

*Career and you:*  
*Creating a plan and learning interview skills*

**Create the plan**

- Setting objectives
- Getting motivated
- Determine learning objectives
- Establishing a timetable
- Identifying resources
- Anticipate barriers & constraints

**Execute the plan**

- Making daily investments
- Finding opportunities where you are
- Seeking honest feedback
- Minimizing defensiveness
- Overcoming barriers
- Monitoring progress

**Implementing your decision**

- Networking
- Employment networking is essential. Ask people you know & the contacts you have made. Try to build a network, not just find a job
- Get over the FEAR of REJECTION. Don't be frightened to ask people.
- People understand the nature and necessity of networking, especially the Hospitality Industry.
- Nobody owes you anything. People will help if you are courteous and respectful

Implementing your choice:

**Creating an effective résumé:**

---

---

---

### **Interviewing for jobs:**

What is important for interviews?

---

---

---

- Be on time (or even a little early)
- Your appearance matters
- A positive attitude may be the most important thing to bring
- Bring pen, paper, extra resumes and your reference list
- First impression: What you say without saying anything
  - Research shows that first impressions, are made up of the following:
  - 55% visual impact (dress, facial expressions & body language)
  - 35% tone of voice
  - 10% what you actually say

### **Anticipate questions:**

Think about them and consider your answers.

Look at the type of job, what is relevant etc.

Learn about the company.

Question the Interviewer! Have some good questions to show interest

What questions could you ask?

---

---

---

**10 tips for being interviewed:**

By Carole Martin, Monster Contributing Writer

Even the smartest and most qualified job seekers need to prepare for job interviews. Why, you ask? **Interviewing is a learned skill**, and there are **no second chances** to make a great **first impression**. So study these 10 strategies to enhance your interview skills.

### **1. Practice Good Nonverbal Communication**

**It's about demonstrating confidence:** standing straight, making eye contact and connecting with a good, firm handshake.

That first nonverbal impression can be a great beginning -- or quick ending -- to your interview.

### **2. Dress for the Job or Company**

Today's casual dress codes do not give you permission to dress as "they" do when you interview.

It is important to look professional and well-groomed. Whether you wear a suit or something less formal depends on the company culture and the position you are seeking.

### **3. Listen**

From the very beginning of the interview, your interviewer is giving you information, either directly or indirectly.

If you are not hearing it, you are missing a major opportunity.

Good communication skills include listening and letting the person know you heard what was said. Observe your interviewer, and match that style and pace.

### **4. Don't Talk Too Much**

Telling the interviewer more than he needs to know could be a fatal mistake. When you have not prepared ahead of time, you may ramble when answering interview questions, sometimes talking yourself right out of the job.

Prepare for the interview by reading through the job posting, matching your skills with the position's requirements and relating only that information.

## **5. Don't Be Too Familiar (comfortable)**

The interview is a professional meeting to talk business. This is not about making a new friend.

Your level of familiarity should mimic the interviewer's demeanor. It is important to bring energy and enthusiasm to the interview and to ask questions, but do not overstep your place as a candidate looking for a job.

## **6. Use Appropriate Language**

It's a given that you should use professional language during the interview. Be aware of any inappropriate slang words or references to age, race, religion, politics or sexual orientation -- these topics could send you out the door very quickly.

## **7. Don't Be Arrogant**

Attitude plays a key role in your interview success. There is a fine balance between confidence, professionalism and modesty.

Even if you're putting on a performance to demonstrate your ability, overconfidence is as bad, if not worse, as being too reserved.

## **8. Take Care to Answer the Questions**

When an interviewer asks for an example of a time when you did something, he is seeking a sample of your past behavior.

If you fail to relate a specific example, you not only don't answer the question, but you also miss an opportunity to prove your ability and talk about your skills.

## **9. Ask Questions**

When asked if they have any questions, most candidates answer, "No." **Wrong answer.** Part of knowing how to interview is being ready to [ask questions](#) to demonstrate an interest in what goes on in the company.

Asking questions also gives you the opportunity to find out if this is the right place for you. The best questions come from listening to what you're asked during the interview and asking for additional information.

## 10. Don't Appear Desperate

When you interview with the "please, please hire me" approach, you appear desperate and less confident.

Maintain the three C's during the interview: **cool**, **calm** and **confident**. You know you can do the job; make sure the interviewer believes you can, too.

### I will add:

Your task in the interview is to convince the person that you are right for the company. They have to be able to imagine you working for them, alongside them. The more you can 'paint' this picture, the better your chances are.

*Interviewers always ask certain questions. Such as:*

- Why do you want the job?
- Why should I give the job to you?
- What do you have that the other applicants don't have?
- Any questions?

At home, prepare answers for these. Make sure it's believable and genuine.

### **Your own personal website:**

- The old ways of resumes are slowly fading
- A resume only shows a little about you (it is limited to 2 pages of words)
- Consider that you can add photos, certificates, recommendations and other information on the website if someone is interested
- It can be colourful and reflect your character

### **The world of the Internet allows us to have a profile online:**

- Consider that an employee may not have so much time to go through a resume. Having a quick look at your website may be useful
- It is worth having even if gets you one interview
- It shows that you have moved with the world...

### **Handling rejection (not getting the job)**

- It is a reality of life; you have to learn how to deal with it.
  - Take the **positives** from the rejection. Learn where you may have gone wrong. Consider that you may not be the right candidate.
  - Use as motivation.
  - Failing towards success (success is 99% failure)
  - Think long-term
- 
- 

### **You may have to reject a job. Notify the interviewer in writing. Remember the idea of networks**

- The Hospitality Industry is interlinked and closely connected. You never know what will happen in the future.
  - Consider that many hotels in Wuxi know each other..
- 
-

## Implementing your choice

### Parameters of negotiation

- You **ARE** in a position to negotiate. Beware though.
  - Think what your education is **worth** to the employer and what you want and need
  - Starting salary
  - Timing of performance reviews
  - Starting time
  - A contract can be a big commitment. Consider getting right in the beginning.
  - Approach with maturity and professional manner to convince you have worth
  - **“DON’T SELL YOUR GOLD FOR THE PRICE OF SILVER”**
- 
- 
- 

### Professional development

- Maintain your current position
  - Constantly **update** your skills
    - HAT changes, change with it
    - Provide mobility
  - Do your job **well**, be a professional, keep interested
    - Make promotion a possibility
    - Look at what is desired and required of the position you want
  - Develop the necessary skills
    - Be available
    - Think long-term
    - People often reach their own level of incompetence
- 
- 
-

Summary of worksheet	Summary of worksheet in Chinese

In your opinion, what is the most important thing to remember?

What are the keywords from this worksheet?

English:	Chinese translation: