

HOW TO GET YOURSELF EMPLOYED?



At the end of the module, you will be able to:

- Use a structured way of identifying your goals in life
- Undertake a research to explore the career options that can help you towards achieving your goals in life
- Develop a simple career plan

Module 1 - What do I Want?



Activity - Self-discovering Your Goals In Life



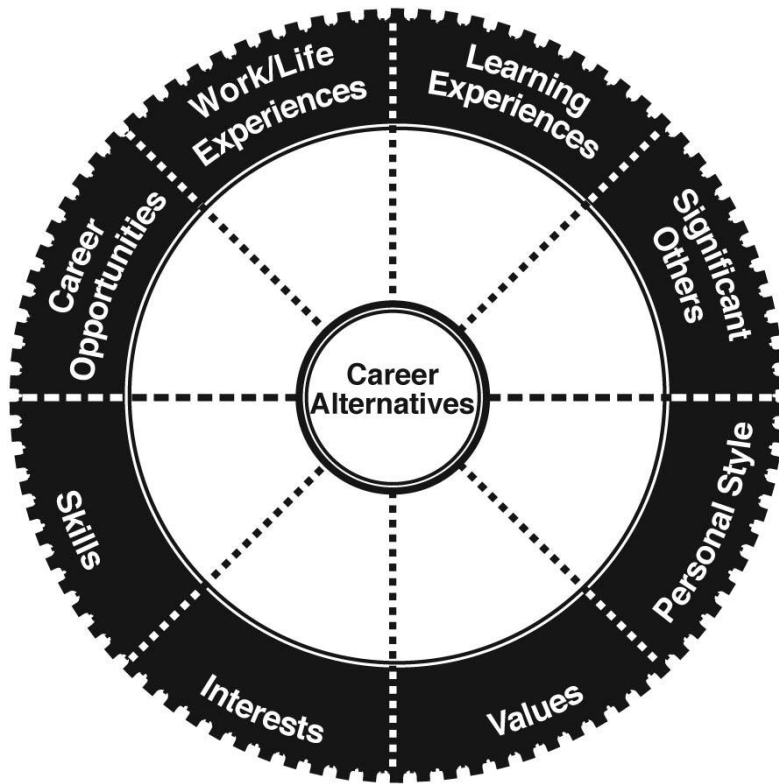
What are your goals in life?

- Hint:
 1. List down all that you want and identify what is the most important.
 2. Prioritise

Align what you want and your career choice

Career Planning

Evaluating Myself: The Wheel



The top half of the Wheel includes external factors (e.g. opportunities, experiences).

The bottom half of the Wheel includes personal characteristics (e.g. skills, interests).

Career Planning

- Career planning is a lifelong process, which includes choosing a career, growing in your career, possibly changing jobs, and eventually retiring
- The key is : Plan your career rather than just taking any job.

Career Planning is...

- An active, ongoing and a lifelong process
- More than just a job or series of jobs
- Responsive to other life roles

- A **career** is a series of connected employment opportunities, building up skills at earlier employment opportunities to move into higher paying and prestigious employment opportunities later on (the simplifiedollar.com)

The six step career planning:

- 1) Self discovery, Identify your right path
- 2) Identify, explore and prioritize your career options
- 3) Road mapping, laying a plan
- 4) Make preparation and upgrade your skills
- 5) Promoting yourself to your target audience.
- 6) Managing your career

(Robinson, n.d.)

Gather information on each career option from each of these sources:

- Professional websites and meetings
- University career-development unit /counselors
- Interviews with people in careers
- Printed and Online Media
- Personal Experiences (job shadowing, part-time work, internships, volunteer – paid/unpaid)

- Determine what skills you have
- Narrow the list of alternatives using criteria that are important to you
- Make your decision.

(North Central Regional Educational Laboratory, n.d.)

Find out in detail what are the:

- work scope,
- work-related tasks,
- work settings,
- educational requirements,
- skills & competencies required,
- wages and benefits,
- locations,
- long-term career direction of the job



**Life is the Sum
of all your choices.**

- Albert Camus

Module 2 - What Employers Want



At the end of the module, participants will be able to:

- articulate how employers select candidates.
- articulate what employers are looking for in candidates
- provide evidence of their qualities to match what employers want.

Assessing candidate prior to interview

- Matching qualification, experience, curricula and extra-curricula achievements etc., against the job description and person specification

Established criteria are usually split into three sections:

- technical
- experience
- personal

Capacity :

intellectual, analytical, creative ability to learn quickly, identify issues, make judgements and propose solutions

Achievement :

enthusiasm, resilience and confidence – can always get things done

Relationship :

character and ability to work effectively with others in a diverse team

Technical :

Understand and approach technical issues with an enthusiasm for technical challenge

Example of providing demonstrable evidence:

- Capacity: *“As member of the team, contributed to the design of the solar panel of the Solar Ranger, the Malaysian solar car in the biennially organized Solar Car competition in Australia.”*
- Relationship: *“Working together with a diverse team of 20 people, organized the undergraduate student conference 2008.”*

Module 2 Activity

- Demonstrating Evidence



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- Working in small group and using one group member as an example, discuss and provide examples of how to demonstrate evidence of any one or two elements of CART
- Use your experience in the campus / extra-curricular activities
- Write your answers on a piece of paper
- Group spoke-person will explain their answer at the end of the activity

Success is not accidental

Thank you

Useful websites

- <https://hbr.org/2010/07/avoid-these-career-planning-fa.html>
- <https://www.thesimpledollar.com/the-difference-between-a-job-and-a-career/>
- <https://www.careerkey.org/choose-a-career/how-to-choose-a-career.html#.WrlyXOhubIU>