

# Career Talk CUHK

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# Ask a Question

Go to [www.sli.do](http://www.sli.do)

Event CodeL #1204

# When to Start Searching?

First Year Student



Final Year Student



# Why Now?

- \* Graduate recruitment application usually starts: Oct / Nov
- \* If you are not in final year, what you can put in the resume affect how you plan your university life!
  - \* Internship
  - \* Overseas exchange
  - \* Part-time? (not private tutor only)
  - \* Extra-curricular
  - \* Major & Minor

# Typical Recruitment Schedule

\* HKJC (Nov)

<http://campaign.hkjc.com/en/gtp/recruitment-schedule.aspx>

\* Unilver (Nov)

<https://www.facebook.com/notes/948142328592465/>

\* Swire Group – Summer intern (Dec/Jan)

<http://www.swire.com/mt/en/apply-summer-internship-programme/>

# How to Start? Step #1: Research

- \* Planned, As if you are taking a 3 credit class!
- \* Step 1:
  - \* Spreadsheet to record your research with sent date & application result
- \* Notes in research/search:
  - \* Remove preconception in your search (i.e. Objective & Exhaustive)
  - \* E.g. Do not make assumptions: assume industry is job nature, big company is always good, foreign origin always gives better exposure
  - \* Job searching is a 2-way matching process. Use application and interviewing process to find out suitability

# Search Channels

- \* Campus career website, campus recruitment talk
- \* Google Enginee e.g. “graduate program hong kong”  
<https://www.google.com.hk/>
- \* Job portals: Jobsdb, CP, LinkedIn
  - \* <http://www.cpjobs.com/hk/job/2016-hong-kong-graduate-programme-1356664>
  - \* <http://www.cpjobs.com/hk/job/graduate-trainee-programme-2016-1352995>

# Search Channels (Cont.)

- \* <http://hk.gradconnection.com/>
- \* Company List Search by Industry
- \* Talk to your professors, seniors & friends/relatives for internships / part-time & graduate programs / job opportunities / aptitude test tips / interview tips





# Co. Search: Industry & Job Function

- \* **Industry = JOB nature? Nope**
- \* E.g. Technology Industry – sales, branding, technical, HR, supply chain, finance, technical, legal
  - \* <http://www-07.ibm.com/employment/hk/experience-sharing.html>
  - \* [https://www.cmi.chinamobile.com/index.php?option=com\\_content&view=article&id=411&Itemid=228&lang=en](https://www.cmi.chinamobile.com/index.php?option=com_content&view=article&id=411&Itemid=228&lang=en)
  - \* [http://www.pccw.com/Careers/Job+Opportunities+%26+Application/Graduate+Development+Programs/?language=en\\_US](http://www.pccw.com/Careers/Job+Opportunities+%26+Application/Graduate+Development+Programs/?language=en_US)
- \* E.g. FSI (Financial services institutions) – non finance job
  - \* <http://www.axa.com/en/careers/global-graduate-program/>

# Industry & Job Function (cont.)

- \* FMCG – customer services, marketing, supply chain, sales
  - \* <https://www.facebook.com/notes/unilever-hong-kong-graduate-trainee-programme/2016-unilever-graduate-trainee-programme-opening-positions/948142328592465>
- \* Healthcare - not necessarily biotech but chemistry, business,
  - \* <http://www.medtronic.com.hk/careers/recruiting-calendar/index.htm>
- \* Logistics
  - \* [http://www.kerrylogistics.com/eng/OUR\\_COMPANY/Careers/managm enttrainee/index.jsp](http://www.kerrylogistics.com/eng/OUR_COMPANY/Careers/managm enttrainee/index.jsp)

# Step #2: Build Your Resume

- \* Simultaneously start writing your resume. When you write your resume, you know what you have and what you don't have
- \* Paper resume: Sample (real example)
- \* Digital resume: LinkedIn (provide you reference as to the intern work experiences or honors/awards required)
  - \* <https://www.linkedin.com/in/clara-tsang-50142847>
  - \* <https://www.linkedin.com/in/jasontscheng>

# Step #3: Prepare Aptitude Test

- \* Types

- \* Online aptitude test (e.g. Big 4) – Numerical, Verbal, Reasoning

- \* <http://campaign.hkjc.com/en/gtp/recruitment-schedule.aspx>

- \* [https://www6.cityu.edu.hk/caio/Website/Big4/Big4\\_Ability\\_Tests.pdf](https://www6.cityu.edu.hk/caio/Website/Big4/Big4_Ability_Tests.pdf)

- \* <http://www.sapphirerecruitment.com.au/news/big-4-psychometric-testing/2752/>

- \* Interactive qualitative over the phone (e.g. a US medical device co.)

- \* <http://www.careerusa.org/resources/career-files/126-63b-examples/198-screening-interview.html>

- \* Situational

- \* Know yourself, With volunteer and work experiences to share (also help you for phone or face to face interview)

# Step #4: Prepare for Interview

- \* Why apply for this position / company?
  - \* After you sent your application, you should have researched the company
  - \* Before the interview, study the company website to show you are really interested in working for the company. Why do you apply? How much do you know the company and industry'=-?
  - \* Ask your friends / alumni for tips
  - \* Sometimes, there can be unscheduled phone screening phone interview (non graduate program type).

# Interview Questions You Must Prepare

- \* Tell me about yourself (Self introduction)

<http://biginterview.com/blog/2011/09/tell-me-about-yourself.html>

- \* What is the biggest challenge that you have to overcome? (or in each job)

<http://www.careernook.com/2014/08/job-interviews-whats-the-biggest-challenge-you-ever-had-to-overcome/>

# Interview Questions (Cont.)

- \* What are your strengths and weaknesses? (able to substantiate with example if being asked to elaborate).

<http://biginterview.com/blog/2014/02/what-is-your-greatest-weakness.html>

\*Choose a weakness that is authentic, pick one acceptable for the job applied, one that is fixable

- \* Where do you see yourself in 5 years time?

<http://money.usnews.com/money/blogs/outside-voices-careers/2013/04/29/how-to-answer-where-do-you-see-yourself-in-five-years>

\*It is fine that you do not have the specifics in mind but you should be able to talk like this

<http://www.job-interview-wisdom.com/good-answers-to-interview-questions.html>

# How to Answer the 5 year question

- \* <http://biginterview.com/blog/2013/02/where-do-you-see-yourself-five-years.html>
- \* My first goal will be to meet or exceed your expectations in the position I'm applying for. After that, I would enjoy the responsibilities of management. I'm patient with others and like the challenges of leadership.
- \* Although my initial focus would be to work to my full potential in the job I'm applying for, I would very much like to move into a supervisory or management role in 3-5 years...or less. I enjoy supporting my team members, and strive to set a good example for others.



# Matching Process

- \* The more you apply, the higher the success rate (Number game) – Perseverance, driveness
- \* The more you plan and prepare ahead, you will be more confident – Show your planning ability, proactiveness

# Other Interview Tips

- \* <http://www.grb.uk.com/graduate-interview-questions>
- \* <https://collegegrad.com/jobsearch/mastering-the-interview/ten-tough-interview-questions-and-ten-great-answers>
- \* <https://targetjobs.co.uk/careers-advice/interview-questions/320311-how-do-you-manage-your-time-and-prioritise-tasks-tricky-graduate-interview>
- \* Language – Switch to Mandarin or to English or Cantonese accordingly if the interviewer changes the language medium
- \* Panel interview  
<http://www.careerealism.com/interview-panel-ace/>

# What are employers looking for?

## Video

<https://www.youtube.com/watch?v=dwG5FGH-raQ&list=PL3zfDbIW5l9mLV87inInbK6pNqCgfeS3p&index=4>

What we are looking for?

#1 Attitude

#2 Inter-personal skills – Team Player

#3 Ethics & Conduct

# #1 Attitude

- \* **Independence: to problem solve**

- \* Example of problem solving experience – Define the problem, how you analyzed the problem, how you worked with people together, the solution that you came up and the results.

- \* **Passion & motivation: to carry the energy, to be resilient, to be proactive**

- \* It is in your blood – are you looking for a job or building your career.
- \* Outside interests - whether you have any pursuits (language/sports/hobbies/community services)

- \* **Hardwork: short cuts and faking it will catch up with you eventually!**

- \* Preparation – market research, understand the role, understand the competition
- \* On-site assignment

- \* **Determination: to stand firm for beliefs, to battle and to drive for a decision**

- \* How do you feel when you are the unpopular voice in the group?

# #2 Interpersonal Skills – Team Player!

- \* Team achievement vs individual achievement

*“Tell us about a time when you achieved something that you were very proud of.” or  
“Share with us about a time of failure and what’s your take of it.”*

*(“I”, “I”, “I” vs team’s effort or mentor/person contributed to his/her achievement)  
(Finger pointing? Blaming others?)*

- \* Get others involved in making decision/ Resolve conflicts with people

Pret-a-Manger’s “Experience Day”: At the end of this one-day event the whole team has a say in whether a candidate will be offered a job and taken aboard or not. Find out: 1) How good does a candidate perform? How does he cope in different situations? How motivated is he? and 2) Is the person a team player? How well does he get along with other work colleagues?

- \* Communication skills – effectiveness, succinctness, across levels

# #3 – Ethics & Conduct

- \* Honesty, Integrity and Reliability

Be prepared for some surprise of Ethnical Scenarios.

*“The marketing team has purchased a new iPhone for a celebrity to drive an initiative - social media page takeover by the celebrity. After the page takeover task has completed, the celebrity’s agent would like to keep the iphone. The relationship with this celebrity is very important to the brand. What would you do and how would you respond to the Celebrity’s agent”*

# Prepare for the Interview

## Video

[https://www.youtube.com/watch?v=An5\\_r53aJaU&index=1&list=PL3zfDbIW5I9mLV87inInbK6pNqCgfeS3p](https://www.youtube.com/watch?v=An5_r53aJaU&index=1&list=PL3zfDbIW5I9mLV87inInbK6pNqCgfeS3p)

<https://www.youtube.com/watch?v=S1ucmfPOBV8&list=PL3zfDbIW5I9mLV87inInbK6pNqCgfeS3p&index=2>



# Check List

- \* Do Your Homework – know the industry, know the company, know the interviewer
- \* Don't be late. 15 mins early is on time, on time is actually late!
- \* Dress for success! Stay classy.

Compliant industries



Creative industries



# Check List

- \* Come over prepared! Anticipate the question and prepare the answer. Research it online, practice it with your peers.
- \* Print a copy of your resume (clean and spell-checked version)
- \* Gesture – Firm handshake, look into interviewer’s eyes, smile
- \* Turn all your devices off, please.
- \* Be precise to tell ONLY relevant information
- \* Be aware of “in-appropriate” questions from interviewers
- \* Write a thank you note after the interview to the interviewer!

Don't give up!

It's about "matching".

"It's an on-going process to learn and to relearn."