

# PREPARING FOR EMPLOYMENT

WHAT THE EMPLOYER IS LOOKING FOR



Are you  
ready?

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How to prepare for employment

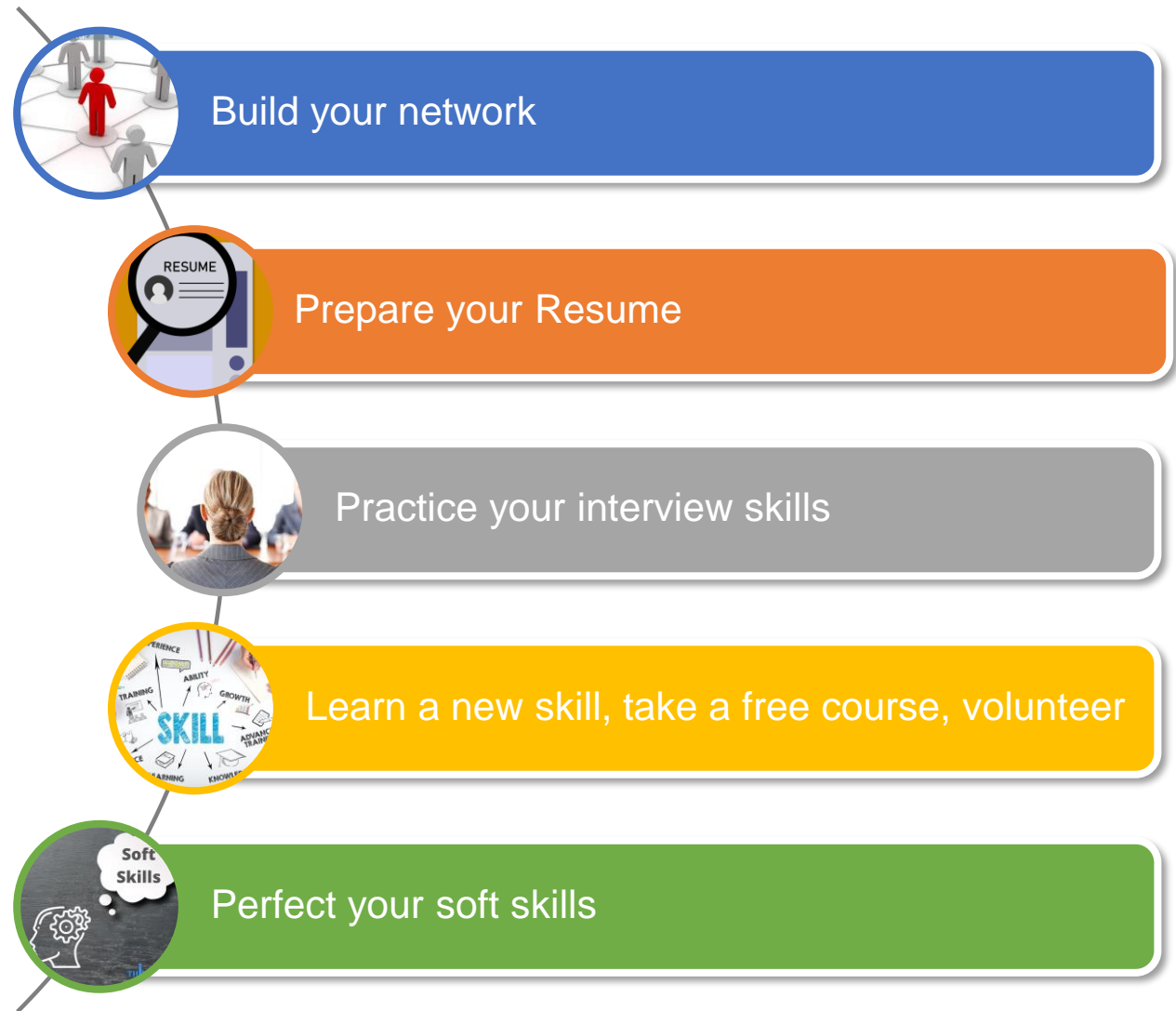
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To get hired – what the employer is looking for

3

After being hired – what the employer expects

## Preparatory work for the job market





# How to Get the Job

## Recruitment

The process of searching for potential candidate

## Selection

Hiring an employee(s) among shortlisted candidates.



# These will get you shortlisted

- Send a resume and not a CV unless the recruiter specifically asks for a CV.
- Avoid using rhetorics, use real case scenarios.
- Cite major extra curricular that you think are in relation to the role being advertised.
- Proof read your resume.
- Leverage Social Media: remember to indicate your social media links especially LinkedIn.





Show that you can do the job

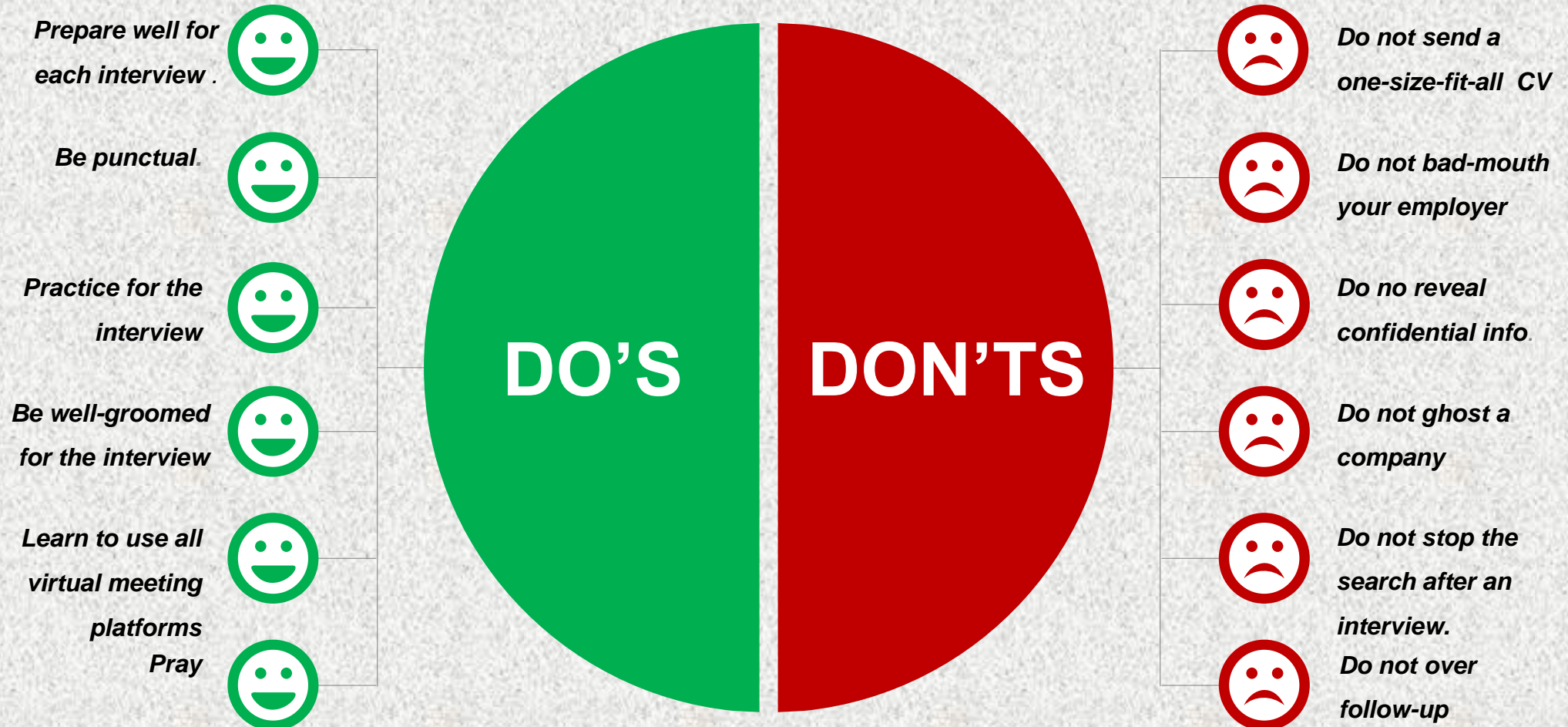
Be a cultural fit

Exhibit potential to grow

Be confident and honest

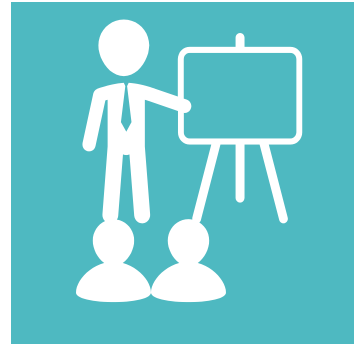


# Dos and Don'ts of Job Search





# After Being Hired – What the Employer Expects



(1) Teachability & readiness to learn



(2) Put your skills to work  
hard vrs soft



(3) Take up as many tasks as possible  
Exploratory vrs defined



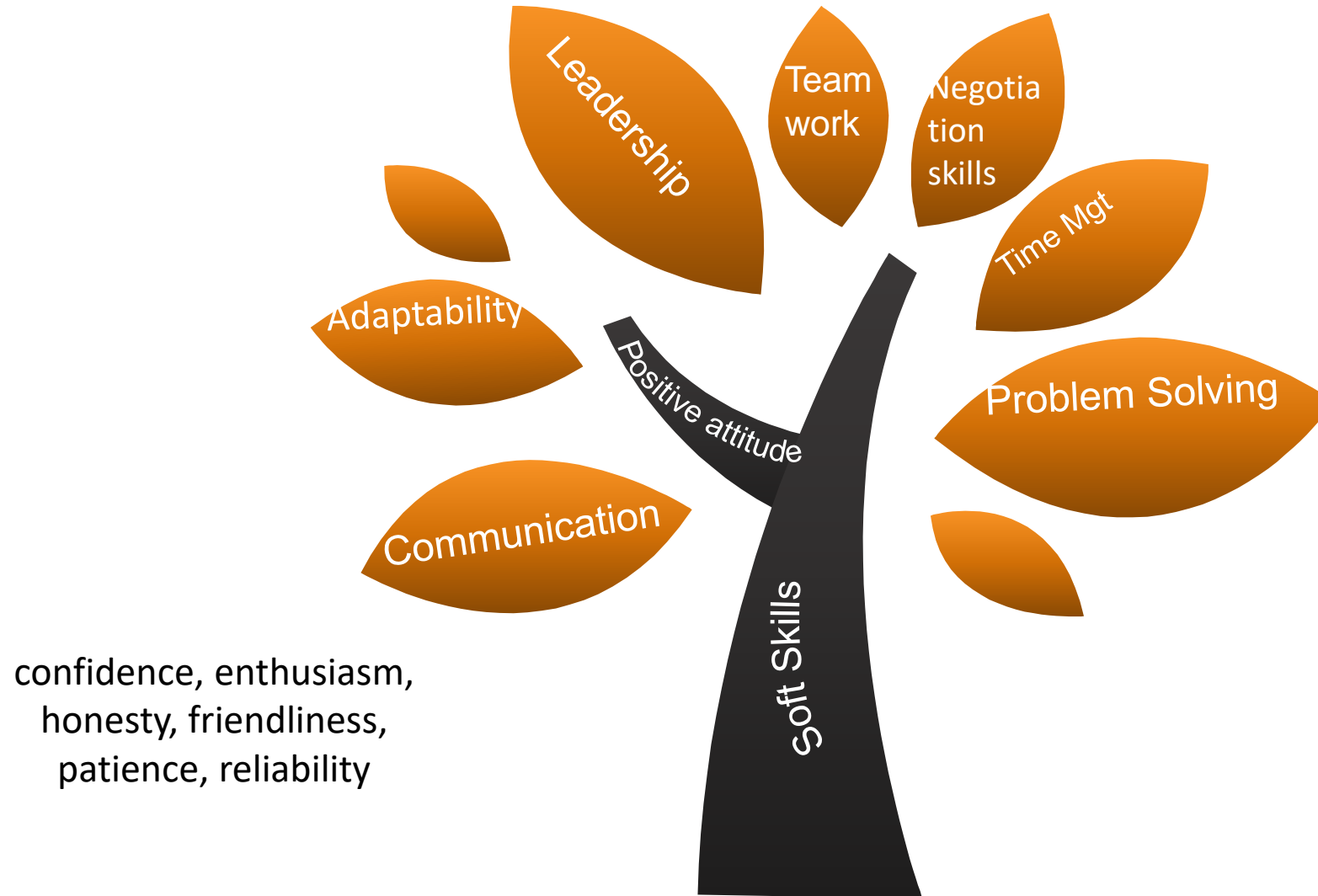
## What they are

Skills that enable you to interact effectively with and **harmoniously with yourself and other people**. Interaction with others that is necessary for **career success**.

Also known as people skills



# Soft Skills



## Why are they important?

- Intangible so difficult to teach
- Preferred by employers
- Makes you visible to the right career opportunities
- Helps you get things done. Makes you productive.
- Linked to your career success



## Importance of Soft Skills



# How to Build Soft Skills

Do a self  
assessment

Blended  
learning

Take an online  
course

Practice with  
a friend

Make a  
commitment  
to yourself



Get ready for the hard schedules



Look good and be punctual



Keep learning and keep looking for challenges.



Do not let go of your values.  
Avoid gossiping

Maintain professionalism at all times.



Respect boundaries and deadlines.



Accept praise and criticism



This is not your last stop.



