

STUDENT SUPPORT SERVICES PRESENTS
Career Guide

SERIES



**1. JOB-SEEKING
KNOW-HOW / 2.**

How should you start seeking for a job? What factors should be kept in your mind and considered previously?

**2. WHAT DO YOU NEED
FOR A GOOD CV / 5.**

To create a proper CV, it is essential to dedicate time for yourself and think your experiences and goals through. CV guide helps you in this process.

**3. JOB INTERVIEW
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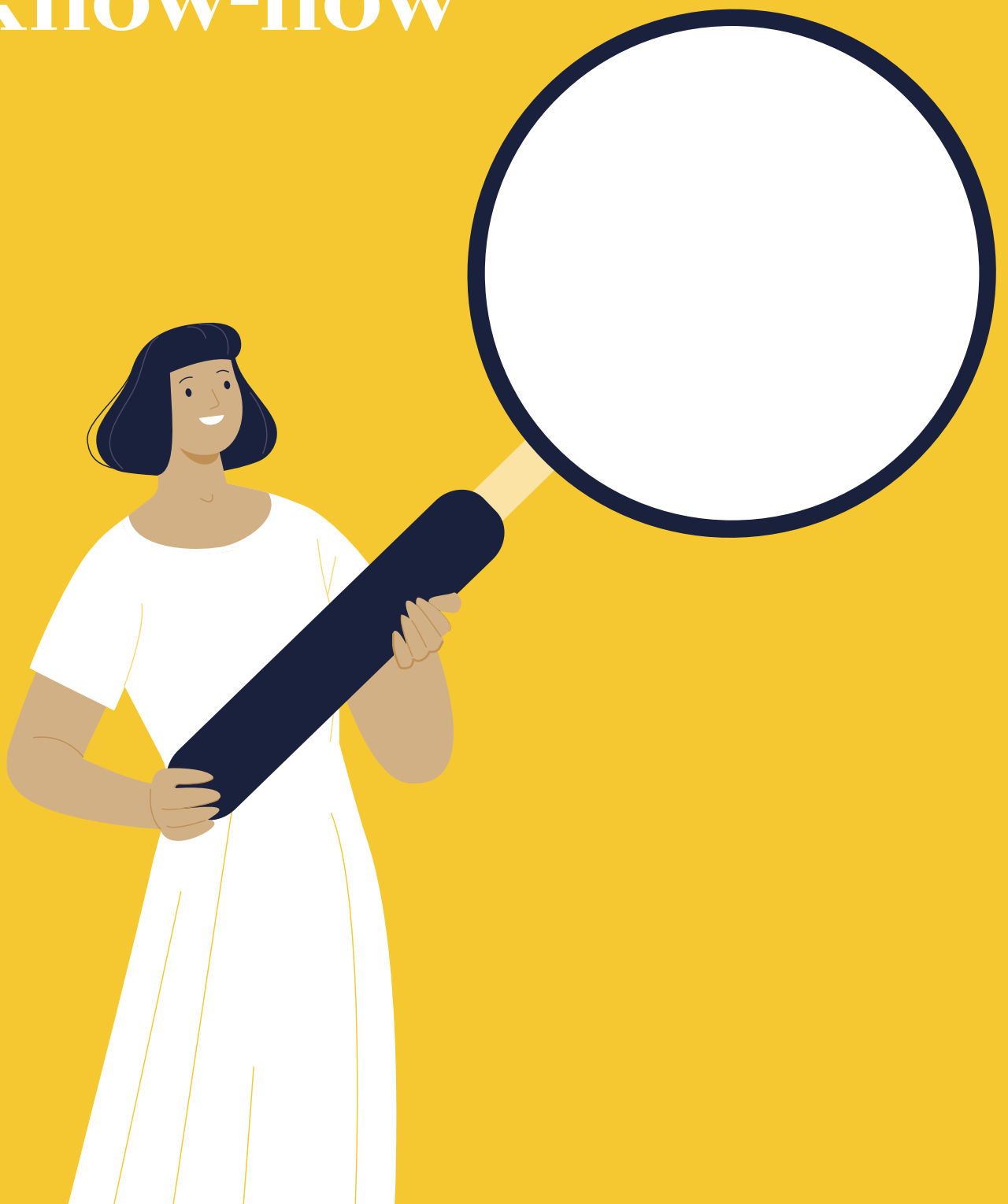
2 basic elements of preparing for an interview: gathering information and self-knowledge.

**4. ONLINE INTERVIEW
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What's the difference between an online interview comparing to a personal one, and how to get prepared for? We tell you what to consider in this situation.

1.

Job-seeking know-how



1. FIRST: STRATEGY

Whether you want to make a change, or you are looking for your first job or internship, always take your time to prepare carefully before you decide to apply.

Know what you want, and why you want it.

Make sure you know what is important for you, what kind of job you would like to have, and what the position is you can imagine yourself in.

If you would like to discuss your goals and expectations with a professional, don't hesitate to contact us and ask for an appointment for free career counseling at Corvinus Student Support Services: careersupport@uni-corvinus.hu.

2. INCREASE YOUR SEARCHING EFFICIENCY

Make sure you follow the Corvinus Career News.

If you haven't registered through Neptun yet, you can do it [here](#).

Besides internet portals, student organizations, colleges, Facebook groups, websites of various professional organizations, make sure you constantly check the career websites and social media platforms of the chosen companies, since many job opportunities are not openly advertised. You can send your application proactively as well.

Besides browsing the Jobs menu on LinkedIn, make sure you follow the most important pages of your specialization and the posts of significant experts.

LinkedIn's algorithm rewards your activity with an increased visibility.

3. USE YOUR CONTACTS

Sometimes, candidates are looked for via personal recommendation.

How can you build on your personal network?

Be brave to connect and ask for help. You might share your plans with your friends and teachers. This can also be useful if you would like to do freelance work.

If you are working as an intern, share your plans at your workplace.

According to a survey from 2018, almost half of the interns are employed by the same company later.

4. OBJECTIVES AND STRUCTURE

It is easy to find job advertisements but deciding for which ones to apply means you have to make a decision. Before applying, make sure you understand the description of the job. If something is unclear, ask for an explanation. Imagine yourself in various places and various positions. Imagine a workday one year later. What are feelings and thoughts?

Instead of choosing the flooding method (sending your application to all the jobs that you are even a tiny bit interested in), it would be more practical to choose a competence-based approach.

By being mindful, you may find a suitable job sooner, and at the same time you may decrease the number of refusals. Take time to create an easy-to-follow system for the management of your applications.

5. TAKE THE INTRODUCTION SERIOUSLY

Once you have decided to apply for a job, put together your introductory material and competence-based CV. Spending time and energy on them is already a preparation for the job interview. HR experts and recruiters receive a lot of applications, so your material should be so promising (whether it is a CV, a one-minute video or something else), that they become curious and want to meet you personally as well.

6. WHAT DO YOU SHOW ABOUT YOURSELF ONLINE?

Specialists filter candidates not only by their formal applications, but by their social media activity, too. Your internet profile, social media and blog posts also tell something about you. Profession-related social media presence (e. g. participating in webinars, meetups, professional discussions on thematic social platforms, etc.) can support job seeking and the building of your network.

7. READY, STEADY, GO!

Once you have sent your application, you can be contacted any time.

Get ready (or even practice) for the situation of being unexpectedly called to introduce yourself in a one or two-minute phone-interview (the so-called 'elevator pitch').

If you are invited to an online or offline interview, try to consciously prepare some clear, interesting, and creative answers to possible questions.

SELF-COACHING TIPS

1. Imagine one of your working days - one year later. How does it start? What kind of tasks do you have? Who are around you? What are you waiting for with joy?
2. Elevator speech: Can you tell the essence of your introduction in one minute? Try it!

+1. PSYCHOLOGICAL ROLLERCOASTER

Getting hired or switching jobs can be a very complex process, including several components, so it might be full of ups and downs. There are some factors (e. g., the current economic environment) that you simply cannot influence.

Even refusals are not necessarily about you, since there are hundreds of applicants for certain positions, and at the end of the day only one is picked to sign the contract.

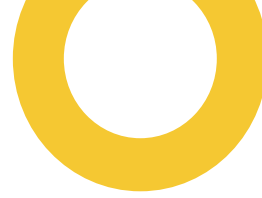
If you get tired at a certain point, do not hesitate to ask for help.

If you feel like talking to an expert, feel free to turn to us: careersupport@uni-corvinus.hu

2.

What do you need for a good CV?





1. DEFINE A MESSAGE, CREATE A FOCUS

Concentrate on yourself and on the job. Decide on what message you would like to send about yourself. Think through who you are. It is worth starting the CV with these aspects, followed by organizing the various pieces of information as if you would a story. Logically, built on each other, focusing on the key messages.

2. THE RIGHT AMOUNT OF PERSONAL DATA

Less is sometimes more. Make sure your CV contains a professional photo, name, phone number, email address, and the relevant social media profiles. Indicate your residence or permanent address only in case of special importance regarding the advertisement. For example, if you happen to live nearby close to the office.

3. VISUALIZE PERSONAL CAREER GOALS

A CV is not a unilateral communication platform. Feel free to write about what is important to you, what you are looking for, and what your goals are. Your CV will become much more understandable if you mention characteristics and experiences that match your current goals.

4. HIGHLIGHT COMPETENCES AND SKILLS

But don't just accumulate them. It is much better to connect them with your working experiences. Even if a given job in your CV does not seem to be relevant, a certain skill or competence that you acquired can still be. You can even try and find skills and competences that you acquired in other areas than work.

5. PRESENT YOUR STUDIES AND WORK EXPERIENCES IN A MEANINGFUL WAY

New things first. Progress chronologically starting with the newest entry. In case of working experiences, it is also worth highlighting the ones that are related to some of your competences. There is no need to indicate everything that you participated in; what is important is that relevant experiences come first.



6. CLEAR DESIGN

Avoid longer sections of prose. Instead, try to organize the content in a logical manner. Visuality is very important. Feel free to use icons, photos, colors, but keep in mind quantity and balance. It is good to remember that the brain processes perception from the left to the right. Important information should be presented as a short text, because search engines filter according to this.

7. RELEVANCE AND IDENTITY

Are you sure your CV is about you? Each and every CV is unique. It depends on many things why it will be relevant in a specific situation.

Work through it and check to what extent a stranger would get the big picture of your professional plans, capabilities, and skills?

What would this person notice in six seconds?

Is there anything unnecessary or truly important that is left out?

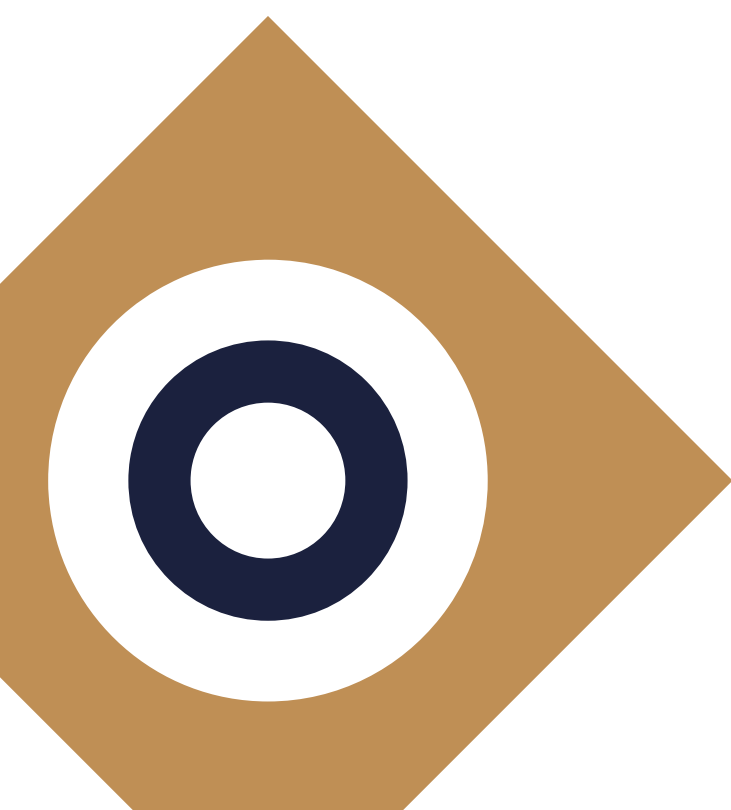


SELF-COACHING TIPS

1. Collect your most important hard skills. Where and how did you gain them? Where did you use and value your knowledge?

2. Write your career story in 5 sentences. Does it outline from your CV?

Soft & hard skill definition



3.

Job interview guide



1. FIND OUT ABOUT EXPECTATIONS

What kind of interview are you going to attend? (individual, as part of a group, or an assessment centre) Who is going to be there? (manager, HR staff) How long is it going to be? If you have any questions about the interview, do not hesitate to ask your contact person at the company.

The more information you get, the less anxiety you have.

2. GET THE BIG PICTURE

Collect information about the position, the company, and its corporate values. This will not only help you with getting the big picture, but also with addressing important questions. In order to understand your position's place in the organization, we recommend you look up the respective department, its activities and strategies.

3. WHO AM I?

Introducing yourself is a crucial part of the interview. By introducing yourself, you give others the possibility to connect with you. Therefore, the introduction can serve as an icebreaker.

Think through what you would like to say about yourself.

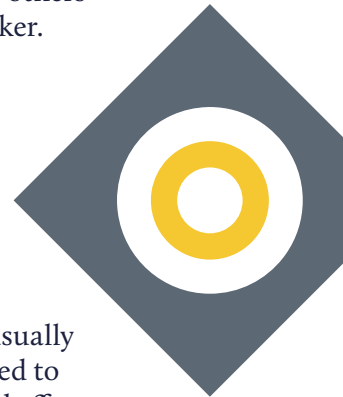
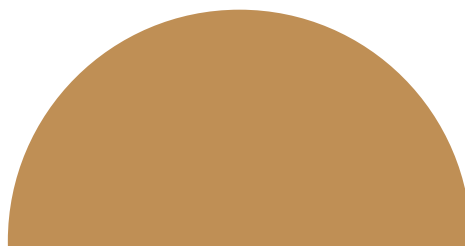
What is the most important message about you?

4. WHY AM I HERE?

What is your motivation? What brought you there? The questions in an interview are usually about your personality, your motivations, and your professional skills. It is recommended to think about these issues before the meeting in order to be prepared. Take your time and effort to think about yourself, to frame your knowledge and experiences, and to create a story from the elements of your CV. Be conscious about how you see yourself, and whether this picture is relevant for the position.

5. BUT FIRST, LET ME PRIORITIZE!

Whether it is the workplace or the job itself, our claims and objectives can differ depending on the situation we are currently in (flexible working hours, non-wage benefits, opportunities to develop, etc.). Decision-making requires a lot of information. Think through which factors are the most important to you, and how they can be met by the employer. Make sure you know what is convenient for you here and now in this period of your life. What really matters is to be okay with your decision. If you make a compromise, do it consciously.



6. ARRIVAL

Always arrive on time to an interview, taking into consideration the traffic. Arriving earlier will give you time to arrive mentally as well. Having enough time to check in at the reception, go to the restroom, drink some water etc. will make you feel comfortable.

7. AND WHAT ABOUT YOU?

You are not just being picked. You pick as well. You may ask questions about the given position, and about the team you will be working with. This interview is the anteroom to your future workplace, so think about it as an opportunity, a long-term investment. You can even lead the discussion with your questions. The interviewers are curious how you would cooperate with them in the near future.

8. MATCHMAKING

It is great if you already find out during the interview whether you and your prospective employer match. Matching has two sides: On the one hand, whether you match the employer's requirements; on the other hand, whether the employer's values, tasks and working style match your expectations.

The interview (whether online or offline) means that both the employer and the candidates have to make an effort. Their goal is a common one: to find out whether you fit in the company.

The interview might make you realize that you cannot imagine yourself in the given position. It is important to give feedback about this. The way we experience rejection can highly differ: "I wasn't good enough" or "We are not matching." Different, isn't it?

9. COMPETENCIES

Competency-based questions can be framed by the STAR (Situation, Task, Action, Result) model. Instead of saying "I am proactive", tell a relevant story which expresses this skill. Describe tasks, solutions, and accomplishments from earlier employments or even the university.

10. A LONG WAY TO GO

Think through your weaknesses and the things you would like to improve.

On the one hand, questions will be asked about these, on the other hand, it is part of the big picture. If you keep this in mind, you will be able to talk about yourself authentically and without any pressure. Furthermore, at this point you can lead the conversation towards the personally beneficial aspects of the position.

How can this support you in personal development?

11. NEGOTIATIONS

You are most likely not going to negotiate your exact salary in the job interview.

But the overall outline and your expectations are going to be mentioned. Besides the salary itself, this includes benefits like a laptop or a mobile phone, travel allowances, or even support for further training and development.

It is recommended to talk about these aspects since they contribute significantly to the big picture.

12. WITHOUT THE PRESSURE TO BE PERFECT

It helps if you accept the fact that you might not be able to answer all the questions as you planned. There is absolutely no problem with this, the interviewers know this, too.

However, keep in mind the information you have written in your CV.

Don't forget that you were invited to the interview based on that. Therefore, it is important to reflect on the information mentioned in your CV.

If you have read this guide and thought about the topics mentioned, you are on the right track to be mentally prepared for an interview. Know yourself and dare to be who you are. Show them how you would contribute to the position from both a personal and a professional point of view.



SELF-COACHING TIPS

1. Define 3 elements, what are necessary to your matching from your side. These can be your 3 principles.
2. Create 3 situations based on STAR model, where you've used your 3 most important skills and abilities.

4.

Online interview guide



1. TAKE IT SERIOUSLY AND BE PREPARED

An online interview is as serious as a personal one, so we recommend you to read our interview guide and double check your CV. Think through your objectives and be conscious about the messages you would like to communicate about yourself. If it helps your confidence, you might even practice beforehand. In order to have a meaningful conversation, gather information about the employer.

2. USE THE RIGHT DEVICE

For an online interview it is recommended to use a computer or laptop. It is not the best choice to join the meeting from your phone, since it might not have all the functions, moreover you might not be able to share your screen or see a task. It can be very annoying not to see the partner's face, and please note that not everybody knows the "fit to frame" function. In order to have your camera at the proper height you might place some books underneath your laptop or monitor.

3. THE TALKING SCREEN

The environment you show in the background of an online interview says something about you.

What impression do you make? It can easily happen that others see more than you think, so rather don't leave a pizza box on your table, and don't play on your phone while doing the interview.

Choose your background consciously and place your camera at the right distance, so that you create an impression of sitting at a table face to face with the interviewer. Make sure you have good lighting. For instance, avoid any light source coming from behind, so that your face won't be in shadow.

4. TACKLE TECH ISSUES

Make sure that you have proper technical conditions, you are connected to Wi-Fi and put your laptop on a charger. You may try to make a test call prior to the interview and see how some of the functions work. Make sure you have the link and the ID at hand. You may have a test call with your microphone and use headset during the interview.

5. DO NOT LET OTHERS DISTURB YOU

Whether you join the interview from home or from the dormitory, make sure you create a quiet and peaceful environment. You may ask your flatmates not to disturb you or not to enter your room during the interview. Obviously, the interview can go even smoother if your phone and your laptop's sound system is muted.

6. PSYCHOLOGICAL VIBING

Body posture is very important, so it is advantageous to sit on a chair at a desk. Dress up as if you attended a personal interview. Take your time to get into the mood. Sitting in your living-room might seem cosier and safer, but in turn, you lose a lot of information: there is no traveling to the venue, no check-in at the reception, no looking for the office where the interview takes place. You lose the benefits of transition. The online sphere makes it difficult to decide whether you like the situation or not. It can help if you search for some information about the company, and if you have any question, do not hesitate to ask it.

7. COMMUNICATE ATTENTIVELY

In the online world we often “have to do” things that would spontaneously happen personally.

In an online interview there is a lower level of metacommunication (nonverbal elements of communication), so an extra effort is needed from both sides for a clear communication.

Make sure you formulate clear, detailed sentences, and if you feel the need, you can verbally strengthen your gestures as well as your body language. Feel free to verbally express the things that would nonverbally happen in person. If something is unclear, you can always ask for clarification.

While eye contact is natural in a personal meeting, it is almost impossible to do online. Looking into the camera while you speak creates the impression that you pay attention to the other person and by doing so, you might miss to see some important reactions on the screen. Moreover, pay attention that your microphone is not muted when speaking.

8. RELAX

Few minutes before the interview, sit down, close your eyes, take a deep breath and try to exhale all the stress you have carried so far. Remind yourself that the ones who sit on the other side are also humans who can't wait to get to know you. If you are prepared and do your best to show your true values, you will be one step closer to succeed. (You may even print your CV, keep it in front of you, and have a look at it from time to time.)



SELF-COACHING TIPS

1. What things do you see as difficulties when you think about an online interview? How could you help yourself in this situation?
2. What would you advise to someone who is preparing for on online interview?

Go for it!

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