

How to apply for a job?

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The Finnish Labour Market

- Unemployment ~8%, among academics 2-4%, doctors <2-4% (of the labour force)
- Helsinki-oriented
- Business, technology, IT, education, administration

Employers appreciate

- education
- work-experience
- social skills
- activity
- languages
- Finnish language skill – the Finnish labour market is NOT international outside the academic world

12 important skills in the labour market

- Self-development
- Problem-solving skills and creative thinking
- Customer service skills
- Adaptability to changes
- Managerial skills
- Teamworking skills
- Negotiation and interaction skills
- Networking capabilities
- Computer skills
- Mathematical skills
- Verbal and written performance skills
- Time management skills

Where do i find the jobs?

- Papers, Internet
- Be active – the jobs don't come to you – you have to go to them
- Use your contacts and networks, most jobs are not published
- Use the services of the employment office, recruiting agencies, career services – they offer information about jobs you can apply for

Career Services

- Career counselling
- Job offers
- Internships
- Information about the labour market
- How to apply for a job- courses
- Facilities for jobhunting and information
- Labour market placement surveys
- On campus-events

The recruitment procedure

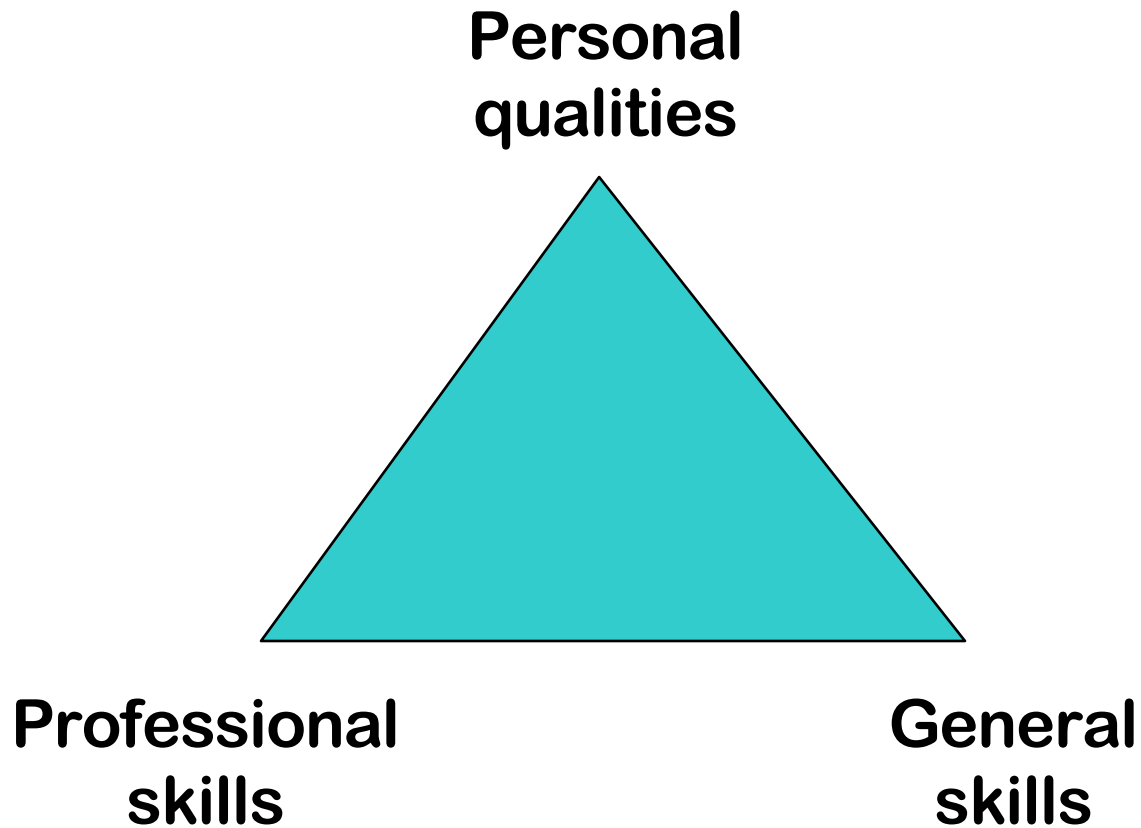
- Job ad / own activity
- More info – phone call / e-mail
- Sending your application
- Interviews
- Tests
- (more interviews)
- Decision

takes from 2 weeks to 6 months!

The application in general

- Motivational letter and cv, nothing else if not asked for
- Marketing yourself – the point is to wake the employers interest and to get through to the interview-stage
- Send it on time, not the last minute
- Short, clear, relevant info, good language
- Self-inventory: Who am I, what can I offer

Self-inventing your competence



Motivational letter

- Interpret the add, what are they searching for? Call for more info.
- Get to know your potential employer!
- The letter should be:
 - Short, clear and simple
 - Personal
 - Focusing on the relevant
 - Good looking in layout

Motivational letter structure

- The letter should consist of:
 - 1. Introduction
 - Short personal info
 - Reference to the add
 - 2. Motiv
 - Why are you applying for this job?
 - 3. Answer to the requirements
 - How do you fit the description in the add?
 - Which other useful competences do you have?
 - 4. Conclusion
 - Emphasize your interest!

CV

- Usually 1-2 pages
 - Personal information
 - Education (latest first)
 - relevant extra courses
 - Work experience (latest first)
 - Publications and conferences
 - Language skills
 - It-skills
 - Commissions of trust
 - Hobbies
 - References

Electronic application

- Check that the file is openable
- No extravagant layout or formats that may look different when opened on another computer
- Check for viruses!
- Send as attachments

Interview - preparations

- gather info about the employer
- get a good nights rest
- read the add and your application again
- do the self-inventory once again
- you have to answer questions about motivation, personality, work experience but you should also be prepered for the unexpected

At the interview

- dress properly, don't be late and be polite – remember "first impression last"
- usually 30-45 minutes but reserve enough time – it might take longer
- nervousity is natural but don't let it take over
- be yourself but emphasize your good qualities, never lie
- watch your body-language
- answer the questions
- you can ask questions as well but don't take over the interview
- ask yourself if this really is the job you want
- show motivation!

Tests

- might take a working day
- testing you personality and/or skills – be prepared for anything once again
- might often be done in group but all participants are not necessarily applying for the same job
- answer truthfully – not what you think they want you to answer

Didn't get the job?

- What did the interviewer focus on?
 - Did I emphasize my strong sides?
 - Could I answer all the questions?
 - Anything I could have done different?
 - ⇒ Learn from all this!
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- But! Usually there is nothing you could have done better, competition is hard and very small things can decide the outcome
 - ⇒ Try again, don't give up!

Resource mapping

- Write on a paper:
 - skills and abilities
(what are you good at?)
 - motivators
(which values do you wanna promote?)
 - interests
(what kind of things and activities do you like?)
 - personal attributes
(what things/activities do you search for or on the other hand avoid in your job and your studies?)
- Change paper with a colleague and act as each others career advisers:
 - professional alignment and suitability
 - which skills, abilities and attributes can be developed?