

Ateneo de Zamboanga University
College Guidance and Counseling Office



**The
CAREER
SEEKER'S
Guide**

**TO BUILDING YOUR
JOB HUNTING STRATEGIES**

The Career Seeker's Guide

TO BUILDING YOUR JOB HUNTING STRATEGIES

The many changes in our world challenge us everyday in all aspects of our lives. And in each year that passes, there is the need to equip ourselves more and more, to be able to adapt, and to face the challenges we meet, to continually live our lives in the essence of excellence, spirituality, and citizenship.

You will step out of the university in a few months, and surely, the options in your way will be numerous. The decisions and actions you will make will be influential towards the direction your life will take. Some of you will be seeking further studies in medical, law or graduate schools. Still others will venture out to their first jobs in the career world, while others will launch their preparations for jobs abroad.

For many graduating students, the road that they take is to get a job right out of college. However, as the job market becomes more and more competitive, it is imperative for us to equip our graduating students with the knowledge and skills that will give them the edge in job hunting.

It is the aim of the College Guidance and Counseling Office to hone the competencies of our graduating students in seeking careers. Whether you try out for jobs in the local, national, or multinational companies, the information found in the Career Seeker's Guide will be valuable. You will start out with a section that aims to help you set your goals. There are also tips on writing resumes, cover letters, and interviewing skills. A section will also give you pointers on dressing to impress potential employers.

We hope that the Career Seeker's Guide is able to give you some helpful ideas on how to meet the challenges of the next phase of your life. Building your skills now is crucial in moving forward. Start today!



JOB HUNTING 101

College is almost over and it's now time to face the next chapter of your life- JOB HUNTING!

Before you go out there and get the first job that is offered to you, you must do a self-assessment to know if it's the right career for you. Know yourself better. Your strengths, goals, priorities and aspirations should be aligned with your first job. Your experiences at school and extra curricular activities will help you in your self evaluation.

The following steps will guide you in narrowing down your options for your first job.



1. **Personality.** Your learning process, decision making style, and the way you react to situations around you define your personality. To excel in your chosen career, your job must be aligned with your personality. This way, you will be in a situation where you can be yourself and be confident in what you do.

2. **Values.** One of the key elements in determining you want to do is your values. Values are defined by your personal beliefs, and principles that are really important to you. This includes the lifestyle you want for yourself, the kind of environment you want to be in, as well as the ethical practices of the organization. If your values are not aligned with your work environment, it will be hard to find fulfilment in your job.

3. **Skills and Talents.** What do you enjoy doing, and what are you good at? Knowing your innate abilities will help you determine where you'll perform best. You should find the job where you will be able to practice your skills and get the

right training to enhance these. If you're naturally good at something, chances are that it is what you enjoy doing and doing this will make you feel most accomplished.



4. **Motivation.** Finding satisfaction in what you do is key to a happy and successful career. If you are motivated by what you do, you would strive to learn more, perform excellently and continue to develop yourself in that field. Being motivated by what you do will help you achieve long- term career satisfaction.

5. **Goals and Ambition.** Knowing your personal and career goals what you plan to do with the money you earn, whether you want to start a business or climb the corporate ladder, when you plan to settle down and start a family will help you narrow down your career options. Find out what you wish to achieve by a certain age and see if the job you're interested in will help you get closer to your goals.

I GOT A

New Job



@wondercliparts.com

6. **Limitations.** Constraints such as educational attainment, financial obligations, family commitments, physical disabilities, or other restrictions, must be considered in setting your career expectations. Recognizing this should have narrow down your career options, but should not stop you from achieving your goals.

7. **Opportunities.** Now that you know your goals, priorities and limitations, you have to identify the available opportunities that match your list. Check the internet job sites and print classifieds to know what's out there. Moreover, ask your parents, teachers and school alumni to learn more about their experiences in getting a job.

From page 2 of "The Ultimate Student Career Guide" by the IBM Recruitment Team.

The R I A S E C

Dr John L. Holland (1985) created the **Holland Code Career Model** which assesses various personality types and matches them to interest clusters, work personality environments and job categories.

Take the time to discover your personality type, sets of abilities and interests. You might discover some career options that you would like to try out. You could also visit your guidance counselor for further inquiries into your personality type.

RIASEC Type (Personality)	Interests and Abilities	Career Examples for Type
REALISTIC (Doer) You tend to be frank, practical, focused, mechanical, and determined. You like dealing with objects.	<ul style="list-style-type: none"> • Manipulating tools • Doing mechanical or manual tasks • Doing athletic activities • Getting straight to the point in interactions with others 	Craftsman, Fitness Trainer, Optician, Policemen, Fire Fighter, Physical Education Teacher, Accountant Administrative Assistant, Archivist Bookkeeping and Accounting Clerk, Mechanical Engineer, Medical Technician, Optician
INVESTIGATIVE (Thinker) You tend to be analytical, intellectual, independent, reserved and curious. You like finding answers to questions independently.	<ul style="list-style-type: none"> • Working with abstract ideas and intellectual problems • Being motivated to know the reasons behind phenomena and decisions • Working independently 	Biologist, Chemist, Historian, Researcher, Doctor, Mathematician, Clinical Psychologist, Computer Information Manager, Dentist Dialysis Technician, Economist, Market Research Analyst, Medical Technologist
ARTISTIC (Creator) You tend to be original, unconventional impulsive, independent, expressive, and creative. You enjoy coming up with creative solutions to problems.	<ul style="list-style-type: none"> • Expressing ideas and emotions creatively • Appreciating aesthetic qualities • Thinking “outside the box” 	Artist, Musician, Actor/ Actress, Designer, Writer, Photographer, Public Relations Specialist, Technical Writer, Television Programmer, Web Page Designer, Kindergarten Teacher, Landscape Architect, Advertising Manager
SOCIAL (Helper) You tend to be helpful, warm, cooperative, sociable, tactful, friendly, kind, generous, patient and understanding. You like interacting and working with people.	<ul style="list-style-type: none"> • Interacting with people • Being compassionate and generous towards other people’s needs • Networking to gather information and solve problems 	Child Care Worker, Corporate Trainer Counselor, Customer Service Representative, Teacher, Coach, Occupational Therapist, Physical Therapist, Nurse, Social Worker, Hotel and Restaurant Management, Tourism
ENTERPRISING (Persuader) You tend to be adventurous, energetic, optimistic, agreeable, extroverted, ambitious. You prefer dealing and leading groups of people.	<ul style="list-style-type: none"> • Leading and managing groups of people • Organizing and planning • Persuading and promoting ideas and products • Leading a team to achieve a goal 	Business Executive, Human Resources Director, Investments Manager, Sales Agent, Sales Representative, Special Events Marketer, Advertising Manager, Coach, Economist, Financial Counselor
CONVENTIONAL (Organizer) You tend to be careful, conforming, conservative, conscientious, self-controlled, structured, efficient, and orderly. You like organizing with data and things	<ul style="list-style-type: none"> • Paying keen attention to detail • Organizing and controlling data • Having a clear and structured plan for tasks and details 	Database Administrator, Proof Reader Air Traffic Controller, Aircraft Engineer, Archaeologist, Librarian, Archivist, Meteorologist, Accounting Workforce Manager

Source: The Ultimate Student Career Guide by the IBM Recruitment Team, taken from http://www.hollandcodes.com/holland_code_career.html.

The MBTI

Cited by "The Ultimate Student Career Guide" of the IBM Recruitment Team from <http://myers-briggs.org>

The **Myers-Briggs Type Indicator (MBTI)** is a trusted personality tool that helps you determine your learning style and decision-making abilities in relation to how you perceive yourself and the people around you.

The MBTI sorts various psychological differences into four opposite pairs resulting in 16 possible types.

How do I act when facing certain situations?

Extroversion (E)

I tend to act first, then reflect, then act further.

My energy flow is directed outward toward people and objects.

I prefer frequent interaction.

Introversion (I)

I prefer to reflect, then act, then reflect further.

My energy flow is directed inward toward concepts and ideas.

I prefer substantial interaction.

How do I gather information?

Sensing (S)

I trust information that is concrete and tangible.

I am interested in present possibilities.

I look for details, facts and data.

Intuition (N)

I tend to trust abstract or theoretical information.

I am interested in future possibilities.

I believe in flashes of insights that come from the unconscious mind, as well as data that relates to pattern or theory.

How I make decisions?

Thinking (T)

My decision is based on whatever seems reasonable, logical and consistent.

Feeling (F)

I come up with decisions by empathizing with the situation, and looking at things at an emotional level considering the needs of the people involved.

How is my lifestyle like?

Judging (J)

I like to have things settled and organized, and feel more comfortable when decisions are made.

I appear to be task oriented. I like to get my work done before playing.

Perceiving (P)

I prefer a flexible and spontaneous way of life, and I like to understand and adapt to the world.

I work in bursts of energy. I prefer to play and work simultaneously.

The 16 MBTI Personality Types

<p>ENTP — “The Inventor” <i>IT Specialist, Programmer, Systems Analyst, HR Specialist, Sales/Marketing Specialist, Consultant, Entrepreneur, Actor, Engineer, Scientist, Lawyer</i></p> <ul style="list-style-type: none"> • Action-oriented; innovative; entertaining; flexible; outspoken • Ingenious at solving problems and turning theories and concepts into a logical and sensible plan • Sees opportunity in change; envisions bright possibilities in the future 	<p>ESFP — “The Performer” <i>Sales/Marketing Representative, Artist, Performer, Counselor, Designer, Interior Decorator, Consultant, Photographer</i></p> <ul style="list-style-type: none"> • Friendly; innovative; adaptable; fun-loving; sympathetic • Loves to entertain people; values personal relationships with others; dislikes structure and routine • Lives in the present; exudes a love for life and enjoys new experiences
<p>ESTJ — “The Director” <i>Business Administrator, Manager, Police, Military, Finance Officer, Judge, Teacher, Sales Representative</i></p> <ul style="list-style-type: none"> • Outspoken; peaceful; organized; decisive • Driven to achieve objectives and goals with uncommon tenacity; takes delight in challenges • Makes impersonal decisions quickly; stands up for personal beliefs 	<p>ESFJ — “The Provider” <i>Administrator, Teacher, Accountant, Bookkeeper, Office Manager, Admin Asst, Counsellor, Social Worker, Nurse</i></p> <ul style="list-style-type: none"> • Emotional; protective; responsible; friendly; personable • Feels a strong sense of responsibility and duty; feels the need to protect people • Enjoys being in charge; works really hard but plays with zest
<p>ESTP — “The Conqueror” <i>IT Specialist, Sales/Marketing Representative, Military, Police, Entrepreneur, Health Worker</i></p> <ul style="list-style-type: none"> • Enthusiastic; adaptable; friendly; action-oriented; clever; spontaneous • Actively solves problems on the spot; adapts to a fast-paced lifestyle • Loves to be on center stage fascinate others with his/her clever wit 	<p>ENFP — “The Reporter” <i>IT Specialist, Programmer, Systems Analyst, Engineer, Politician, Actor, Writer, Reporter, Teacher, Psychologist, HR Specialist, Scientist</i></p> <ul style="list-style-type: none"> • Pleasant; easygoing; fun; friendly; innovative • Can lead, charm and inspire people with strong and unconventional views • Has innovative ideas and gets excited in discovering new things
<p>ENFJ — “The Actor” <i>Sales Representative, HR Specialist, Trainer, Politician, Writer, Manager, Social Worker, Psychologist, Events Coordinator, Manager, Entrepreneur</i></p> <ul style="list-style-type: none"> • Helpful; sympathetic; personable; influential with entrepreneurial competencies • Has unique convincing power and phenomenal interpersonal skills and people-management abilities • Mission includes wanting to make the world a better place by helping others achieve their true potential 	<p>ENTJ — “The Pioneer” <i>Business Administrator, Manager, IT Consultant, Organization Builder, Entrepreneur, CEO, Public Administrator, Professor</i></p> <ul style="list-style-type: none"> • Excellent public-speaking skills; decisive; structured; rational and intellectual • Breathes strategy and direction when conceptualizing plans with a vision in mind • Natural leader; brings inspiration to others; has a logical and commanding approach to things

Based on your answers in the questions in the previous section, what type do you feel you belong to? Certain types have career preferences. To know about this, come and visit your counselor.

<p>ISTP — “The Crafter” <i>IT Specialist, Programmer, Systems Analyst, Engineer, Athlete, Entrepreneur, Pilot, Police</i></p> <ul style="list-style-type: none"> • Observant; cheerful; humorous; original; practical; realistic; alert • Interested in how and why things work; comes up with novel solutions in solving problems; has the ability to organize data logically • Capable of acting in all situations; results-oriented; independent and determined; exhibits confidence in all decisions 	<p>ISFP — “The Peacemaker” <i>Artist, Musician, Designer, Actor, Child Care Worker, Teacher, Psychologist, Veterinarian, Pediatrician</i></p> <ul style="list-style-type: none"> • Artistic; kind; reflective; reserved; friendly; independent; dislikes mundane and routine tasks • Sensitive to the feelings of others and has the desire to make a difference in the lives of people; has a special bond with children and animals; trusting • Guided by principles; enjoys a slow and steady pace; and performs well in all assignments and projects
<p>ISTJ — “The Inspector” <i>IT Specialist, Programmer, Systems Analyst, Military, Accountant, Finance Officer, Business Administrator, Manager, Lawyer, Health Worker</i></p> <ul style="list-style-type: none"> • Skillful; traditional; organized; independent; practical and results-oriented • Makes sense of situations through relying on info; skilled at arranging data • Confident about decisions as they have formulated them from data and facts 	<p>ISFJ — “The Guardian” <i>Administrator, Manager, Designer, Interior Decorator, Paralegal, Admin Asst, Shopkeeper, Bookkeeper, Counsellor, Nurse, Church Worker</i></p> <ul style="list-style-type: none"> • Nurturing; sensitive; conscientious; practical and detail-oriented • Committed to individuals and relationships; and values the security of others • Carries a practical approach and has high respect for data and facts
<p>INTP — “The Observer” <i>IT Specialist, Programmer, Systems Analyst, Technical Writer, Engineer, Finance Officer, Judge, Lawyer, Strategic Planner, Professor, Researcher, Photographer, Scientist, Marketing/Sales Specialist</i></p> <ul style="list-style-type: none"> • Action-oriented; innovative; entertaining; flexible; insightful; outspoken • Ingenious at solving problems and turning theories and concepts into a logical and sensible plan • Values knowledge and competency; has high standards for performance 	<p>INFP — “The Romantic” <i>Trainer, Psychologist, Writer, Counselor, Social Worker, Musician, Church Worker</i></p> <ul style="list-style-type: none"> • Excellent communication skills; reflective; intelligent; confident; curious; original; idealistic • Flexible and laid-back; prefers to work alone; sensitive and complex; values deep relationships • Strong value systems; service-oriented; sees the good in almost everything; believes in personal growth and individuality; adamant about values
<p>INTJ — “The Mastermind” <i>IT Specialist, Programmer, Systems Analyst, Business Administrator, Manager, Strategist, Organization Builder, Engineer, Scientist, Teacher, Doctor, Lawyer</i></p> <ul style="list-style-type: none"> • Organized; abstract; intellectual; confident; private • Values knowledge; and turns theories into practical outcomes • Has good planning and implementation skills; and can convince people easily with powerful personal insights 	<p>INFJ — “The Counselor” <i>Teacher, Health Worker, Psychologist, Artist, Photographer, Musician, Child Care Worker, Social Worker</i></p> <ul style="list-style-type: none"> • Quiet; visionary; idealistic; ethical; compassionate; persuasive • Confident about his/her personal insights; and commanding in communicating the personal vision • Individualistic – sticks to his/her personal set of values instead of following the crowd

THE COVER LETTER

The COVER LETTER, more commonly known as the application letter, is what the employer first looks at when you send out your applications. This is what conveys your interest to apply in that particular company, and can also "make or break" the impression you have upon the employer.

How to make the COVER LETTER



Target your letter to a specific employer and address a person by name.

PARAGRAPH ONE

✍ Explain why you are contacting the employer, including the position for which you are applying.

PARAGRAPH TWO

✍ Express interest in the job as well as the company. You may mention how you learned about the position.

✍ Mention skills or qualifications that you possess that would be of particular interest to the company.

PARAGRAPH THREE

✍ Explain what you want to have happen.

✍ Ask for a response or mention how you will follow up.

ADDITIONAL TIPS

✍ Your letter should be typed, grammatically correct, and brief.

✍ Use the same color paper that you used for your resume.

SAMPLE COVER LETTER

February 13, 2011

Mr. Joseph G. Zaragoza
M a n a g e r
East Asia Industries
N.S. Valderosa St., Zamboanga City

Dear Mr. Zaragoza:

It is with interest and enthusiasm that I am applying for a position as an assistant sales representative.

I have acquired excellent retail and merchandizing skills in a class I recently completed under the Western Mindanao Regional Occupational Program. I believe that the hands-on experience I received will be of particular interest to you. I have enclosed my resume, transcript of records, and WMROP certificate for your review.

I am impressed with the East Asia Industries fashion line and hope that you can use someone with my particular background, skills, and abilities. I will call your secretary next week and, if possible, arrange a personal i n t e r v i e w .

Thank you for your kind consideration.

S i n c e r e l y ,

Aimee Solomon
No. 7502, Carino St.,
Camino Nuevo, Zamboanga City
(062) 991-4995

Create a winning RESUME!



A **RESUME** is a summary about you that provides the employer with your qualifications for a job. Normally, resumes are what companies ask you to submit, so that they have an idea of your qualifications and skills. Most employers expect you to submit one, but coming up with a resume can also be helpful when one is not required. It will help you organize your thoughts, and help you see the list of your own qualifications, skills, and capabilities so far.

Gabriel L Villanueva

Email: gabrielvillanueva214@yahoo.com
 Mobile: 0917-888-8888 Landline: 062 991-8888
 Address: # 21 East Side St., Green Valley Compound, Guiwan, Zamboanga City

SKILLS SUMMARY

- A team player with strong technical skills pursuing a degree in Business Administration
- Excellent English communication skills
- Proficient in internet and MS Office applications
- Internship experience in Sales in the banking industry

EDUCATIONAL BACKGROUND

June 2007 to March 2011 (expected) Ateneo de Zamboanga University
BS in Business Administration

June 2003 to March 2007 St. Joseph High School, Zamboanga City
 High School Diploma, First Honorable Mention

SEMINARS AND TRAININGS ATTENDED

Setting Up A Franchising Business
ADZU Business Administration Academic Organization September 18, 2010

New Trends in Business
Chamber of Commerce in Zamboanga City July 22, 2009

Developing the Leader in You
ADZU Consejo Atenista Student Council October 18 to 20, 2009

WORK EXPERIENCE

Rural Bank of the Philippines, Zamboanga City Branch March to June 2010
Intern, Corporate Sales and Marketing

- Assisted the department in preparing sales presentations and monthly reports
- Assigned to track and verify business transactions of sales associates
- Recipient of the "Best Intern 2010" Award at the Rural Bank of the Philippines

Ateneo de Zamboanga University March to June 2010
Student Assistant, Office of the University Registrar

- Assisted in data entry of registration records
- Assisted software specialist in trouble shooting of computers
- Offered customer service to students in enrollment procedures and preparation of registration requirements

Chinita's Korn and Snacks Food Corporation

Food Assistant, Summer Job

- Assisted with the day-to-day operations of the branch
- Offered customer service including cash register operation and order-taking

ACTIVITIES AND ORGANIZATIONS

- Consejo Atenista, University Student Council, Vice Governor for Business Administration and Management
- Business Administration Academic Organization, Active Member
- Peers' Circle, Auditor
- ADZU Soccer Varsity Team

AWARDS AND ACCOMPLISHMENTS

- Consistent Dean's List, from 2nd to 4th Year
- Service Awardee, Ateneo de Zamboanga University, from 1st to 3rd Year

OTHER SKILLS

- Basic HTML, Adobe Photoshop and Illustrator

REFERENCES

Available upon request

1. Give all important information and updated contact details. You should be easily accessible in case your employer is interested in scheduling an interview.

2. Keep it clear and concise. Use bullet points and short sentences instead of long paragraphs.

3. Pictures are no longer necessary, unless it is specifically requested or if you are applying for a modeling or acting job.

4. Highlight your strengths, skills and experiences at the top of the page. This will give your employers an idea of what you have to offer.

5. Use standard font style (Arial or Times New Roman) and font size (10-12 pts).

6. If you don't have a degree yet, mention the title and estimated date for completion.

7. Mention relevant seminars and training you have attended

8. If you never have had any real working experience, just include your summer jobs or volunteer work.

9. List down your important achievements and awards.

10. Make the design flow with white space. Limit your resume to one or two pages as your employer will only scan important details. If you include a second page, remember to include your name with the page number of the second page.

11. Be HONEST! All information in your resume must be true. Your employer will know if you are lying when they probe for facts during the interview.

12. Proofread! Proofread! Proofread! Typographical errors will turn off employers.

13. Use good quality short sized (8.5 X11) white paper. Do NOT use colored or scented specialty papers. Print the text using black ink.



Filling out APPLICATION FORMS

1. If it is possible get more than one copy of the form. You may make mistakes and an extra copy will come in handy.
2. Fill out the application form in ink--or use a typewriter.
3. Answer every question that applies to you. If a question does not apply, you may write N/A, meaning *not applicable*.
4. Give your complete address, including zip code.
5. Spell correctly. If you aren't sure about how to spell a word, use the dictionary or try to use another word with the same meaning.
6. A question on job preference or "job for which you are applying" should be answered with a specific job title or type of work. Do not write "anything." Employers expect you to state clearly what kind of work you can do.
7. Have a prepared list of schools attended and previous attended and previous employers. Include addresses and dates of employment.
8. Be prepared to list several good references. It is advisable to ask permission of those you plan to list. Good references include:
 - a. A recognized community leader
 - b. A former employer or teacher who knows you well
 - c. Friends who are established in business
9. When you write or sign your name on the application, use your formal name not a nickname.
10. Be as neat as possible. Employers expect that your application will be an example of your best work.

Adapted from *The Career Fitness Program: Exercising Your Options*, 5th Ed., by Sukiennik, D. et al. (1998)



What The Interviewer Is Looking For

1. **Ability to communicate.** Good communication skills can influence whether or not the employer will hire you. It makes sense to use standard, traditional English. Use relatively short sentences, which are clear and connected with meaningful transitions.
2. **Responsiveness.** Listen attentively to the interviewer's questions so that you can effectively and appropriately respond.
3. **Alertness.** The attention you give to the interviewer's questions will show your enthusiasm and desire for the job.
4. **Self-confidence.** Your gestures and tone of voice can express your confidence and assertive behavior. Vary your speaking rate, volume, and pitch to show your self-assurance. Also, you may exhibit more of this trait in the way you describe your education, training and experiences related to the job and how all of this can be applied in the job.
5. **Dependability.** One indicator a potential employer can spot if you're dependable is your being prompt and punctual. Time management, good attendance in school and commitment to deadlines can also be a gauge for this.
6. **Motivation.** Your desire to become a success in your field, the knowledge that you have about the company, your long range career goals and how to formulate your action plan will give you the chance to be noticed.
7. **Appearance.** Dress neatly and appropriately for the interview. Whenever possible try to find out in advance how employees in an organization dress. Most organizations still prefer their employees to present a conservative image and most of the interviewers expect the interviewees to be more formal than in a normal working environment.
8. **Decision-Making Skills.** Your ability to prioritize things and make decisions based on the option given will show through your answers in certain questions. The interviewer gives points on how you come up with your decisions.
9. **Knowledge about the current trends in business and in jobs.** Your knowledge and awareness on the present trends and updates in the business may create an impression that you are really serious and enthusiastic to be part of the organization.
10. **Total projection.** This is how you present yourself in totality, your overall impact on the interviewer. Everything, from the way you answer questions, your physical appearance, and personal and education background, is counted. Above all you must create an impression that you are a person that can be relied on and become an asset to the company.

From the *Orient2 Program Manual*, De La Salle University, Manila

Things to do Before, During, and After the interview

Before...

- ✓ Set an appointment with the interviewer. Verify and confirm the appointment.
- ✓ Know something about the company (history, thrust, products and etc).
- ✓ Try to get inside information on the "company culture".
- ✓ Decide on the appropriate attire (according to company dress culture, position applied and etc), accessories, and make-up.
- ✓ Update your personal documents and personally hand in your application letter and resume.
- ✓ Be at the interview venue at least 15 minutes before schedule.
- ✓ Do not smoke or eat spicy food before the schedule.

During...

- ✓ Wait to be ushered and acknowledged by the interviewer before taking a seat.
- ✓ Offer a handshake. Be firm when you are doing it.
- ✓ Do not fake modesty and do not lie. Stick to the facts about yourself.
- ✓ Speak clearly. Organize your thoughts before saying something.
- ✓ Do not cross your legs, tap/wring fingers, fiddle with your hair or other bad mannerism.
- ✓ Ask politely if you are permitted to ask questions of your own. Do not impose.
- ✓ Be relaxed and feel confident Do not be fidgety. Practice the S.O.L.E.R
- ✓ Do not chew gum or eat candy.

After...

- ✓ Offer a handshake before you go.
- ✓ The day after, send a thank-you note to the interviewer and reiterate your intention to be part of the company.

Critical DO's and DON'T's during interviews

DO's

- ✍ Do be prepared to answer a question on preferences (smoking, issues and etc.)
- ✍ Do use words and items that are familiar and understandable.
- ✍ Do treat the interviewer with respect.
- ✍ Do be prepared to explain or justify any weak areas.
- ✍ Do practice consistency in responses.
- ✍ Do be prepared to give specific answers to questions demanding one.

DON'T's

- ✍ Don't stutter or use vulgar or slang words.
- ✍ Don't become overly familiar or gushing (feeling close)
- ✍ Don't evade questions; explain your refusal to answer too personal questions.
- ✍ Don't interrupt or argue strongly with the interviewer.
- ✍ Don't smoke or drink (*Pampainit/pampakalma*) prior to the interview
- ✍ Don't accept personal invitations.
- ✍ Don't bring gifts. That would be bribery. It leaves a bad interview-aftertaste.



Sample Interview Questions

The sample questions below are representative of the types of questions commonly asked in an employment interview. Review these and be prepared to answer such questions.

1. *Tell me about yourself.*
Refer mentally to your resume; do not assume that the interviewer has even read it! Briefly recap your skills and experiences as they relate to this particular job.
2. *Why do you want this job? Why did you apply here?*
Refer to information about *this job* and *this company* or institution that makes it particularly appealing to you. Do not give the impression that you're here just because the firm has a job opening. Refer to the company's history, products, and services. Let your interviewer know that you have researched this organization.
3. *Why should I hire you?*
"Because with my skills, experience, positive attitude, and enthusiasm, I am obviously the best person for the job. I agree with your philosophy and feel that I will fit in. I will be an asset to your enterprise." (Reemphasize your strengths.)
4. *What are your career plans? Where do you see yourself five years from now?*
Employers generally like to think you will be with them forever; you can't make any promises, but you can indicate you would like to be with a company that allows you to grow, asks you to assume more responsibility, and challenges you continuously. That challenges them to be that kind of place!
5. *Are there any questions?*
You might ask just what kind of person the interviewer is really looking for, then show how you fit the bill. Or you might clarify expected follow-up, or add some information. "When can I expect to hear about the position?" "Oh, yes, I forgot to mention earlier that ..." "I would like to reiterate that ..."
6. *What salary do you expect?*
If you have done your homework, you should have an idea of the general range for the position. Find out whether this company has a fixed salary schedule. You may want to defer the matter until you know more about what the job entails. If the interviewer does not mention salary, it is best not to bring up the subject at a first interview.
7. *Don't you think you are too young for this position?*
Phrase your answer so that your youth is an advantage. Show how the job lends itself to a young person, one who can face the challenges with youthful vigor and a fresh point of view.

Adapted from *The Career Fitness Program: Exercising Your Options*, 5th Ed., by Sukiennik, D. et al. (1998)

Questions you can ask your interviewer

Going one step further than just answering the interviewer's questions involves being prepared to take the initiative in asking several questions.

- Could you describe the duties of this job?
- Where does this position fit into the organization?
- What type of people do you prefer for this job?
- Is this position new?
- What experience is ideally suited for this job?
- Was the last person promoted?
- To whom would I be reporting? Can you tell me a little about these people?
- What have been some of the best results you have received from these people?
- Who are the primary people I would be working with?
- What seem to be their strengths and weaknesses?
- What are your expectations for me?
- May I talk with present and previous employees about this job?
- What are some of the problems I might encounter on the job, e.g. efficiency, quality control, declining profits, evaluation?



Rate Your Interview!

Practice your interview. Have someone ask you some interview questions and ask them to rate your performance. Ask this "interviewer for feedback so that you can improve you interview skills.

Interview Evaluation Form

Scale

- 1 Very Dissatisfied
- 2 Dissatisfied
- 3 Moderately Satisfied
- 4 Very Satisfied
- 5 Not Applicable

PROFESSIONAL QUALIFICATIONS	1	2	3	4	5
1. Public relations (Relates to the interviewer in a friendly, courteous manner)					
2. Communication skills (Expresses good verbal and written expression)					
3. Basic knowledge of profession (Possesses of basic knowledge and skills required to successfully perform tasks in position applied for)					
4. Goal orientation (Displays ability to set and achieve feasible goals)					
PERSONAL QUALIFICATIONS					
1. Acceptance of criticism (Welcomes suggestions from the interviewer)					
2. Flexibility (Displays adaptability to deal with a variety of situation)					
3. Displays mature judgment (Appears to be able to make sound and rational judgment when making decisions)					
4. Appearance (Is well-groomed and appropriately dressed)					
5. Emotional stability (Appears able to handle crises with ease and function under stress)					

Other Comments:

Let's Talk About Power Dressing



Area	For MEN	For WOMEN
Attire	<ul style="list-style-type: none"> • Single colored long-sleeved polo shirt, with a tie • Coat is optional • Dark pants • Handkerchief 	<ul style="list-style-type: none"> • Two-piece suits, preferably a blouse and skirt in dark or corporate colors • Blazer, whenever appropriate • Handkerchief
Socks and Shoes	<ul style="list-style-type: none"> • Well-polished dark formal shoes • Socks should be the same color and shade as your pants 	<ul style="list-style-type: none"> • Well-polished closed shoes at 1 or 2 inches high only • Use stockings of similar color to your skin
Make-Up and Scents	<ul style="list-style-type: none"> • Light musk or wood-scented perfume or cologne 	<ul style="list-style-type: none"> • Light feminine scents • "Natural" make-up with colors complimenting your skin tone
Hair and Grooming	<ul style="list-style-type: none"> • Short and clean-cut hair, preferably without color • Long hair should be pulled back with gel • Facial hair should be well-shaven • Fingernails should be trimmed and cleaned • Use underarm deodorants • Use hand lotion 	<ul style="list-style-type: none"> • Simple hair style, preferably tied back • Well-trimmed and clean nails • Do not wear outrageous hairstyles and color • Use underarm deodorants • Use hand lotion
Accessories	<ul style="list-style-type: none"> • Formal watch • Briefcase or organizer • No earrings or piercings 	<ul style="list-style-type: none"> • Formal watch • Few and simple jewelry (observe simplicity) • Lady's briefcase or handbag

PREPARE THESE AHEAD OF TIME!

Most companies require these documents as part of the pre-employment process. It's a good idea to prepare them so that you have them ready when they are asked.

SSS Number

SOCIAL SECURITY SYSTEM

Phidco Bilg., Veterans Avenue, Zamboanga City

Tel No. 062-991-2007/062-991-1475

Fax No. 062-991-2010/993-0418

Web/email: www.sss.gov.ph

Form to secure: FORM E-1

Tax Identification Number (TIN)

BUREAU OF INTERNAL REVENUE

Petit Barracks, Zamboanga City

Tel No. 062-991-1932

Form to secure: Tax Registration Form

NBI Clearance

NATIONAL BUREAU OF INVESTIGATION (NBI)

19 Corcuera, fronting Postal Office, Zamboanga City

Tel No. 062-992-0910

Fax No. 062-992-5485

Web/Email: www.nbi.gov.ph

Form to secure: NBI Clearance Form

Transcript of Records and College Diploma

ADZU College Registrar's Office

Ateneo de Zamboanga University

LaPurissima Street, Zamboanga City

Tel No. 062-991-0871 Loc No. 2210

Web/Email: www.crgistraradzu.edu.ph

Form to secure: Application form for Graduation

Authenticated Birth Certificate

NATIONAL STATISTICS OFFICE

Cortez Bldg., Sta. Catalina., Zamboanga City

Tel No. 062-991-0824 / 062-991-5066

Web/Email: www.census.gov.ph

nso_region9@yahoo.com.ph

Form to secure: Application Form

Philhealth Number

PHILHEALTH

1st-3rd Floor, DGISC Building, Gov. Lim Ave.,

Zamboanga City

Tel No. 062-992-2739/062-992-3569/

062-991-9499

Web/Email: www.philhealth.com.ph

Form to secure: MIA Form (Individual Applicant)

Application for Board Exams

(For courses with board exams only)

PROFESSIONAL REGULATION COMMISSION

Johnston Subdivision, San Jose Road,

Zamboanga City

Tel. No. 062-991-5392

Web/Email: www.prc.gov.ph

Form to secure: Board Examination Application

Application for Civil Service Examination

CIVIL SERVICE COMMISSION

Cabatangan, Zamboanga City

Tel No. 062-991-2765 or 991-5946

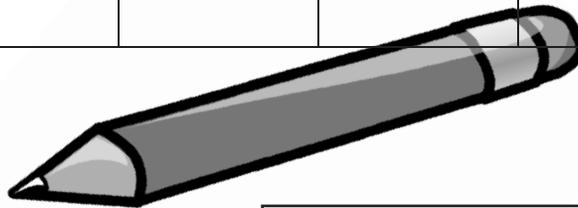
Web/Email: www.csc.gov.ph

Form to secure: CS Form No 100, Revised 2008

CAREER SEEKING AGENDA



Date and Time of Interview	Position Applied for	Company	Company Address	Interviewer



SOME QUESTIONS TO PREPARE FOR

- ✍️ What are your strengths and weaknesses?
- ✍️ How would you describe yourself as a worker?
- ✍️ What were your major achievements?
- ✍️ How do you work in a team?
- ✍️ Where would you be five years from now?
- ✍️ Describe a time you handled a difficult task.

INTERVIEW CHECKLIST

- Research about the company and job.
- Bring an updated copy of your resume.
- Dress appropriately.
- Do not be late! Be there 15 minutes before your interview.
- Take note of the details of your interview.
- Be confident. Stay calm and collected.

What is a JOB FAIR?

It is an affair where graduating students undergo several activities to help them become familiar with the processes of job hunting. The program itself provides them with the necessary information for them to be more competent in entering the world of work. It is also aimed to give them a chance to be familiar with the different agencies, both public and private, in the city, the region, and the country.

Objectives of the JOB FAIR

- To introduce graduating students to the various phases and stages of the employment process and acquaint them with the necessary information, which could help them make effective career plans and decisions.
- To provide the graduating class with the activities and programs to broaden their career information and job opportunities both in the local and national spectrum.
- To familiarize students with the rudiments of the interview process through simulations of actual interview situations.
- To help graduating seniors gain self-confidence in facing the challenge of job hunting.



What you have to do during the **JOB FAIR**

1. Get a copy of the "The Career Seeker's Guide to the Rudiments of Job Hunting" at the College Guidance & Counseling Office. **READ IT THOROUGHLY.**
2. A directory of companies participating in the Job Fair and their corresponding interview schedules will be posted at the bulletin boards along the covered walk from Gate 2. Take note of this information for your cover letter.
3. Registration for the companies you have chosen will be at the Job Fair venue, to be announced later. Priority numbers will be issued after registration and these will be used on the day of the interview.
4. You are required to undergo **minimum of 2 interviews** with 2 different company representatives.
5. Prepare resumes and cover letters, one for each company you wish to apply. **Submit 1 copy of your resume** to the College Guidance and Counseling Office for ALUMNI RESUME DATA BANK future employment referral. You may submit a hard copy at the Job Fair Registration Area or through email through addy counseling_adzu@yahoo.com.ph.
6. Be in your **BUSINESS ATTIRE** on the day of your interview. No interview will be allowed for those not in business attire. Be at the interview site before your schedule and wait for your number to be called.
7. After your interview, make sure sure you sign on the log out sheets by the exit. This will be your proof of attendance and interview.



GET THE MOST OUT OF **JOB FAIRS**

5 Things to Take to a Job Fair

- Copies of your resume - 25 to 40.
- A smile, a strong handshake, and a positive attitude.
- A 30-60 second "sales pitch" or "commercial."
- Information about the organizations that will be attending.
- Energy!

5 Things to Take Away From a Job Fair

- Business cards from the recruiters you have met.
- Notes about contacts you made.
- Information about organizations you have contacted.
- A better sense of your career options.
- Self-confidence in interacting with employer representatives.

5 Things Not to Do at a Job Fair

DO NOT...

- Come unprepared for interviews
- Bring only one copy of your resume
- Cruise the booths with a group of friends.
- Carry your backpack, large purse, or other paraphernalia with you.
- Come dressed for basketball practice.

From: HOW TO MAKE THE MOST OF A CAREER FAIR: ESSENTIAL TIPS AND STRATEGIES, University Career Services, University of Houston

CAREER SEEKER'S GUIDE

for the GRADUATING STUDENTS of Ateneo de Zamboanga University
Materials and information compiled by CGCO 2011.

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*For any questions, queries, or concerns
please get in touch with us!*



The Career Development and Placement Program

College Guidance and Counseling Office

Ateneo de Zamboanga University,

Ground Floor LRC Bldg., La Purisima St., Zamboanga City.

Tel. No. (062) 9910871 local 2223 or 2229,

Email: counseling_adzu@yahoo.com.ph

Facebook: Adzu Cgco