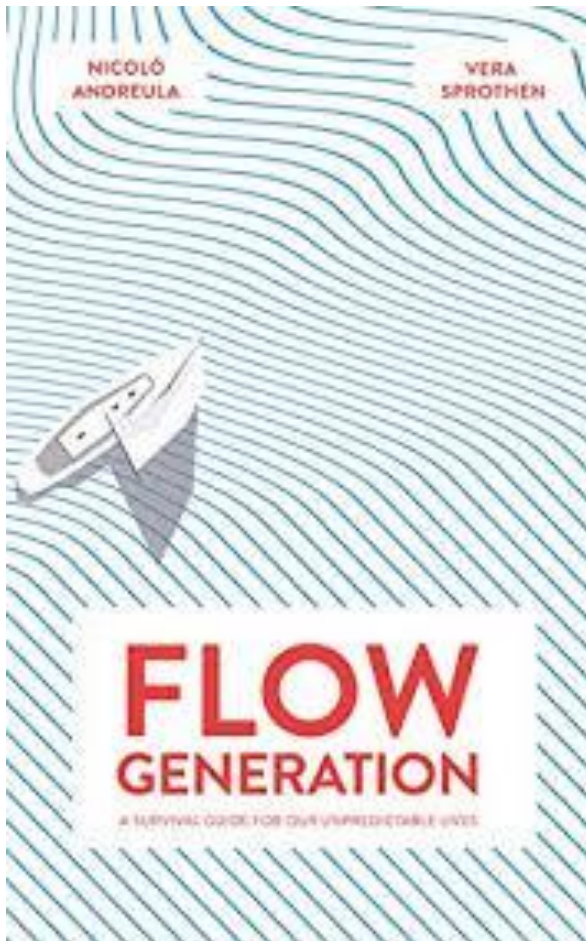
COMPLEXITY

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)?

Orientamento. Target Jobs & Payscale

Opportunità in U.S. e
U.K.:

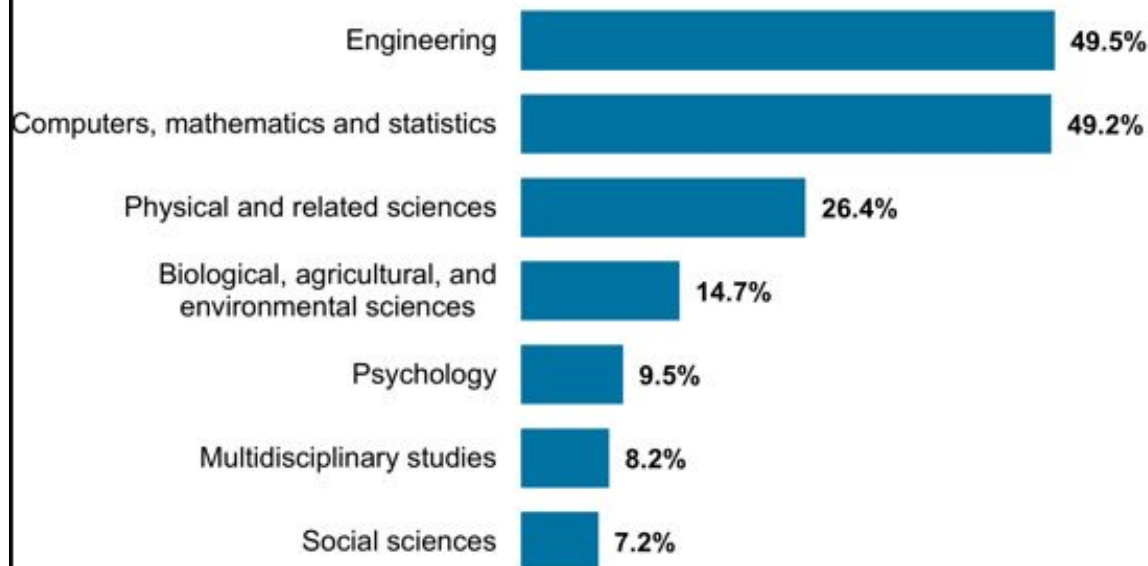
[http://www.iseek.org/
careers/stemcareers](http://www.iseek.org/careers/stemcareers)

[The stem crisis is a
myth](#)

[The most valuable
words to have on a
Stem IT Cv](#)

STEM Majors Do Not Get STEM Jobs

Percent in STEM jobs by STEM major



Source: Census Bureau | WSJ.com

Orientamento. Think before you move... Fattori ambientali:

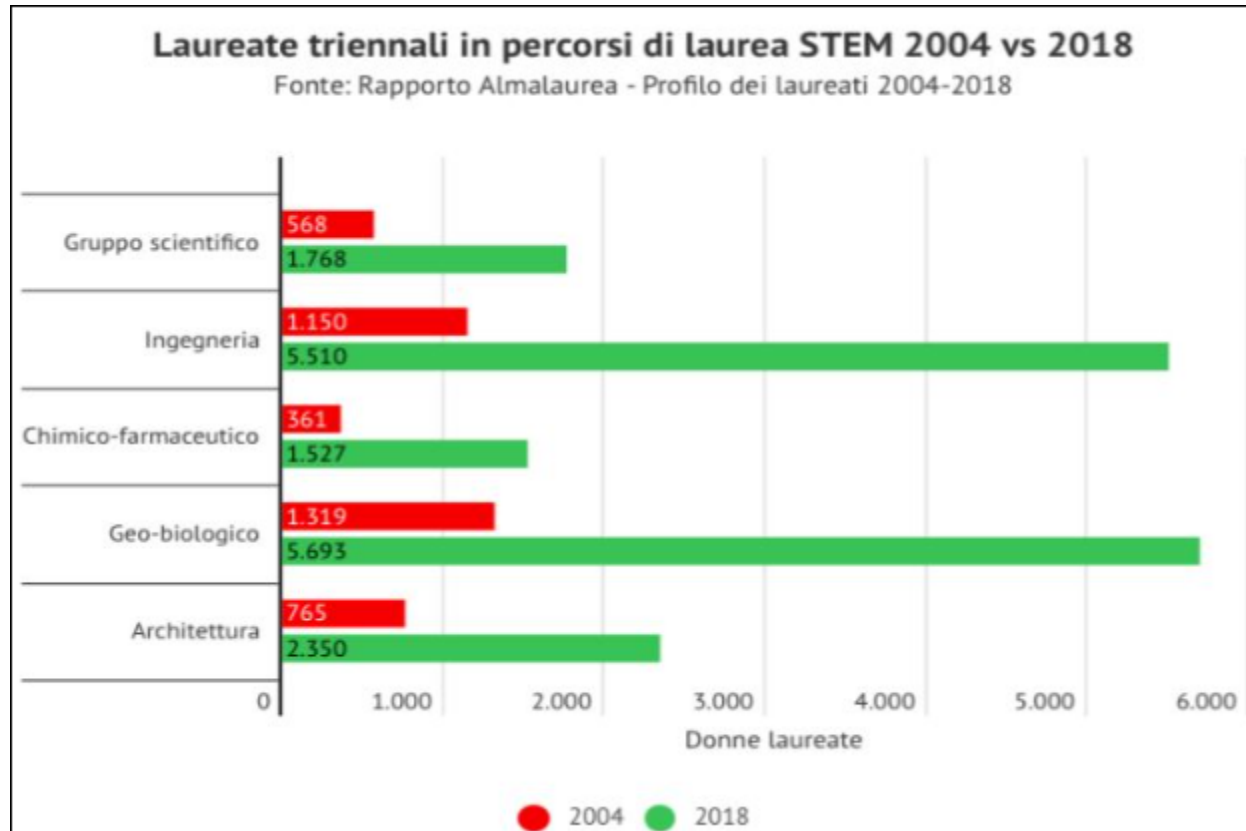
Siate VOI la differenza che volete vedere nel mondo!



Orientamento. Target Jobs & Payscale



Orientamento. Target Jobs & Payscale



[Gender data Italia STEM 2019](#)

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



- Good all-round intelligence
- Enthusiasm, commitment and motivation
- Ability to solve problems
- Capacity to work hard
- Initiative and self-reliance
- Balanced personality

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". <https://www.massbioed.org/>

What are your Key Skills?

<http://knack.it/>

Knack up App on Android and Apple

Tenacity

Strategic Thinking

Creative Thinking

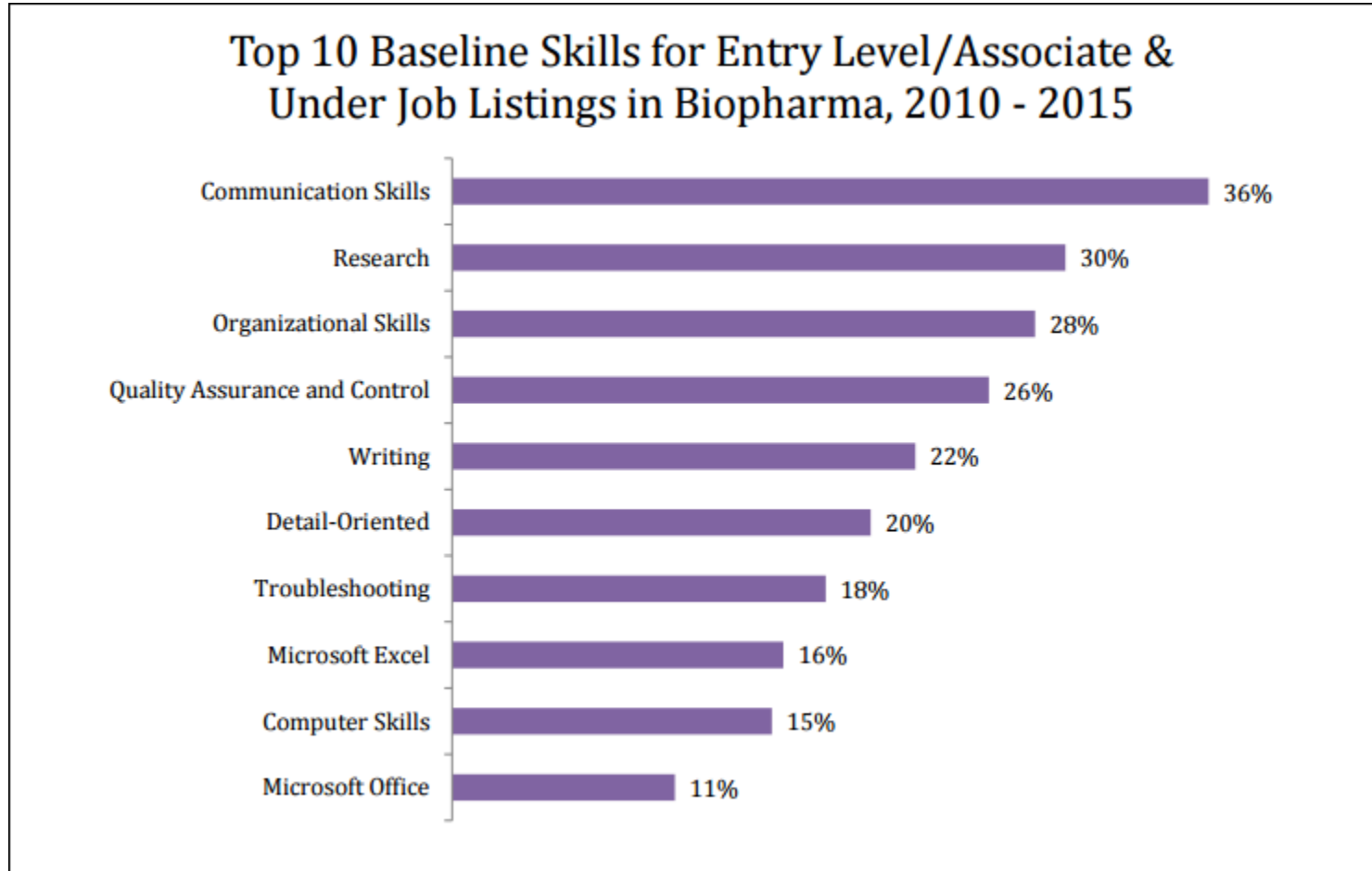
Growth mindset

Skill as a service

<https://knackapp.substack.com/p/skills-as-a-service>

Orientamento. Skills needed

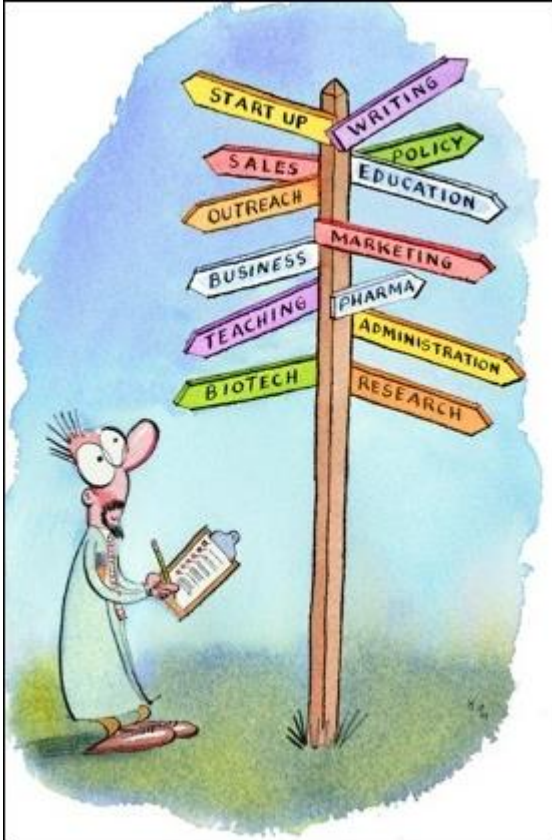
- Importante provare a farsi un'idea chiara di competenze



<https://www.massbioed.org/>

Orientamento. Skills needed

Un assessment tool per mappare la crescita personale e professionale



1 = I would like to never do this in my career | 5 = I would like to do this often in my career

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	[clear]	Designing experiments
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	[clear]	Performing experiments
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	[clear]	Analyzing experimental results
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	[clear]	Planning new scientific projects or developing new research directions
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	[clear]	Writing grant proposals

<https://myidp.sciencecareers.org/>
<https://myidp.sciencecareers.org/Overview/Summary>

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

Constancy in studies, no gaps.
Good grades

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

Orientamento. Process....



Orientamento. Applicare la scelta al nostro CV o Rèsumè

- | | |
|--|--|
| <ul style="list-style-type: none">• Emphasis on what you have already achieved• Focus on scientific credibility• Extensive and inclusive• Specialist• Focus on scientific accomplishments• Lists publications, presentations, conferences | <ul style="list-style-type: none">• 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 |
|--|--|

Accademia 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

	Curriculum vitae (CV)	Résumé
<i>What is it?</i>	A full list of your professional and educational history.	A summary of your experience and skills that are most pertinent to the advertised position.
<i>How long is it?</i>	Usually many pages; length is not important.	Usually one page only. Multiple pages only for senior-level positions.
<i>When do you use it?</i>	Used for academic positions and research positions in government and industry.	Used for every other type of job outside of academia and research science.
<i>Do you include your publications?</i>	A full list of publications is essential.	Even a partial list of publications is rarely included.
<i>How important is style and layout?</i>	Style doesn't matter that much; content is what matters most.	Style and content are important. Bad style is a real liability.

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, no particular format rule, 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.)

Selezione. Cv o Résumé

I Corsi di Formazione o gli Altri Corsi

In quest'area puoi inserire tutti i **corsi extra scolastici ed universitari**, post Master/Università (corsi di alta specializzazione, corsi di perfezionamento all'attività lavorativa svolta, etc...).

Le Capacità e Competenze relazionali

In quest'area devi sottolineare **le tue capacità e competenze di relazione**. Consiglio di non fare solo un elenco ma di dettagliare le attività che hanno fatto sviluppare tali capacità.

Inutile scrivere:

“excellent group working, good relational skills,”.

Diverso è scrivere:

“during summer 2008 I worked as a trainer with kids at the beach camp. I improved my relational abilities, given the fact that I was spending full days, 24 hours with groups of children.

Le Capacità e Le Competenze linguistiche

Indica **le lingue che conosci** specificando il livello: scolastico, buono, ottimo o madrelingua. (Siate autentici)

Altre informazioni:

In questa parte devi indicare la disponibilità a trasferte e/o trasferimenti sul territorio, gli interessi, le attitudini, le caratteristiche personali. Consiglio: dai solo delle “**pillole di te**”, degli spunti di riflessione per il selezionatore. **Se saprai accaparrarti la sua curiosità, ti chiamerà per il colloquio e forse avrai modo di dettagliare tutto durante il colloquio di selezione!**

*Fate sport (che tipo di sport, quanto bene) ,
Recitazione (da quanto tempo), canto (a che livello) che ambizioni avete*

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

Sample Science and Technical Resumes – Smith College Lazarus Center for Development



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 porre 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 Couture Précieuse), Milano

- Formazione per riconoscimento pellame esotico e misurazione
- Compilazione schede tecniche del prodotto e tabelle ordini
- End to end relazione con clienti finali e Concorrenza
- 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, Macer, Eas, Euromedlab, 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, Marne-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



 +39 02 575 575 575



Via Broletto, 5 - 20121 Milano, Italy

EMILIANA LONGETTI



I am a dynamic, motivated and extremely flexible Assistant with exceptional talent for mitigating conflict and strengthening relationships within and between different company levels. Organizing, initiating and implementing by which I have a proven track record of always going above & beyond while performing with the job in close and close with my colleagues, one 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 work where it really might contribute value by supporting the team of a top Italian company like _____.

My workplace has always been
"MASTER ORGANIZER"

AREA OF EXPERTISE

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

EXPERIENCE



EXECUTIVE ASSISTANT TO PRESIDENT

Performed the role of the executive assistant to the CEO & President of B2B Italia that entailed a wide spectrum of tasks such as:

- Organized the agenda of appointments, his and his/her
- Managed letters and e-mail correspondence of the
- Chairman, meeting, organizing and adapting 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 executives, key customers and collaborators in the absence of the manager
- Directed his agenda coordination
- Handled expense reports for the President and his/her
- B2B formalization (purchase requests)
- Managed personal expenses such as hotels, airplanes, income tax returns and other questions with money officers and accountants
- Performed several polishing activities



SALES AREA MANAGER

Directed, organized and coordinated the national performance of several markets of B2B Italia such as: Asia & Pacific, Germany, Russia and US countries as: UK, East Europe, Spain, Cyprus, Netherlands.

- Directed that customers were taken care of in a professional and respectful manner
- Took care of training clients about product marketing aspects
- Provided skills to the different markets
- Coordinated and organized the activities of agents and/or sales reps who represented the company in a specific geographic area in order to structure the territory
- Annual budget preparation
- Distribution agreement negotiations
- Representation between the internal sales forces and other activities

EDUCATION

Public Speaking Course - B2B Italia

Upper Linguistics Master's Course, Bergamo



EMILIANA LONGETTI

E se non ho esperienze di lavoro?

The screenshot displays the FOUNDELEY website interface. At the top, there is a navigation bar with the FOUNDELEY logo (a lightbulb icon) and links for My Profile, Projects, Messages, Companies, and Students. A yellow Logout button is located on the right. Below the navigation bar, there are three main project cards, each with a 'Read More' button at the top.

- LOWEN:** Features the LOWEN logo (a horse head). The description reads 'Work with the Founder & CEO'. Below this, there are three icons: a briefcase for 'Lowen', a gear for 'Business Planning', and a calendar for an unspecified task.
- SPAREPLACE:** Features a logo with a yellow location pin containing a fork and spoon. The description reads 'Pricing Model based on market research'. Below this, there are three icons: a briefcase for 'SparePlace', a gear for 'Costs Analysis', and a calendar for an unspecified task.
- synaptron:** Features the synaptron logo (a blue 'S' icon) with the tagline 'the future, now.'. The description reads 'Smart plugs market analysis'. Below this, there are three icons: a briefcase for 'Synaptron', a gear for 'Market Research', and a calendar for an unspecified task.

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?*

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



Index siti



Per settimana prossima sarà predisposta una lista di siti per cercare opportunità di stage in Europa, U.K. U.S. e Australia.

Per informazioni



lastatale.jobs@unimi.it

tel. 02.503.12115/12114

www.cosp.unimi.it

E a breve il sito dedicato..