



National Employment Agency



ILO/China South-South Cooperation Project

Manual for Job Search Techniques



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National Employment Agency

#3, Russian Federation Blvd. Sangkat Toek Laak I, Khan Toulkork,
Phnom Penh, Cambodia.

Tel: +855 23 63 36 002

E-mail: info@nea.gov.kh

www.nea.gov.kh

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ACKNOWLEDGEMENT

INTRODUCTION

CHAPTER 1

JOB SEARCH TECHNIQUES

Getting hired with preferable job, ability to maintaining job and being successful in work performance are important factors for “working life” to most people. What are the reasons for people to define value of each job which eventually make them feel “like and dislike” about that job. Normally, people are working hard because they have their own needs such as gaining income, building career, applying trained skills, being interest in certain type of job and achieving future dream, etc. However, they should understand that those types of needs cannot always lead to success according to their commitments and goal. That could be one of the reasons to make a wrong decision for “job option” without having clear self-understanding.



Some evidence proved that when people are choosing a job that base only on salary or income factor, it will primarily result in working unhappily and cannot retain the job in a longer period. Perhaps such individuals have not made enough exploration between interests, skills, job satisfaction and own values. So, after working for a period of time he/she started to lose interests, no more excitement in job or assignment, and eventually decided to switch the job once and again.

In reality, people can always change their job or look for new one at an appropriate time in order to fulfill their interests and dream.

However, ones should also understand that time and career building are the most important elements for life and work. Usually, in a week we spend around fifty hours for work; and need to spend about fifty six hours in average for sleeping. So, in total-ly we spend around 106 hours for work and sleep out of 168 hours of the week. The remaining 62 hours will be used for entertainment and traveling time to-and-from work. In this case, it seems that we do not have much time for our own. If you work on what you do not like, stress, and cannot fully implement; thus, the result could be worse for your health and happiness in life. The most important thing is to chose a job that you like the most and can provide enough income for a living.

What are the most important criteria for you? According to *10 Insider Secrets to a Winning Job Search*⁽¹⁾ defines some criteria for choosing the most suitable job for jobseekers including identifying likes and dislikes; understanding career goal, principles and abilities; as well as identifying ideal job by using ten types of techniques. Noticeably, according to these methods, jobseekers must follow their heart to select a job that they like and do not like before making any concrete decision. On the other hand, they should also try their best to expand the options that they like the most and try to give up what they do not really like. For example, the option you like includes type of job, working environment and management, etc. Followings are the examples of how jobseekers should identify their interests in the job search process:

□ Key 1: Identifying Your “Likes” and “Dislikes” for a job⁽²⁾



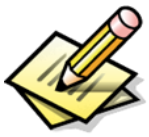
Exercise 1.1 Identifying “like” for a job

- ♦ What type of job or study do you like the most?

- ♦ What are the reasons that make you like the job?
(e.g. freedom at work, incentives, travelling, colleagues or teamwork..)

- ♦ What type of boss or teacher that you like the most?

- ♦ What type of personality of boss or teacher that you like the most?
(e.g. appreciation, advise, open-minded, friendly...)



Exercise 1.2

Identifying "dislike" for a job

- ♦ What type of job or major of study you do not like?

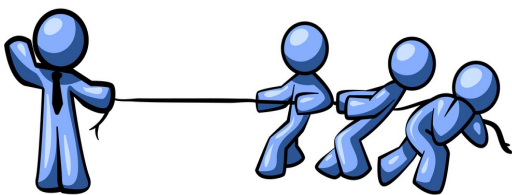
- ♦ What are the reasons that make you do not like? (e.g. bureaucracy, incentive, job description, and working hours...)

- ♦ What type of boss or teacher you do not like?

- ♦ What type of personality of boss or teacher you do not like? (e.g. narrow minded, aggressive and unkind...)

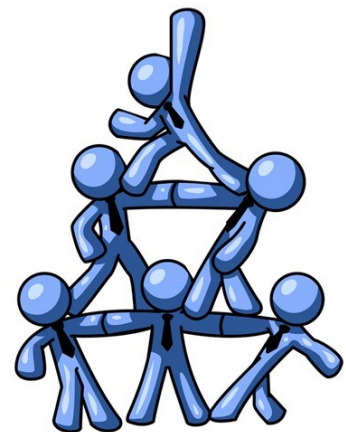
□ Key 2: Understanding Goal, Compassion, Principles & Abilities

Actually, people are naturally gifted in various aspects in relation to using ability, opportunity, career planing and future dream. However, looking for the right job that suit well to personal interests is the most critical factor for all people in any circumstances. So, another important key factor to link between ideal job and career success is to clearly understand about the relationship of goal, compassion, principles and ability of individuals to perform a job. If a person has decided to choose a job that is not fit according to his/her own goal, it seems that in the end he/she will expose to unhappiness, create stressfullness and concerns. 'Goal' in this case is explaining that such person may have chosen a job base only on income needs, or has clearly identified own satisfaction base on type and criteria of the job.



As for 'Compassion' refers to necessary components in a job that help or motivate an individual to accept the job as well as expecting a success in the near future. This could be compared to a preparation of your favourite job list in order to look for any relationship to those job. For example, the components that motivate your compassion include: sale and marketing, competitiveness, training, counselling, travelling and creativeness, etc. Therefore, you can surely perform a job with great satisfaction if it is well connected to one or more critiria in your compassion's components.

On the other hand, one should not forget about own 'Principles' which describes about value that is given to a job. In fact, people have one or more values which can hardly detach their relationship from work performance, study and interacting with other people in the society. Some people can obviously exhibit their values to the public whereas others may have hidden values that cannot easily express to the outside world even though they always bear such values at all time during working or in daily life. Types of values include: authoritative value (meaning an individual is satisfying with a job as long as he/she can exercise or assume a position of management or supervision); artistic value (all sorts of work and tasks must be accomplished with great attention on





artistic and creative ideas or arrangement).

Another important point to be identified is 'Ability' that an individual can perform more than one job or assignment. In other words, 'ability' is a process of understanding about options and real potential which have gained from education or training, and natural genius. For instance, an individual has identified his job option, and found that he could become a trainer, salesperson, speaker and entrepreneur. In this case, whatever job that is related to the abilities mentioned above, he is expecting to fully work in those fields

In the followings exercise please try your best to identify your goal, compassion, principles, and abilities:



Exercise 1.3

Understanding goal, compassion, principles and abilities⁽³⁾

- ♦ What is the main goal of your life? (e.g. helping others, motivating people, solving problems in society, teaching...)



- ♦ What is your compassion? (e.g. creative, competitive, travelling, entertaining, and freedom...)



- ♦ What is your core principle? (e.g. honesty, integrity, success oriented, family oriented...)



- ♦ What are your abilities? (e.g. teacher, medical doctor, salesperson, accountant, architect, engineer...)



□ Key 3: Searching for an Ideal Job

Usually, there are many factors to identify individuals' interests in certain type of job. Among those, there are 10 important components which play crucial role in evaluating job selection process include: occupation, sector, enterprise, career path, working structure, working hours, travelling, working environment, workplace and benefits.

1. Occupation

First of all, you must identify about type of occupation that is representing your real interest. You should also review the ability that you can use all potential and strong points to perform the job. In this process, it is better that you listen to your heart rather than accepting someone else feedback that may not necessary make any good connection to your most favourite option. Please remember that a job that



makes no strong interest and enthusiasm to you will result in routine stress and cause critical health condition in the long run. If you like best the job, it equally means you are controlling your own work and life. Of course, life will not tolerate much time, so, you should choose a job that you like the most in order to satisfy your life as well as incooperating with those who share the same interests in the workplace.

2. Sector



After identifying ideal occupation, please think about sector that link to the occupation. Remember that, identifying sector is not an easy task because whatever option you are going to choose will necessary make an effect and impact on your work and career. Even though one occupation may be found available in more than one sector, but working in a sector that you like the most

will allow you to retain the job in long lasting manner and make great efforts to aim

for success in the future. Sectors include: Law, finance, manufacturing, information and communication technology, education, accounting, health, real estate and hospitality, etc. For example, if you want to become a lawyer, will you work for financial sector or real estate sector?

3. Enterprise/Company

You must decide what type of enterprise you wish to work. For example, a type of enterprise that only promotes staff from the inside, or recruiting experts from outside? On the other hand, you should also care about management style of an enterprise that your values may be found in common. Some people want to work in a big enterprise but forget to think about tough competition among staff in workplace. Key answer to a process of choosing enterprise is to review a balance between the most and less favourable working conditions in that enterprise.



4. Career Path



Perhaps most people prefer to choose a career that can lead them to a greater distance rather than opt for a job with uncertain or short career path. It means long career path can help you with possibility to gain progress in workplace even though you have started that career from a basic level, but after certain period you will be very experienced and make lots of achievements in that work. On the contrary, some types of work can be very attractive in the beginning, but later on, it will gradually become unimportance, and cannot push you up the career ladders. In reality, whatever career path you are going to choose; it will provide both advantages and

disadvantages accordingly. Thus, jobseekers and youth who are looking for job should make good consideration on which career path they are going pursue.

5. Working structure

Working structure is varied, even though the same type of job, a different working structure might be applied. For example, work as a salesperson can be done as group or individual depend on designed structure of a company. When looking for a job you should ask yourself whether you want to work in a company that always gives direct orders and instruction or better to find yourself in a work that allow you to participate in a decision-making process for company's strategy? If that work is a project-based in nature, would you like to work in a short-term or long-term project? Please remember that, working structure plays a key role in measuring your personal interests and options that work well with you demands.



6. Working Hours



To consider about conditions of working hours that suit well with you while searching for a job is an essential part for job satisfaction. Although most of workplaces require to work 48 hours a week, but some workplaces require employees to perform overtime work or extra time according to workloads and urgent tasks to be completed. Some other cases, employees voluntarily accept overtime condition as a reflection of good willingness

and sense of responsibility at work as per request by employers; for example, over-work, extra-work at night time, working on holidays and week-end, etc. You should ask yourself whether these options or commitments are what you willing to accept or not?

However, there are a number of jobs that really require to work on a longer hours; for example, a job in health sector, banking and accounting, law, counselling and hotel management, etc. Noticeably, some newly recruits who wish to work hard in order to set some achievements in early stage of career path often pay little attention on whatever conditions of working hours. However, you should stick to the rule of making clear decision on what type of working hours that you prefer while considering a job option.

7. Travelling (working mission)

You should not forget to think of travelling option during working, because some job may require substantial amount of time to travel to provinces or abroad. Usually, frequency of travelling will be varied and practically depending on type of job. In case, you are a type of person who like travelling; an assignment to deskwork or indoor activities may cause distress and losing interests in that work. On the contrary, some employees may not have stronger interests to accept a job that need to travel a lot due to certain family responsibility and care; so, it is better that they are kept as close as possible to the job and family.



8. Working Environment



Even though a job is providing good benefits and stable incomes, it may not be as worth as working in an environment where a sense of motivation and happiness are strictly applied between employers and employees. Some people want to work in a place where they are supported by surrounding colleagues and have a sense of understanding. Some employees do not expect to work under a direct order or supervision of another. Usually, working environment may change according to places and offices; for example, working at head quarter or regional office may offer more freedom and independence; office-based work often exposes to direct contact with boss or management; home-based work always gain individual's freedom and less interactive with office environment; working in a shared room format often disturbs by noise and people; and some types of work strictly require to wear uniform, etc. Above mentioned factors can contribute to decision making for identifying like and dislike for job options.

9. Workplace

There is simple reason for most people that a place they want to live is a place where they wish to work. Nowadays, job related migration is significantly increased; for example, labour mobility from rural to urban, and to abroad due to looking for great job opportunity from around the world. You should be



honest to yourself when choosing a workplace that is affordable with a place you live without any major constrain. One should remember that work and income may no be the only source for happiness. So, jobseekers should select and seriously consider about life and work balance.

10. Benefits



It does not matter how much you like the work, you need benefits and incentives to support your livelihoods. If you cannot make enough income for a living, your life will be miserable. Therefore, you should consider about some criteria such as income for necessary needs, types of salary paid by hours or monthly basis, extra benefits, division of surplus profits, allowance, materials

support, health care service, bonus, and pension system. It will be an ideal job for you if your favorite job provides you with various kinds of benefits.



Exercise 1.4 Working on identifying a job⁽⁴⁾

- ♦ Please describe about type of job you want to do:

- ♦ Please describe about type of sector you want to work for:

- ♦ Please select types of company/enterprise below:

- | | | | |
|--|---------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Private | <input type="checkbox"/> Public | <input type="checkbox"/> Big | <input type="checkbox"/> Fast grown |
| <input type="checkbox"/> entrepreneurial | <input type="checkbox"/> Conservative | <input type="checkbox"/> Liberal | <input type="checkbox"/> Stable grown |

~ Continued ~

~ Continued ~

- ♦ Please describe about career path you wish to pursue at work:

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____



Exercise 1.5 Identifying Ideal Job⁽⁵⁾

- ♦ Please explain about type of ideal working structure:

- ♦ Types of working hours preferred:

☐ Daily

☐ Weekly

- ♦ Intention to travel to provinces or abroad:

☐ Yes

☐ No

☐ If answer 'Yes' How often you wish to travel? _____)

- ♦ Types of work:

☐ Home-based

☐ Office-based

~ Continued ~

~ Continued ~

- ♦ Types of working environment preferred: (please explain)

- ♦ Style of dress codes at work:

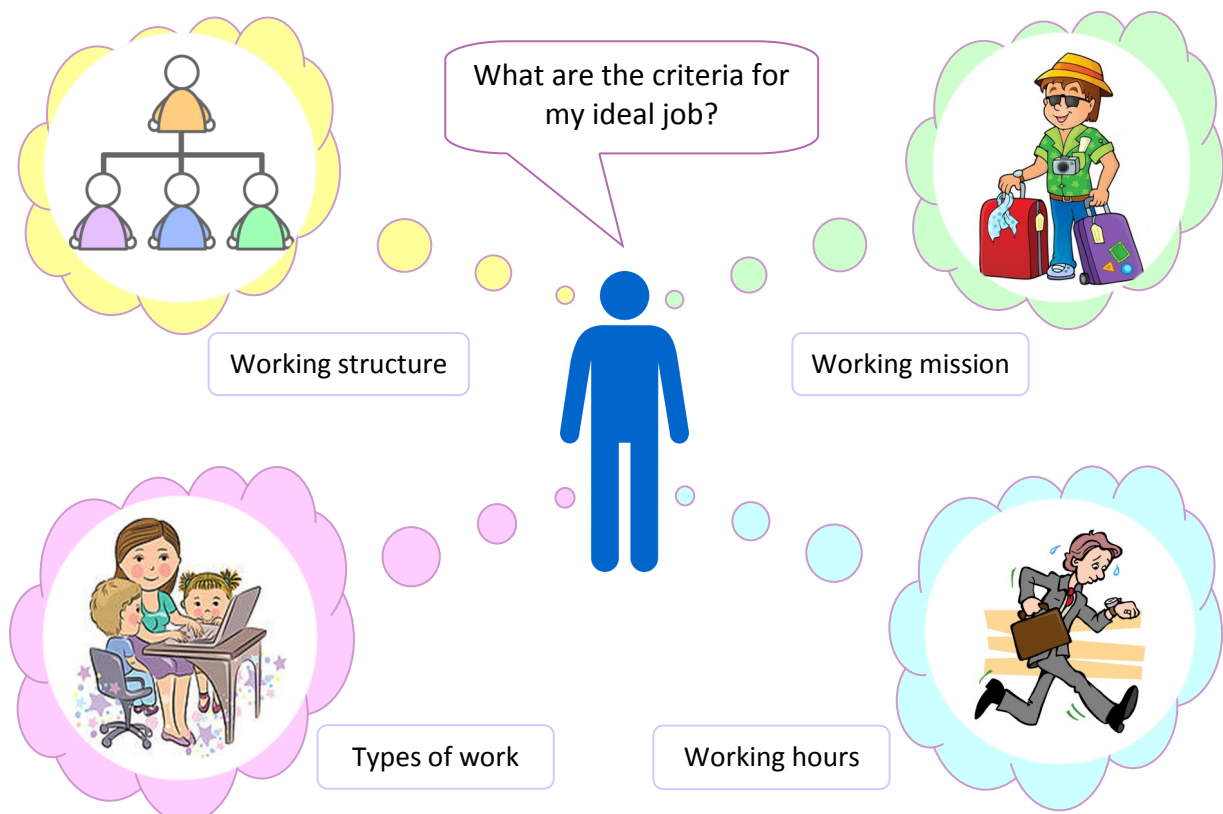
☐ Normal dress

☐ Uniform

☐ Casual

- ♦ Workplace preferred: (please explain)

- ♦ Working benefits preferred: (please explain)





Exercise 1.6 The Career Needs Inventory^[6]

The career needs inventory is used to identify about individual needs in making decision to follow particular career that will provide them benefits and ways of doing it. Please remember that it does not matter how much a particular career is important, it cannot always fulfill to meet the needs of all people. That is why career changing may have seen quite common among working people in society and labour market. Only if you can identify your real needs at the earlier stage of choosing career, you can make considerable efforts to adapt to your current or future job.

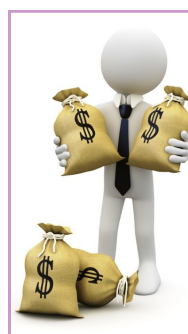
Please take some times to read carefully the evaluation tables below; then, give score to each phrase or meaning in order to identify its value that will link to your job or career. After finish to score in each section, please make total score in a box below the table; then, you can find explanation about value of the score at the end of this exercise.

Currently, I need a job that...	Very important	Important	Rather important	Not important
1. Allows me to pay the bills	4	3	2	1
2. Does not use much physical strength and easy to perform	4	3	2	1
3. I can work without having too much pressure	4	3	2	1
4. I can save money to buy a house or pay the rent	4	3	2	1
5. I can participate in leisure activities that I like	4	3	2	1
6. Does not effect my private time for family	4	3	2	1
7. Allows me to have enough time for lunch and take a nap	4	3	2	1
8. Helps me to make a living and support my family	4	3	2	1
Total Score (I)				

~ Continued ~

Currently, I need a job that...	Very important	Important	Rather important	Not important
9. Allows me to make lots of incomes	4	3	2	1
10. Provides me with lots of benefits, e.g. health insurance...	4	3	2	1
11. I do not worry about losing a job when I made mistakes	4	3	2	1
12. Does not expose to dangers or problems	4	3	2	1
13. I know about what I expect	4	3	2	1
14. Constantly keeps its demand in the future	4	3	2	1
15. Has specific time or schedule for work performance	4	3	2	1
16. Provides lots of pension	4	3	2	1
Total Score (II)				

Currently, I need a job that...	Very important	Important	Rather important	Not important
17. Allows me to become an active member and be effective in work	4	3	2	1
18. Creates friendly environment and I like my colleagues	4	3	2	1
19. I am supported and guided by colleagues	4	3	2	1
20. I can contribute to social work	4	3	2	1
21. I can communicate with many people	4	3	2	1
22. I receive advise from someone in the workplace	4	3	2	1
23. I can help and support other people	4	3	2	1
24. I am acknowledged by other colleagues	4	3	2	1
Total score (III)				



~ Continued ~

Currently, I need a job that...	Very important	Important	Rather important	Not important
25. I can receive enough salary according to my achievements	4	3	2	1
26. My talents are appreciated and respected	4	3	2	1
27. Makes me feel proud	4	3	2	1
28. My achievements are acknowledged	4	3	2	1
29. I can control my own destiny	4	3	2	1
30. I am respected by colleagues, family and friends	4	3	2	1
31. I can be promoted according to my performance	4	3	2	1
32. I think that I can fully engage	4	3	2	1
Total score (IV)				

Currently, I need a job that...	Very important	Important	Rather important	Not important
33. Helps me to improve by myself	4	3	2	1
34. Allows me to contribute to important tasks	4	3	2	1
35. Allows me to fully use skills and capacity	4	3	2	1
36. Is meaningful for me	4	3	2	1
37. Helps me to achieve future goal	4	3	2	1
38. I can perform with all of my potential	4	3	2	1
39. Requires to use various creative ideas	4	3	2	1
40. I can continue to learn new points or knowledge	4	3	2	1
Total score (V)				



~ Continued ~

❑ Scoring

Please get the total score from each section (I-V) and fill in the table below in order to find out how many score gained from each type of needs:

- I. Physiological Needs (Scores): _____
- II. Safety and Security Needs (Scores): _____
- III. Belonging and Love Needs (scores): _____
- IV. Appreciation and Respect Needs (Score): _____
- V. Self-Actualization Needs (Scores): _____

❑ Value of the Scores

Scores in any section are considered "Low" if counts 8-15. That will explain about a job you wish do in the future does not necessary have to meet this particular set of needs. For example, if you have low scores in Section III (Belonging and Love Needs), it seems that you do not need to strengthen your communication with your colleagues, because you may receive this kind of needs other places like in a family and friends.

Scores in any section are considered "High" if counts 25-32. That will explain about your serious needs of such requirements in order to perform a job or to achieve a goal. For example, if you scored high in Section IV (Appreciation and Respect Needs), it seems that you will never be happy in a job, if you do not feel enough confidence and are not appreciated by colleagues in workplace.





Exercise 1.7

Understanding Workplace Needs⁽⁷⁾

	Must have	Nice to have	No need
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work indoors/outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivated working environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Size and type of industry/enterprise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/tools/furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working alone or with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working under direct supervision/independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays and other benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nature of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competition/challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adventurous job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety in the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A sense of accomplishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to education and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation/input in decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgement/recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status and respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to coach/influence other staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate time for family and self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to contribute to social work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to manage/supervise others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influence over policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with my knowledge/mind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with my hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Exercise 1.8

Understanding Working Culture^[8]

	Very Important	Rather Important	Not important
The organization's mission understood by all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are honest with the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization implements according to what have been planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees have positive communication/interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization make good balance between its needs and employees' needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management performance is consistence and predictable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization supports and develops its good leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization is able to retain good people/leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructive ideas are given to all levels of work in the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and innovation are rewarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are treated fairly and with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization encourages employees inputs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization monitors/follow up and responses to employee inputs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization treats employees as its greatest asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical facilities are attractive and conducive to productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salaries are compatible with positions and levels of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salaries are consistence with the marketplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff recruitment and benefits are equally treated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional benefits are comparable to other organization's benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees's efforts/contributions are recognized and rewarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization is committed to improve employees's capacity and work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Exercise 1.9

Management Style of the Workplace⁽⁹⁾

I perform my job effectively for supervisor who...

	Very Important	Rather Important	Not important
Treats equal value to all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has ability and technical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegates tasks and defines clear objectives and timelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegates necessary authority and responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give me a fair degree of control and autonomy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides necessary training and capacity building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has enough time for me to discuss a problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is decisive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appreciates/gives credit for good results/work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides regular constructive ideas/feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports employees's work when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is friendly and interact with team members daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criticizes behavior/action, not individuals, if there is a problems at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has realistic expectation of my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps the team informed about organization's challenges/expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides equal participation to define the organization goal setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides equal benefits/compensation to team members/employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly monitors work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foster my career development/building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advises and helps me learn from my mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a positive role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides coaching with an inspiring motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is honest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Exercise 1.10

Identify Ideal Work^[10]

After doing exercises about workplace needs, working culture and management style, you can fill in the summary tables below with the most favorable phrase or meaning you have selected from those three exercises. The tables will help to narrow down your job search options and identify the most ideal job that meet your interests.

Summary Tables

1 My workplaces needs

2 My favourite working culture

3 My favourite management style

□ Summary of Chapter 1

Searching for certain type of job is an individual option. So, jobseekers must try their best to clearly understand about their personal needs, interests and working conditions before deciding to go for a job. Furthermore, they should also consider about making career planning for a job, income generation, skill application, job satisfaction and job of future dream. In this case, career in certain job is an expanding of individual potential and ability in a progressive manner. In the next Chapter we will look at sources of work available in the labour market.

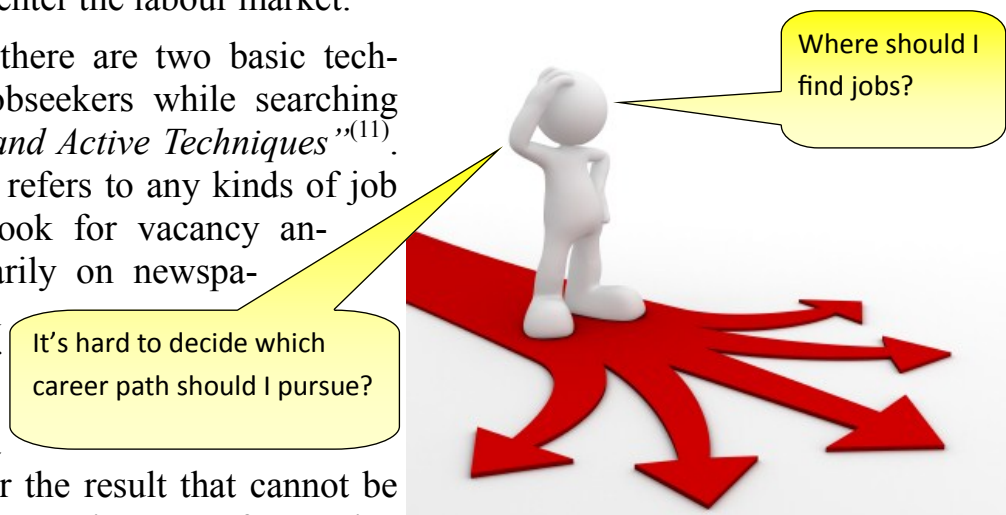
CHAPTER 2

WHERE ARE THE SOURCES OF JOBS?

Actually, there are plenty of methods and sources for job search. Most people focus their job search on newspapers and classified ads. Although those sources might be convenient and widely accessible, it seems less effective to some extent. Due to development of information and communication technology system, most job sources are concentrated on the internet which makes job search process become very convenient in searching and registration with recruitment agency, job search website, and company's homepage, etc. However, there are more hidden job opportunities that restricted to only specific geographical locations or certain types of employees. As a matter of fact, it is required that first-time jobseekers and career changers pay specific attention to job search techniques and its sources in order to make a smooth process to enter the labour market.

Noticeably, there are two basic techniques used by jobseekers while searching for job: "*Passive and Active Techniques*"⁽¹¹⁾. Passive Technique refers to any kinds of job search that will look for vacancy announcement primarily on newspapers and classified ads. Usually, after applying the job, jobseekers are in a state of waiting for the result that cannot be well aware of its certainty. As for Active Technique, jobseekers make their best efforts to search for jobs by interacting with people who know about job sources in a regular basis; extract all sorts of creative ideas; as well as considering job search process as if they are in a real working situation.

Followings are some of job search sources to be illustrated so that jobseekers, youth and career changers can review and adopt to develop their own job search process.



◆ Networking: Friends, family, school, workplace...



“Networking” is a process of communicating with people that can help you to get a job. Normally, establishment of networking is equally meant receiving and giving supports among people in the network. However, it does not mean one is trying to use someone else for personal interests. With whom the network should be established? You should create your network with various people including relatives, friends, colleagues, classmates, and teachers. The good reason about making a multi

-channel networking are expanding opportunity, sources of information and effectiveness of job search with extra supports from people in the same network. In addition to an establishment of face-to-face networking or in-person participation, you can also create a network online. What to care about online networking is to avoid using this type of network in wrong purposes; for example, sending regular mass e-mail with an irrelevant contents to people in the network, which can causes some disturbances.



KEY POINTS FOR NETWORKING

- ① Most job opportunities were introduced by the network. Networking plays important role in creating formal and informal purposes in order to get information, labour market entry, and some kind of assurance.
- ② Networking process requires patience, confidence, and commitments.
- ③ Each network may links to particular job source; so, jobseekers need to be flexible in gaining necessary job information from a network concern.
- ④ Meeting with important and the right persons will help with counselling, knowing the right sources and responding on time.
- ⑤ Should expand members of your network as many as possible; for instance, friends, neighbors and teachers...

◆ Campus Recruitment

Employers in some sectors may have direct contact with universities or schools to organize job fairs in order to recruit potential students who are specialized in various subjects. During the event, employers will bring in many job vacancies to disseminate and attract skilled students. So, students may directly apply their CVs and participate in an interview on the spot. For instance, National Employment Agency (NEA) has been organizing such similar recruitment events by inviting some employers, and announcing job vacancies to many universities and educational institutions so that students can do job search and get recruited at their convenience.



◆ Job Information in University



University often plays an active role in providing various job sources which directly link with professors or career support centers for students. Usually, professors may have established a good network with employers and enterprises through an implementation of certain projects. So, students may be introduced to job opportunities that are suitable for them, or at least participate in internship and volunteering activities. Therefore, students should not overlook this kind of opportunity because once they are introduced or

referred by their professor, there will be some kinds of assurance and reliability for employers to consider offering a position.

◆ Newspapers, Bulletins and Classified ads

Mostly employers and enterprises are using newspapers, bulletins, classified ads and other forms of printed materials to announce their vacancies. These techniques may have been quite popular in the past; however, they may not include a wide variety of job opportunities in the labour market. On the other hand, employers are using these channels in order to reflect an equal access to job



vacancies by all candidates. In reality, there are abundance of hidden job announcements have not covered by these methods. Nonetheless, youth and jobseekers must not ignore their job search on those sources, but should spend considerable amount of time to prepare job applications to those companies. They should also be reminded to ask further information from their existing network and carefully look up for detail information on the companies’ web-site prior to submission of job applications.

◆ Online job search (Company/Recruitment web-site, Public/Private Recruitment Agencies)

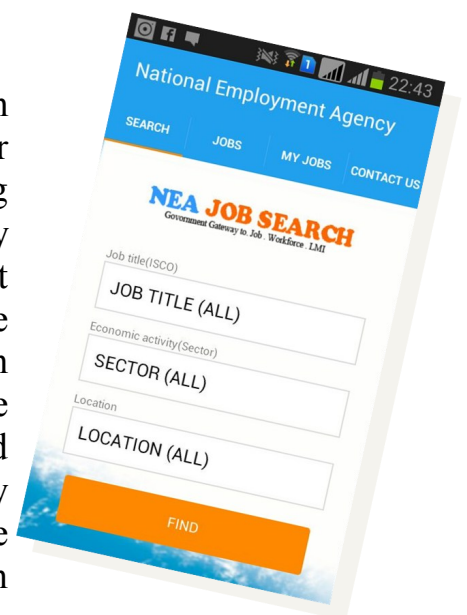


Current development of information and communication technology system has significantly paved good access for an inclusion of job announcements and recruitment activities more widely and conveniently manners. Jobseekers can browse job announcement and apply straight forward to employers through web-site and e-mail.

Nowadays, in Cambodia there are numbers of companies, institutions, public and private recruitment agencies are actively using web-based system for employment related purposes. In this case, jobseekers should pay close attention to login and browse necessary job announcement from various web-sites during their job seeking process. For instance, National Employment Agency (NEA) is the only public employment service in Cambodia that has introduced “Job-net service” through its web-site called “www.nea.gov.kh”. In this web-site jobseekers can explore large varieties of job vacancy, register CV, apply for jobs and many other relevancies.

◆ Mobile Job Apps

In addition to using internet-based job search on web-site, current technology has upgraded another method of job search on smart phone by designing special application called “*job search apps*”. This newly designed application has provided quick and convenient access to job searching from any places, since the mobile phone is portable and internet access is possible. In Cambodia, this application has just introduced under the name of “NEA Job Search”, which has been designed and launched by the National Employment Agency (NEA). So, if youth and jobseekers carry a smart phone of Android model, they can download the application



from Google Play Store. Once it is installed, jobseekers will have access to varieties of job announcement which are classified by job titles, sectors and locations. Job applications can be directly submitted once decided. In the near future, this “*NEA Job Search Apps*” will also be available with iOS system as well.

◆ Sending E-mail, Cool Calling



Jobseekers can directly send e-mail or call a company to ask about job vacancy even though without any prior appointment or notice. These techniques seem involve some risks, but if proper approach is carried out, jobseekers could be given a chance to talk to company’s human resources or requested to send a CV for further reviewing. Usually, there is no clear assurance that the CV will be reviewed, but the company may keep your CV for future consideration.

Please remember that, each e-mail must include your real identity as who you are, describe your interests with the company, illustrate particular skill sets that link to the work performance, and attach a CV as well. As for cool calling, you should request to talk directly with human resources person or an individual who is authorized to make decision on staff recruitment. Please remember to introduce yourself and explain about the reason of telephone call, and try to link the talk to further request for available job vacancies in the company. If the conversation went so smooth and interactive, you would have been invited to submit the CV and appointed for an interview.

◆ Job Centers

The Royal Government of Cambodia established the National Employment Agency in 2009 to be responsible for two important mandates: providing Employment Service, and Labour Market Information. These two services will benefit youth, jobseekers, and the public. The service coverage is delivered through Job Centers as one-stop service, which represent in seven provinces and capital city include:



NEA Head Quarter and Job Center in Phnom Penh, August 2015



JOB CENTERS OF THE NATIONAL EMPLOYMENT AGENCY (NEA)

① Phnom Penh Job Center	☎ 023 633 6002 016 786 655
② Battambang Job Center	☎ 053 733 111 016 926 655
③ Siem Reap Job Center	☎ 063 210 277 016 536 655
④ Kampot Job Center	☎ 033 210 277 016 506 655
⑤ Svay Rieng Job Center	☎ 044 715 277 016 646 655
⑥ Kampong Cham Job Center	☎ 042 210 277 016 656 655
⑦ Takeo Job Center	☎ 032 210 277 016 676 655

So, jobseekers can call to one of the nearest Job Centers to register for job, receive vacancy announcement, participation in employment forum, receiving job search and pre-employment orientation, and other related information.

◆ Career Fair and Employment Forum

Career fair provides convenient venue as melting spot for job announcement, meeting employers from various sectors, internship opportunity, and recruitment agencies. National Employment Agency has organized National Career Fair annually since 2011 as well as facilitating recruitment events in monthly basis, which will take place at Job Center in Phnom



Youth & jobseekers participated in National Career Fair, 2014

Penh and at rural communities across the country. When participating in career fair or recruitment event, jobseekers should prepare a few sets of CVs to apply for preferred job and potential employers. Sometimes, jobseekers will be invited to the interview following their job application. So, spending time to visit and explore vacancy announcements during career fair can provide substantial information as well as expanding networking among employers, and training providers in preferring sectors.

◆ Professional Associations



Professional associations serve as one source of job search although there is no clear guarantee on job opening. Normally, professional associations have been established under specific purposes to strengthen networking and information sharing on particular expertise. Even though such professional associations do not intend to provide job vacancy, but an establishment of networking with professional persons

could lead to job opportunity or be introduced to other sources of job. On the other hand, participating in certain professional associations will clearly show your intention to find job or involve in any forms of work related to those associations.

◆ Volunteering Associations

Job searching process also admires the way jobseekers spend their time to do internship or volunteering work with one of the local/international organizations in order to gain some work experience, building network, and receiving job vacancy information. In some cases, if you successfully perform your duty during internship period, an institution may consider recruiting you as a full time staff, or even create a new position instead. So, you should think of any volunteering work so that your potential will be expanded if not yet decided one. For instance, the National Employment Agency has a policy to provide volunteering positions to jobseekers, youth and students to work at its Head Quarter and Job Centers; while searching to offer wide range of opportunities with employers and enterprises as well.





Exercise 1.11 Identify Job and Favorite Job Sources

Describe sources of job known to you:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Describe sources of work prefer to use:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

□ Summary Chapter 2

Knowing many sources of job will increase employability for jobseekers. Jobseekers should make best efforts to search and access as many job sources as possible. Please remember that looking for job from any unknown destinations will result in wasting time, high costs, long-term unemployment, difficult to engage in the labour market, and failure to meet preferred job. Therefore, you must consider job searching process as if you are working with full potential and efforts. In the next Chapter, We will look at preparation of Curriculum Vitae (CV) for applying job to one of the favorite employers and sectors.



CHAPTER 3

PREPARING CURRICULUM VITAE

□ What is Curriculum Vitae?

Curriculum Vitae (CV), also called résumé, is a document telling about background of studies, work experience, skills and career of an individual. People can make good use of CV by introducing themselves to employers while applying for a job. CV is also play as a tool to draw employers' impression on jobseekers, which eventually lead to job interview appointment and signing employment contract at last. CV can be prepared in different formats according to individual backgrounds. However, CV for job application may limit to only two or three pages. Please note that, one job or position opening may attract many applicants more than demand; so, employers or human resources manager really have limited times to review only good CVs. In other words,



KEYS TO CONSIDER WHEN WRITING CV

- ★ Make it simple by highlighting some important points to be easily read and look attractive.
- ★ Make it concrete to the points and objectives.
- ★ Use simple and easy understanding sentences, and make special impression to employers.
- ★ Write only the most relevant points/factors to the job being applied.

they only look for the CVs that draw all necessary information to the points and very attractive. That is why some applicants will not be in the sort list and cannot make their way to the interview stage.



● The main goal of CVs is to show employers the ability to perform a job and request for an opportunity to the job interview by illustrating the followings:

- Specific skills to perform a job.
- Relevant work experience.
- Qualified capacity for a position.
- Understanding about specific demand from jobs.

□ What Should Be Included in CV?

Information to be included in CV will be depending on background, experience, and purpose of writing the CV. Below are the components often apply to the contents of CV preparation for youth and first-time jobseekers:

1. Personal Information

Personal information basically explain about a person in the CV and how to contact that person includes: name, address, telephone numbers, e-mail, etc. Although this section seems very simple, but it is what employer will see in the first place. So, you had better to prepare it in an appropriate ordering, so that it looks attractive and easy to find your profile and contact information.



2. Purpose

You must show your career purpose or a job you intend to apply so that employer understand about your job interests or career planning while working with a company. So, your career purpose should closely link with the job or vacancy in the

company. Although career purpose section is quite important, you should make it as long as two or three lines only. Remember to sharpen your purpose straight to the points that demanded by the employer, and avoid any unclear statement at all.

3. Work Experience



Perhaps, this section is the most important of all, even though individuals' experience may differ depending on working background. Please describe each work experience including: date, name of company, location, positions in charge, and activities or achievements in relation to each position. Work experience should be listed in chronological order from the most recent jobs to the oldest ones. Please remember to spend some times to review and well prepared all important points that practically link to the requested job, and make it look attractive to employer or recruitment manager. In case

you are a fresh university graduate or first-time jobseeker, perhaps, there is not much experience to highlight in this column. However, you should be able to include your internship and volunteering experience because such activities are equally counted as work experience if you have seriously performed and learnt from those.



Exercise 3.1 Describing Work Experience

♦ Job 1:

Name of job: _____

Date of work: _____

Company's name: _____

Location: _____

Main responsibilities: _____

Major implemented projects: _____

Achievements: _____

~ Continued ~

♦ Job 2:

Name of job: _____

Date of work: _____

Company's name: _____

Location: _____

Main responsibilities: _____

Major implemented projects: _____

Achievements: _____

** Note: please keep listing all work experience as similar as shown in above samples starting from the most recent jobs to the oldest ones if you have more than one work experience.*

4. Education

Education can be regarded as the second most important section in the CV after work experience. The decision made by employer whether to invite for an interview or not will heavily rely on education or training backgrounds of the candidate. Therefore, you should elaborately describe all relevant points of your studies and training experience as if you are making a marketing tool for selling your knowledge and skills. Please provide date, name and location of schools or universities completed, including information regarding qualifications or degrees achieved. If possible, it is good to describe major subjects of study dating from current to previous completion; especially include all of those in close relevance to the job application.



Exercise 3.2

Describing Education Background

School name: _____

Major subject: _____

Degree: _____

Date of completion: _____

5. Awards

In case you have ever received any awards from school, you should include all of them in order to reflect some good commitments and your outstanding experience among other students.



Exercise 3.3 Describing Student's Awards

Name of award: _____

Name of institution: _____

Date of receiving: _____

6. Other Activities

You might have done some extra-curricular activities for an institution, university club, part-time job while you were a student. In this case, you should take good opportunity to reveal some of those tasks so that your personal value linking with social work and efforts to network building with people in various background will be appreciated.



Exercise 3.4 Describing Extra-curricular Activities

Name of institution/Type of activity: _____

Achievements: _____

7. Other Skills

Please describe about all kinds of training attended, including foreign languages and computer skills, soft skills, etc. It will enhance additional value to your CV and job application if you can connect these skills to job requirements.



8. Interests/Hobbies



You can add activities of your interests and hobbies such as reading books, music, sports, entertainment, and social activities. Noticeably, individuals' hobbies and interests can reflect about personal behavior in daily life and communication in society. In other words, it is trying to explain that, people do not live to work only, but there are many kinds of extra activities that should be included in their personal agenda.

9. Additional Information

You should express about personal feelings and contribution that you want to take part in the job that you are applying. If possible, please try to reflect about your personality, values and previous achievements.

10. Reference

The CV will end its last section with reference. You should provide names and contacts of two referees so that employer can ask to confirm any necessary information. Referees should be the persons who know you personally and be able to explain to employer about your closest relevance. However, reference section can also be optional to put in the CV, but you must be sure to have referee's names in mind, and be able to provide those names upon request from employer.





COMMON MISTAKES IN CV WRITING⁽¹²⁾

■ Spelling errors

Human resources managers or recruiters do not wish to see any spelling and grammatical errors in a CV. Once any mistakes found, your CV may not be selected. However, such mistakes cannot be avoided although consequences resulted from this error is obvious. So, after finished writing CV, you should ask friends or someone who are able to do proof reading for two or three times.

■ Irrelevant information

Please remember that one CV cannot be used to apply for more than one job. On the other hand, you should keep your CV up to date. Usually, each job requires different skills sets and ability, in this case, CV must be prepared accordingly to show applicant's qualifications as demanded. You must avoid re-using CV more than one job application.

■ Mis-placed important information, no clear content and structure

Sometimes, jobseekers have made big mistakes by showing important information in the wrong place or it does not look appealing in the paragraph. For example, information relate to skills, capacity and work experience that are most seeking by employers were placed in the second page instead.

■ Using an unorganized CV format

Using a CV format that is not appropriate to your situation will lead to an unorganized and scattered information in pages. So, it is better to make a good flow of information that practically link from point to point, also make sure that those information can be easily spotted by employer.

■ Include too much irrelevant information or make CV too much descriptive

Describing too much irrelevant information in the CV will not add much value to your CV, but cause an inconvenience for viewers, even do not want to make further reading. So, please remember to choose only good words and make each sentence with clear meanings.

□ Type of CVs

We came across the contents, information and necessary components to be included in the CV. Discussion have been focusing a lot on quality and quantity of information in each CV which differ according to background, work experience and purpose of writing a CV; yet, there is no reference to formats or types CVs. In this section we will look at types of CV that are often used, including: **Chronological** and **Functional** formats.

1. Chronological CV

CV of chronological format often illustrates information as sequences of activities, experience and career development through various jobs in the past. Usually, this format will arrange information in reverse chronological order, meaning from the



ADVANTAGES & DISADVANTAGES OF CHRONOLOGICAL CV⁽¹³⁾

◆ Advantages:

- Using for career planning of a job in specific sector as the same as the previous one.
- Showing progress at work and promotion of different positions.
- Showing good potential if previous company was famous.
- Showing sequences of work completed as well as reputably linking to a company or any important individuals at work.

◆ Disadvantages:

- May not be a preferable format if a jobseeker wish to change a career.
- Showing high frequency of changing jobs or companies, which may mis-lead to a prejudice that a person is having trouble or companies have faced some problems.
- If a process of switching from one job to another does not show any consistency, it will draw some conclusion that the applicant may encounter long-term unemployment, resignation and jumping from job to job.
- If previous work have shown no significant achievement, it will find difficult to link to current job application.

most recent to the oldest work experience. So, it will highlight the working progress of an applicant, while emphasizing responsibilities on different tasks, implementation of skills at work, especially the achievements.

2. Functional CV

Functional CV start with description of skills, abilities, special notices in work, qualification, and achievements. However, this format does not show any particular connection between applicant and previous jobs or employers. On the other hand, Functional CV has no intention to reveal about dates and sequences of work in the past. Some recruiters do not like this format due to some judgement that it is mostly used by employees who have experienced difficulties in the labour market such as unsuccessful career jumpers, elder employees, career changers, low skilled workers and employees with limited experience.



ADVANTAGES & DISADVANTAGES OF FUNCTIONAL CV⁽¹⁴⁾

◆ Advantages:

- Clearly showing skills and achievements in previous job.
- Showing direction of career changing.
- Showing experience across many jobs and sectors, but applicant wish to highlight only brief related experience.
- Inconsistence working history is reflecting unemployment issue, staff layoff, self-employment, and health issue, etc.

◆ Disadvantages:

- Does not show any career development and promotion.
- Does not show company reputation.
- Reflecting that your previous jobs have no much information to describe.
- Employer and human resources manager may not like the style.

❑ Which Format Is Appropriate?

Actually, it is rather difficult to define which CV format is right or wrong. Selecting a particular format will necessarily depend on condition and status of each individual such as first-time jobseekers, or career changers. The most important point to consider in CV preparation is the contents and components to be included, so that it draws great impression from employers and human resources managers. On the other hand, applicant can design the style and using any font types for a CV as long as it is not too complicate to read. Besides, jobseekers should also pay attention to the **“Should Do & Should not Do”** which include some key elements to avoid mistakes, and to improve CV writing.



Should “DO”

- ☑ Should consider writing CV as the most important step in job searching process.
- ☑ Should review CV samples of other people to capture some good points.
- ☑ Should seriously think of the most relevant points to impress employers.
- ☑ Should spend time to analyse about what kinds of skills and abilities that are highly valuable for the job.
- ☑ Should clearly read job announcement to understand better the employer demand.



Should “NOT DO”



- Don't downgrade the tasks on CV preparation ☒
- Don't try to explore new format, but use the existing good samples ☒
- Don't reveal too much of your weak points ☒
- Don't hesitate to write a CV; it is fine to start from any section first ☒
- Don't make any grammatical errors ☒



Exercise 3.5 Preparing a CV⁽¹⁵⁾

◆ CONTACT INFORMATION:

Name _____

School Address _____ Phone _____

Permanent Address _____ Phone _____

E-mail _____

◆ OBJECTIVE: _____

Position title/department _____ Company's name _____

◆ PROFILE: (Refer to job announcement, Web site, or communication with the employers, etc.)

List top requirements of the position:

Brief description of your qualifications:

_____	_____
_____	_____
_____	_____
_____	_____

◆ EDUCATION:

List of all your Degree Name (MBA, BA, BS,...)

Major: _____ Minor: _____

When will you receive this degree? Month _____, Year _____

University Name: _____ City _____, Country _____

GPA: _____

Foreign language (s): _____

~ Continued ~

~ Continued ~

List importance courses taken prior to starting the job and that are directly related to it:

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

◆ **LEADERSHIP AND CAMPUS INVOLVEMENT:**

Major related clubs	Social activities/volunteering	Talent (sport, speaking...)
_____	_____	_____
_____	_____	_____
_____	_____	_____

◆ **KEY SKILLS:**

Excellent communication skills	Analytical/Reasoning
Honesty/Integrity	Problems solving
Interpersonal skills	Flexible
Leadership	Creative
Strong work ethic	Willing to relocate

◆ **WORK EXPERIENCE:**

Title	Employer's name	Location	Date
_____	_____	_____	_____

Overview of the type of company, products or services, and your role.

List your most important duties:

Describe your major accomplishments:

Describe any soft skills you obtained:

~ Continued ~

~ Continued ~

◆ **COMPUTER SKILLS:** (List all programs that you are familiar)

Potential with:

1. _____
2. _____
3. _____

Familiar with:

1. _____
2. _____
3. _____

◆ **HONORS/ACHOMPLISHMENTS:** (Scholarship, award, etc.)

_____	_____
_____	_____

◆ **REFERENCE:** (Optional or provided upon request)

1. Name: _____

Institution: _____

Contact: _____

2. Name: _____

Institution: _____

Contact: _____

Note: Style and format of the CV sample partly adopted and inspired by Preparing the perfect CV by Rebecca Corfield (2010)

Next in this Chapter we will look at some CV samples used for different type of jobs and majors of studies. Jobseekers may review one of the samples and adopt to improve it with their own condition while preparing CV for job application.

I am very concern with my job search! Each time I think about my job application, I always put great efforts to prepare it carefully includes CV, cover letter and analyze job description...!!!



□ Samples of CVs

MEAS SOTH

No.xx, Street xxx, Sangkat xx xx
Khan xx xx, Phnom Penh
Tel: 012 xxx xxx
E-mail: meas_soth@xxx.com

EDUCATION:

2008 – 2010 Phnom Penh Massage School
Phnom Penh, Cambodia

Intermediate Massage Training Course:

Continued training by studying medical massage, reflexology and breathing and relaxation techniques.

2005 – 2008 Phnom Penh University

BA (Hons) Business Studies:

Specialized in marketing and financial management

2000 – 2002 Phnom Penh High School
Phnom Penh

A level Subjects:

Mathematics, English, Geography, and Literature

EMPLOYMENT:

2010 to date Private work in downtown
Phnom Penh

Consultant Masseur:

Relaxing, Professional therapeutic massage with essential oils

2008 – 2010 Recruitment Agency in
Phnom Penh

Various clerical positions:

General office of work and dealing with the public

OTHER SKILLS:

I have a working knowledge of therapy and reflexology. I have basic computer skill and English for communication. I am friendly, outgoing person, and am able to get on with people in all situations. I am reliable, trustworthy and punctual. I have the ability to work well as part of a team, can deal completely with administrative duties and particularly enjoyed the financial aspects of my business course.

REFERENCES:

Name, xxx xxx (Dean)
Phnom Penh University
Address: No. xxx, St. xx, Sangkat xxx
xxx, Phnom Penh
Tel: 095 xxx xxx
E-mail: dean@ppu.edu

Name: xxx xxx (Course Tutor)
Phnom Penh Massage School
Address: No. xxx, St. xx, Sangkat xxx xxx,
Phnom Penh
Tel: 017 xxx xxx
E-mail: xxxxx@yahoo.com

Note: Style and format of the CV sample partly adopted and inspired by Preparing the perfect CV by Rebecca Corfield (2010)

~Sample~

Kan Nimul

No. 27B, St. xxx, Sangkat Boeung Keng Kong xxx, Khan Chamkarmon, Phnom Penh

OBJECTIVE

To obtain a job at the xxx Bank in Phnom Penh

EDUCATION

National University of Finance

Bachelor of Science in Finance: Financial Service – July 2006

Financed 100% by Government scholarships

Overall GPA: 3.94

Major GPA: 4.0

WORK EXPERIENCE

Assistant Manager - Phnom Penh Golf Club, Phnom Penh

2004 – 2005

Collected golf fees and sold various golf products. Established and maintained a public relation program for new members, current members, and club events. Accountable for managing money and making deposit at bank.

Teller – Phnom Penh Bank, Phnom Penh

May 2002 –
August 2005

Accurately handle \$10,000+ cash daily. Provide professional and courteous one-on-one service to clients. Responsible for check printing system conversion. Accountable for daily function-printing checks, mailing statement, copying, etc.

Peer Advisor for Freshman Seminar – Management Department, National University of Finance, Phnom Penh.

October 2003 –
February 2004

Selected by faculty to help 25 freshmen adjust to university through instruction and academic advisement.

Office Assistance – Marketing/Management Department, Phnom Penh

August 2002 –
Present

Assist 10 professors and Department Secretary. Assistant Editor for *Business Review*. Perform research for 10 faculties. Trusted to enter students grades. Responsible for training new assistant.

LEADERSHIP ACTIVITIES

Financial Management Association – Treasure
Marketing/Management Student Interview
Team

Secretary General of Student Association
Business Honor Society

HONOR AND ACHIEVEMENTS

Government Scholarship Award

Finance Executive Institute Scholarship

Note: Style and format of the CV sample partly adopted and inspired by Preparing the perfect CV by Rebecca Corfield (2010)

~Sample~

Doung Devi

81, St. 348
Sangkat xxx xxx, Khan Toulkork
Phnom Penh, Cambodia

Tel: 017 890 xxx; E-mail: doung_devi@gmail.com

Career profile

A competent, reliable dental hygienist experienced in preventative dental care, with excellent interpersonal skills and a clear understanding of the place of oral hygiene in maintaining dental health. A confident, personable individual with experience of working in both private practice and a busy health center, capable of making a significant contribution to any practice.

Key strengths

Experienced: I have four years' experience as a dental hygienist working in a busy city dental practice and a health center offering a full range of dental services. I also have four years' experience as a dental nurse working for a prestigious private practice. During this time I have gained my Diploma in Dental Hygiene and Certificate of Proficiency in Dental Nursing.

Able to put patients at their ease: my current job brings me into contact with a wide range of people of all ages and backgrounds and with a variety of dental needs. I use a wide spectrum of communication and interpersonal skills to negotiate their full co-operation and ensure that their experience is as pleasant and effective as possible.

Key skills

- | | |
|---|--|
| ♦ Assessing patient dental health | ♦ Taking and developing dental X-rays |
| ♦ Instructing patients on dental health care | ♦ Administering local anaesthesia |
| ♦ Demonstrating oral hygiene techniques | ♦ Providing temporary dressings |
| ♦ Removing tartar, calculus and plaque | ♦ Removing stitches following dental surgery |
| ♦ Effecting preventative dental care procedures such as fissure and pit sealing | |

Key qualification and experience

Diploma of Dental Hygiene

Certificate of Proficiency in Dental Nursing

Career summary

- The White Teeth Clinic 2005 to present Dental Hygienist	- Phnom Penh Smile 2003 to 2005 Dental Hygienist	- Smart Brush 1998 to 2003 Dental Nurse	- Excellence Health Centre 1997 to 1998
--	---	--	---

Education and training

City Central Dental Hospital

- ♦ 2003 – Diploma of Dental Hygiene
- ♦ 2000 – Certificate of Proficiency in Dental Nursing

Personal details

Date of birth: 17 October 1981
Health: Non-smoker
Interests: Theatre and cinema
References: Available on request

Note: Style and format of the CV sample partly adopted and inspired by Ready Made CVs: Winning CVs for Every Type of Job.

~Sample~

Chan Amarind

No. xx, St. xxx
Sangkat xxx II, Khan xxxxx, Phnom Penh

012 960 xxx
amarindchan@gmail.com

OBJECTIVE

To apply experience gained through our family-owned dealership to a receptionist and cashier position at Family Mall

EDUCATION

Bachelor of Science, Double Major: Business Management / Marketing
Phnom Penh Business School, Phnom Penh

March 2009
GPA 3.75 / 4.0

WORK EXPERIENCE

Orientation and Transfer Affairs, Phnom Penh Business School

July 2007
to present

Office Assistant

- ♦ Answer phones and either provide information on direct caller to appropriate personnel
- ♦ Assist with plan for orientation and transfer for approximately 250 to 300 students each semester by scheduling programs and advisement meeting with faculty
- ♦ Create and sent monthly newsletter to 300 students
- ♦ Interpret and record survey information to improve service to students
- ♦ Obtaining important filling, message recording, and appointment scheduling skills

New World Video, Phnom Penh

2005 – 2006

Customer Service Representative

- ♦ Assisted customers with selections and checkout procedure
- ♦ Developed persuasive sales techniques through recommending in-store promotion
- ♦ Achieved superior evaluations based on customer service and sale ability

Big Spoon Restaurant, Phnom Penh

2002 - 2004

Cashier and server

- ♦ Promoted excellent customer service through sales and employee training
- ♦ Trained 4 to 6 employees on cashing, cleaning, service preparation
- ♦ Recorded and produced food orders in compliance with customer request

COMPUTER SKILLS

♦ Microsoft (Word, Excel, Access, Outlook, PowerPoint, and Publisher

♦ PrintShop, QuickBook, and Internet Explorer

HONOR AND ACTIVITIES

- ♦ Government Scholarship Award
- ♦ Dean's List (GPA 3.5 or higher)

REFERENCE

Available upon request

Note: Style and format of the CV sample partly adopted and inspired by Preparing the perfect CV by Rebecca Corfield (2010)

~Sample~

Pan Pollo

No. xx, St. xx, Sangkat xxx

Khan xxx, Phnom Penh

Tel: 017 530 xxx

E-mail: panpollo@yahoo.com

**PROFESSIONAL
OBJECTIVE**

A research position in Computer and applied mathematics

COMPUTER SKILLS**Software development**

Extensive knowledge of C; C++; and COBOL; data communication/networking; TCP/IP; Ethernet; database and design support software; fault tolerant computing; Window NT; etc.

Hardware Development

Experience in design, testing, quality assurance, system integration, reliability, and field engineering of computer systems and subsystems that include CPUs, memory systems, power supplies, power distribution systems, storage devices; etc.

Network

LAN; OSI; ISDN; frame relay; satellite multiple access technique; Terrestrial networking interfacing, etc.

QUALIFICATION

- ◆ Expert knowledge of mathematical theories of dynamical systems
- ◆ Advance knowledge of the application of computer design-making model in the medical science
- ◆ Full knowledge of software and hardware available for research in the natural science
- ◆ High value place on teamwork, flexibility, and quality interpersonal communication
- ◆ Strong analytical, conceptual, and organizational skills
- ◆ Prompt in planning and implementing agree-upon proposal and idea

EDUCATION

☐ Ph.D., 2012, Computing and Computation Mathematics, xxxx University

Dissertation: On randomized versus deterministic computation**Related Courses:**

- ◆ Numerical Analysis of Dynamic System
- ◆ Advanced Numerical Analysis
- ◆ Advanced Methods in Matrix Computation
- ◆ Number Theory
- ◆ Machine Learning

☐ B.Sc., 2000, Computer Science and Mathematics, University of xxx
GPA 3.9

Honors and Awards:

- ◆ Honor of the Society of Computer Science
- ◆ Honor of the Society of Mathematics
- ◆ Dean's Award

~ Continued ~

~ Continued ~

	Related Courses: <ul style="list-style-type: none"> ♦ <i>Mathematics</i> ♦ <i>Mathematical logic</i> ♦ <i>Topology</i> ♦ <i>Quantitative Reasoning</i> ♦ <i>Geometry, etc.</i> ♦ <i>Computer Science</i> ♦ <i>Theory of Computing</i> ♦ <i>Operating systems</i> ♦ <i>Information systems</i> ♦ <i>Computer graphic, etc.</i>
WORK EXPERIENCE	<ul style="list-style-type: none"> ❑ <i>Consultan</i>, 2000 – 2011. Worldwide Information Service, xxx Corporation, Phnom Penh. Advice clients in creative use and application of technology to improve service to customers, enhance their competitive position in their marketplace, and increase their flexibility. ❑ <i>Visiting Assistant Professor</i>, 2000, Department of Computer Science, University of CamTech, Phnom Penh. Taught graduate course in arteficial intelligence, constructive logic, and computer graphics.
REFERENCE	Available upon request

Note: Style and format of the CV sample partly adopted and inpired by [Preparing the perfect CV](#) by Rebecca Corfield (2010)

❑ Summary Chapter 3

CV is very important tool that shows jobseekers background, and also plays as a key to access to the labour market and to achieve personal goal. A well prepared CV will gain potential to win job opportunity and make good impression from employers. Please remember that being careless in CV writing can result in overlooking some important points to be highlighted to employers, which eventually lead to be disqualified and does not meet the employer’s requirements. So, it is necessary to prepare each CV according to the purpose and requirements of the job. In the next Chapter we will look at preparing Cover Letter.



CHAPTER 4

COVER LETTER


□ What is Cover Letter?

Cover letter is another important document to be attached with the CV while applying for a job. Cover letter plays a key role to enhance the contents of CV, and draw first attention from employers or human resources managers to view the CV, and/or deciding to provide interview opportunity for an applicant. When searching for a job, you should act as marketing

or salesperson to promote your products, which in this case selling your capacity, knowledge, skills and work experience in return of an appropriate

job. Each cover letter must identify with its own specialty and align with the purpose of employers or companies. There is no exception to use one cover letter for more than one job application. Failure to do so will make your career goal in job application look irrelevant to the real demand from employers. So, every cover letter attached and sent with CVs must define clear purpose that strongly support the CVs and reality of the individuals.

Labour market situation is quite changing. Competition among highly qualified jobseekers has set high standard to each job opportunity. On top of that, job searching techniques are also diverse and incorporated with new updated technology. So, in order to get fast employed in the competitive labour market, jobseekers must improve their own capacity and value to attract employers. That means they need to know how to do marketing and promote their skills and qualifications by preparing a good cover letter along with a CV. In other words, it is important to remember that sending cover letter and CV to any employers always bear with an intention "to meet employers for job interview" at last.



I am always wondering.. Why my CVs have never been selected? Later, I realized that Cover letter plays effective role to create employer's impression!!



MAIN PURPOSES OF COVER LETTER⁽¹⁶⁾

Purpose in the cover letter should include some of the followings:

- Do self-introduction with real identity and position (or status).
- Highlight about qualifications, experience, skills and achievements.
- Show your personal values that will make good contribution to the company.
- Try to draw the first impression of employer to further review your CV.
- Try to encourage employer to agree with providing an opportunity to meet for an interview.

However, employers or human resources managers wish to see the following points while reading applicant's cover letter:



KEY POINTS REQUESTED BY EMPLOYERS⁽¹⁷⁾

- Cover letter that is meaningful and easy to understand.
- Points related to applicant's personality are clearly identified.
- Indicates how applicant knew about vacancy announcement.
- Creates an impression with key message related to skills and experience.
- Explains applicant's knowledge about the company or enterprise.

□ Components in Cover Letter

Components to be included in cover letter may not look much different from those of the CV. However, when preparing a cover letter, it is better to consider the following points:

- Personal information
- Date of the letter
- Address and contact of the company
- Section 1: explain about purpose of the cover letter
- Section 2: explain about your strong points to contribute to the work
- Section 3: explain about expectation or intention to meet for an interview
- Thanking employer (signed and name)



Exercise 4.1 Preparing a Cover Letter

Name (job/position seeker): _____

Address: _____

Telephone: _____

Email: _____

Date: _____

Employer name: _____

Title, Organization: _____

Address: _____

Dear _____:

[Why you are writing?]

[What you have to offer?]

[What to expect next?]

Sincerely,

[Your signature]

Your name

Enc. Resume

□ Samples of Cover Letters

Chandra Sophea

106E1, St. Preah Sihanouk
Sangkat Boeung Keng Kong 1
Chamkarmon, Phnom Penh

Tel: 092 476 xxx
Chandra_sophea@gmail.com

July 26, 2015

Ms. Chum Davy
Clearview Computer Supply
No. , St. , Sangkat xxx
Khan xxx, Phnom Penh

Re: Entry-Level Marketing Coordinator

Dear Ms. Chum Davy:

What type of employee is Clearview Computer Supply looking for? According to your Web site, you need a hard working, creative individual who has the ability, determination, and motivation to help recruit students at area schools, develop relationship, and coordinate marketing events. I am confident that I fit your criteria and would make a positive impact as the marketing coordinator for your successful company. After exploring the company Web site and reading various news articles, I believe my business expertise and real-world experience make me an ideal match for your company.

You Want An Individual With:

- Good organizational skills with the ability to handle numerous details
- Marketing and sales knowledge
- Excellent interpersonal, verbal communication, & presentation skills
- A strong work ethic
- International exposure

I Have:

- Coordinated the largest fund-raiser for the Chamber of Commerce by organizing the event in its entirety, communicating with over 100 business professionals and implementing more efficient business procedures.
- Conducted extensive marketing research for the Human Resources Department at Phnom Penh University.
- Develop a comprehensive Marketing Plan for the private company.
- Served as Peer Advisor and led discussions and taught 15 classes for 20 freshman students.
- Earned 3.9/4.0 GPA toward a Bachelor of Science degree with a double major in Business Management and Marketing.
- Developed cultural insight and international awareness while studying International Business abroad in Tokyo, Japan.

As my resume indicates, my solid educational background and professional business experience will help Clearview Computer Supply continue to provide services for individuals, schools, and business nationwide. I am confident that my ingenuity, ambition, and focus along with my enthusiastic, outgoing personality match the qualities you are seeking in a Marketing Coordinator. I will call your office in mid-August to answer any questions you may have concerning my qualifications. Thank you for your time.

Sincerely,

Chandra Sophea
Enclosure: Resume

Note: Style and format of the Cover Letter sample partly adopted and inspired by Extreme Resume Makeover, by Cindy Kenkel (2007)

~Sample~

Tep Muni

No. 56B, St. Pasteur, Sangkat Wat Phnom, Khan Daun Penh,
095 888 xxx ◆ tepmuni@hotmail.com

March 25, 2014

Mr. Mun Amridh
Manager Human Resources
Modern-Tech Services, Co Ltd.
89, Monivong, Phnom Penh

Re: Job Announcement for Electronics Technician

Dear Mr. Mun Amridh:

It is with great interest that I respond to your advertisement for an Electronics Technician. I believe that both my experience and skills are a perfect match for the position, and I would appreciate your careful consideration of my credentials as presented below and in my attached resume.

As my resume indicates, I have 5 years of concrete experience as a service and repair technician. Over the course of my career, I have consistently proven my ability to provide outstanding customer service and solve the most difficult of technical issues.

I have been recognized by past employers for the following personal strengths, and it is these same qualities and results that I would bring as a technician with Modern-Tech Services:

- ☆ Outstanding technical proficiency and expertise
- ☆ Proven ability and perseverance to solve the toughest technical issues
- ☆ Highest level of customer service and client relations
- ☆ Friendly, punctual, and willing to take extra steps to ensure customer satisfaction

I am very excited about this position and would appreciate the opportunity to meet and discuss my qualifications. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Tep Muni

Resume enclosed

Note: Style and format of the Cover Letter sample partly adopted and inspired by Extreme Resume Makeover, by Cindy Kenkel (2007)

~Sample~

Sok Theary

No. 24A, Kampuchea Krom Blvd., Sangkat Psa Depo II
sok_theary@yahoo.com ♦ (855) 12 635 xxx

April 14, 2015

Vireak Rithy
Manager, Raffles RiverFront Hotel
No. 78, St. Sisowath, Tonlebasac
Phnom Penh

Dear Mr. Vireak:

I am looking to enter into the hotel business with long-term goal of management. I am forwarding my resume to you with the hope that may have an opening on your staff.

I recently received a Certificarte in Hotel Management from International School of Business in Australia. I also completed an internship at the Cambodiana Hotel, assessing the Food and Beverage Manager with all aspect of the business.

My previous work experience includes management of my own cookware business and employment as a travel consultant. In each of this positions my supervisors and business associates have praised me for being reliable, hard working, and competent. I feel that these positions have also helped me fine-tune my management, customer service, and computer skills.

Thank you for taking your time to review my qualifications. I am available at your convenience if you wish to schedule and interview.

Sincerely,
Sok Theary

Note: Style and format of the Cover Letter sample partly adopted and inspired by Extreme Resume Makeover, by Cindy Kenke (2007)



POINTS TO CONSIDER WHEN WRITING COVER LETTER⁽¹⁸⁾

1. Make a good flow in the letter, so that viewers can easily find the information.
2. Select a specific and professional form in your career.
3. Clearly highlight capacity and qualification in relation to applying job.
4. Illustrate your achievements and results of previous work.
5. Remind about position or information you are applying for.
6. Explain the reasons why you are interested in working with the company.
7. Make cover letter with artistic and attractive to reader.
8. Strictly avoid any mistakes or grammatical errors.
9. Keep the letter as short as one page of A4 size paper.
10. Keep reminding yourself that the purpose of writing letter is expecting an interview.

ALSO CONSIDER THESE:

1. Address the letter to a person with name and position; avoid using "Sir or Madam".
2. Make the letter in a professional way of communication.
3. Use friendly language but in a respectful manner.
4. Use good quality paper and avoid any tears or dirty.
5. Avoid repetition in the sentences and meaning.
6. Avoid using phrases or words that put pressure on recruiter.
7. Make a good connection of logic and meaning between cover letter and CV.

□ Summary Chapter 4

dj

CHAPTER 5

JOB INTERVIEW

□ What is Job Interview?

Job interview is a kind of face-to-face meeting that sets between jobseeker and employer or human resource manager. The meeting lies an important purpose to further discuss and confirm jobseeker on some questions in order to collect enough information for making a decision on recruitment and eventually lead to an employment contract. Usually, one job opening may attract as many as applicants to compete for their opportunity; however, interviewer cannot avail him/herself of all meetings. Therefore, only sort list candidates that meet with requirements and skills will be invited for an interview. Actually, interviewers already keep several types of documents related to interviewees prior to a formal meeting; for instance, document about job description and responsibility, set of skills to perform the job, CV and cover letter, etc. Hence, formal interview meeting will strengthen interviewer’s decision on the recruitment of staff.



□ Types of Job Interview

Job interview may be arranged in different formats according to nature of job and company or enterprise. Among those, face-to-face interview format is regarded as the most common practice. In this case, interviewer could be a human resources manager or chief of section where an applicant is applying for a position. However, there are a number of ways to handle job interview as describe in the followings:

1. Panel Interview



An interviewee can be arranged to meet with a panel interview which includes a chief of section, a human resources manager, a technical staff and a psychologist. This method looks more formal than face-to-face setting. If you realized that the interview style is going to arrange in this way, you should try your best to get to know the names of the panelist, so that you can best prepare the answers to the right persons and their purposes. Please remember that in such context you do not have much time with each panelist; so, your answers must be straight forward to the points and meaningful. That

will also explain how smart you are as a potential candidate, especially when you are working or interacting with people of diverse backgrounds and positions that you may not know before.

2. Consecutive Interview

Some companies/enterprises will arrange a consecutive interview method that composes of three or four interviewers; for example, a chief of section, a human resources manager, and a technical staff. In this format, an interviewee will meet face-to-face with individual interviewer in a separate room and time. Good points about this method, an interviewee can have some break and release from a stress between each interview, while also allows him/her to think of any mistakes during the earlier interview and avoid such mistakes in the next ones. However, that cannot be generalized since each interviewer will look at candidate from different perspective and specialty according to what has been written in the CV and cover letter.



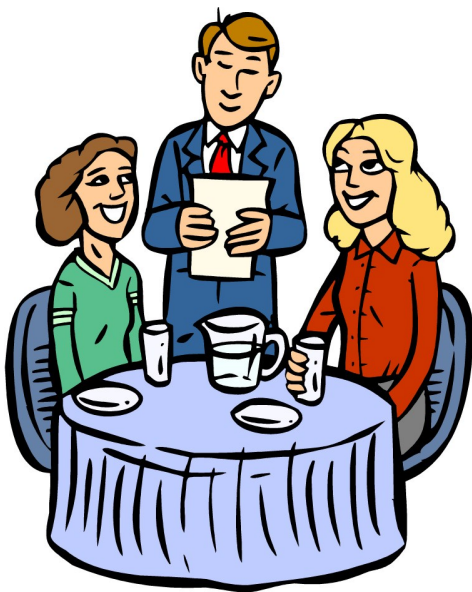
3. Telephone Interview

Sometimes, employers do not wish to waste their time preparing a list of candidates, and set up an interview place; thus, appoint to do telephone interview instead. On the other hand, this interview style may also apply to a type of work where employees are going to handle a job that requires them to make frequent telephone contact to customers. So, interviewer may wish to know your skills on telephone communication. The interviewer may decide a schedule prior to an interview or even make it without any advance notices.



4. Outdoor Interview

Outdoor interview often sets in a restaurant or a café for lunch or dinner. The reason to hold an interview in this format, perhaps to avoid any forms of disturbance in a workplace or because an office provides no enough space to arrange such meeting. Sometimes, nature of job requires an employee to meet quite often with customers outside an office; so, it will be a good chance that interviewer can evaluate your interpersonal skills in the public. Points to remember during an outdoor interview, you should avoid making an order of any food that are inconvenient to eat such as seafood (crabs or lobsters) because they will disturb the discussion between you and the interviewer. Nonetheless, you must strictly avoid to order any alcohol drinks even though an interviewer may do or insist you to take it. The reason for this is that alcohol can cause you to get drunk and cannot control your focus or mis-behavior while making conversation with interviewer.



5. Campus Interview

In case employers recruit staff at university, there will be a chance for interview as well. Usually, employers do not allocate much time for each candidate due to a long waiting list, or it is a first screening interview. A candidate may be given three to five minutes to explain the answers; so, it is better to do some studies about a company prior to an interview in order to sharpen your answers to the points.

Noticeably, companies that arrange recruitment at university often need large numbers of employees to fill their positions but cannot recruit the candidates in the first place; so, they often provide second chance interview for the first selection candidates in order to find the highly potential ones.



6. Career Fair Interview

During career fair, employers can accept job applications and provide interview on the spot. The method looks similar to that of campus interview, except there might be more companies participated. So, jobseekers will find lots of opportunities for applications and interview. For instance, National Employment Agency (NEA) always organizes national career fair before the end of each year to create a convenient venue for employers and jobseekers to interact, find job and look for labour force. During that occasion, companies/enterprises often accept job applications and provide first interview screening for jobseekers. Please remember



Disabled jobseekers apply for job during National Career Fair 2014

that jobseekers do not have much time to prepare for interview due to an urgent invitation from employers. So, before going to visit career fair, jobseekers should ask for quick facts and figures about which companies will recruit staff or the companies that you wish to work with. If you are well prepared with such necessary information, it will make you feel a lot confidence to grab the chance and answer the questions well.

7. Case Study Interview

Another form of interview may require candidate to solve a real problem at work; for example, a problem found in financial and business sector. In this case, interviewers want to explore about your skills related to problem solving, critical thinking and how to deal with such problems. Please remember to listen carefully to the instructions from interviewers in order to avoid mis-understanding and trying to

solve the problems without any clear evidence in accordance with what required from the job.

8. Video Interview

If workplace is located at a distance or abroad, employers may arrange an online appointment through voice call and web-camera. Applicant must seriously take into account this kind of interview as if you are meeting face-to-face as well. So, you should prepare all necessary equipment, especially web-camera must clearly show part of your face, shoulder and a table so that interviewer can view your gesture while having conversation. You must also strict to the dress code as same as you are meeting in person. Video interview must ensure to set in a place where there is no loud noise or some disturbing activities behind. On the other hand, interviewee need to make sure that all electronic devices are properly set and work without any interruptions.



❑ Preparation Before the Interview

Chance to be invited for an interview could be rare and most precious for jobseekers, although they need to face the real challenges with many other candidates. It means you have passed the most difficult steps include doing job search, evaluation on job options, preparing CV and cover letter, etc. Now, you have another serious competition to gain favor and trust from employer to recruit you. So, there must be some rules to pay attention in order to win the interview.

What should you prepare? Even though job interview is so much important to decide the final result of your work or career, but it seems difficult to define any specific pre-interview preparation. It may differ from job to job, requirements from employers, and other pre-conditions. However, in general sense, you should strictly consider that job interview is an equal worth to career investment; just like a saying: "failure without preparation, then preparing for a failure". The most important secrets will lie behind "opportunity management" since interview chance may not be given twice. Below are some key components to be considered for interview preparation:

1. Time Management



“Time is money” is what you may have heard all the time in your life. If you cannot manage yourself to arrive at the interview place ten minutes earlier, meaning you give up the chance already. So, as long as you are informed about the interview venue, you should think about distance, travelling time, mean of transportation, possible ways to reach, and any unexpected obstacles or traffic problem. If you arrive earlier, it is good that you can associate yourself to the interview atmosphere; in case, there might be some important information/notices you can look at to enhance your knowledge about the company.

2. Dress Codes

An interviewee may have been given a good mark already from interviewers if he/she is sensitive to proper dress codes during the interview. You should bear in mind that an interview occasion is set as an official meeting between jobseekers and future employers to further understand each other in the context of capacity, job requirements, and the final agreement on employment. Therefore, you should be able to prepare yourself in a very smart way, so that employers’ first impression will be strong enough to judge you as a responsible person and good human resource for the company. You need to avoid at all time wearing casual dress like jeans or T-shirt to go for an interview. On top of that, it does not matter whatever job you are pursuing, you must dress properly. It is important to decide that your dress will necessarily create the first impression from interviewer like the words: “people are originated from different indigenous tribes; thus, interests and reliability come from same appearance and language”⁽¹⁹⁾. People may give first impression to each other only in a few minutes of meeting. Usually, first impression on a person significantly focus on weaknesses on facial expression, voice, dress, age, appearance and smell before listening to that person. So, we are interested in something that is attractive, trust, moral and values, health, and hobbies. That is why first impression is usually as important as making a person to remember, and keep positive/negative belief forever.

In this sense, when jobseekers are able to establish good first impression with interviewers, meaning that the interview process will take in a positive manner. A suggestion for dress codes is that even jobseekers are going to an interview for a position that is less important, but



they should dress as if they are in a position of one or two levels higher. For example, you are interviewed to work as call center staff whose work may not directly expose with clients, but you still need to dress as smart as that of front desk staff. If we break down elements that create first impression into percentage, fifty five percent will give to appearance and behavior, gestures and facial expression. Another thirty eight percent goes to speaking, voice projection, and clear accent. The remaining seven percent focuses on vocabularies and meaning of communication.



Should "Dresses"



◆ Dresses for gentlemen

- ☒ White shirt (plain or striped)
- ☒ Necktie (small floral pattern, striped...)
- ☒ Jacket (best if applicable)

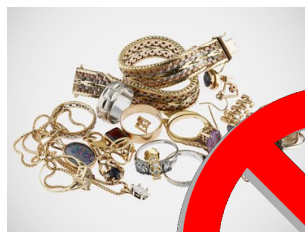
Dresses for ladies ◆

- Light colored shirt (plain) ☒
- Jacket with skirt or trousers ☒
- Skirt or trousers not too tight or short ☒



Should not "Dresses"

- ☒ No colorful or fancy dresses
- ☒ Avoid too much fashionable
- ☒ Avoid strong perfume
- ☒ Avoid too many jewelries
- ☒ Avoid colorful floral pattern dresses



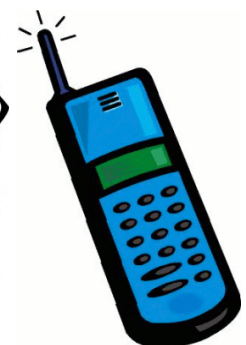
3. What to Bring along During the Interview?

List of things to bring with you for the interview may not restrict to any certain standard; it depends on type of job and employers' requirements. For example, some interviews require to display achievements, documents, pictures and samples. In general sense, interviewees should prepare and carry with them the following materials and documents:




MATERIALS AND DOCUMENTS TO KEEP ALONG DURING JOB INTERVIEW

- An invitation letter to the interview which specifies time, location and contact.
- Job announcement (refers to detail contents and requirements in announcement)
- CV and cover letter (in case you have applied to different jobs which used different forms of CVs and cover letters. So, before sending to employers you should make photocopy of each set as reference during the interview. Keeping original copies will help you to avoid confusing or forgetting the relevant contents).
- Achievements of previous job (if applicable) such as: proof documents of customer satisfaction, key reports you have written, success stories, supports from the public or media, and documents of events you have organized...)
- Information about company (prior to interview date, you should do some research about company, including: background, mission, priority activities, achievements, working progress, reports, partnership and future plan, etc. If you are well prepared and provided best answers, employers will give high marks to you).
- Some paper, pen and pencil; in case you need to write something.
- Telephone (in case you want to call and ask for location, inform about being late, or any urgent matters).



□ Flow of Job Interview

Flow of job interview seems very similar for all types of jobs. Below are flow of activities that often considered as common practices for interviewers:



FLOW OF ACTIVITIES DURING JOB INTERVIEW

- 1 Start with greetings by employers or interviewers. It may take a few minutes so that interviewee feel relax before next steps.
- 2 Then, interviewers will begin to ask some general questions that commonly apply to all interviewees, such as: self-introduction, experience of applying for job...
- 3 Next step, the questions will specifically focus on interviewees base on what are written in the CV and cover letter; for example, why you are urgently looking for job?
- 4 Some questions might be asked back and forth, if the interviewers really want to further understand about an interviewee.
- 5 Last but not least, interviewers may explain once again about the job including: job description and requirements; then follow by some returned questions from interviewees.

□ Summary Chapter 5

An invitation to a job interview is regarded as one of successful steps in job search process. However, the most important step is well preparation for the real interview day, because you have to manage your own chance and make best efforts to demonstrate your ability to employers. Usually, people who are successful in job search will prepare themselves at all cost to win the interview. In the next chapter we will look at some important questions that are commonly asked during the interview.

CHAPTER 6

COMMONLY ASKED QUESTIONS IN THE INTERVIEW

❑ Significance of the Answers During Job Interview



Job interview is the most important stage of job search. Jobseekers are given big chance to meet face-to-face and discuss about employment with employers. So, each question poses by interviewer is crucial, because jobseeker can explain the followings: capacity, skills, work experience and job interests. An ability to understand and answer the questions comprehensively will land jobseeker a job. So, jobseekers need to know

I do hope that, I can bear all the questions asked by the interviewers!!

type of questions and answering tips before going to the interview.

❑ Types of Interview Questions

1. Questions about jobseekers



Please describe about yourself!



Information about yourself might be reflected from various perspectives and stages of life. If you do not know from which point to start, it is better to ask for clarification to interviewers that what kind of information they wish to know? Then you may provide answer for a few minutes by focusing on positive aspects, especially



linking to key responsibilities in workplace. For example, I am a kind of person that prefer to work as a team with colleagues and a project work that shows continuous progress toward successful results.



What is your most preferable tasks in previous job?



This question may hiding a trick behind the reason that employers want you to reveal what you do not like instead. This is some kinds of reflection that you may find some irrelevant tasks to your interests in currently applied job as well. So, you can provide a neutral answer that you like everything in previous job. On the other hand, you possibly answer this way: what I like the most are the tasks related to customer services and teamwork.



What are the challenges you have encountered in the previous job?



This question tries to further understand about your solutions to solve the problems, or expect you to use critical thinking to find best solutions rather than describing the issues but not provide the ways. On the other hand, interviewers also want to know what kind of issues that you have classified as challenges. So, you should prepare good answers that reflect your activities or effective solutions for each challenge.



What made you to resign from previous job?




It is very simple that you could not stand to work with former employers, or perhaps the salary is too low. Interviewers possibly want to know about your positive thinking to continue working despite there were some problems. In other words, you did not resign




because you have had some negative aspects in that job. In this case, you can answer: you want to expand work experience within relevant jobs; and you are thinking of doing the job better in a new workplace. Another important point, please try to link your answer to a great interest in currently applied job.





2. Questions About Your Knowledge of the Company

 What do you know about our company?

 It is believed that you have done some research and preparation to answer this question. Please answer straight to the points such as size and operation of the company, staff turnover, way of doing business, and company's philosophy or principles. For example, you may answer: I know that the company has just operated recently, but has gained lots of supports from clients and the market. I also knew that within this competitive market, the company has successfully expand its branches across the country.




 Why do you want to apply for this position?

 You should give a good reason why you are important and what you can contribute to make progress for a company. You can highlight about some activities that you like the most; for instance, I like to work as a team with colleagues, planning and implementing all sorts of tasks that are closely related to customers. On the other hand, I am enthusiastic to work for a company that is running on the continued growth.




Do you think, what could you contribute to improve the job?

 This question allows you to demonstrate your work experience and skills that are applied to meet job requirements. You should select to answer all strong points that are supporting your potential; for example, I have extensive work experience in providing customer services. I can perform my job very well, if I can actively participate in a team or with other staff. I can adapt to both indoor and outdoor working environment.




How long are you expecting to work with our company?

 Usually, the company does not want to recruit staff to work in a short period. It is involved with quantity and responsibility of work, as well as the value of the company. So, you should provide an answer that will enhance employer's trust on you by accepting to work for at least three or four years consecutively. You may answer: I have a plan to work in the company as long as I can contribute to develop the company and continue to improve myself.



3. Questions about jobseekers' capacity

What are your strong points?

 This question is very important. You should pick up only the strong points relate to job responsibility. Please provide direct answer rather than indirect one. You can show your strong points with honesty and professionalism, but must not be too proud of yourself. Of course, you do not want employer to find out and lose trust due to words of lie and exaggeration.



? What are your weaknesses?

For this question, you should not try to defend yourself against employers. Instead you can provide few personal weak points that may not relate to major responsibilities in a working context. However, you can explain about daily life or childhood experience; for example, when I was young, my weakness was always falling asleep on the desk during late study at night.



? Do you think what will you become in the next five years?

In this case, you should be careful with the answer, because your career goal might have different direction from what employers can offer to achieve your dream. So, employers rather hesitate to recruit you in order to avoid any consequences later. In this regard, you must open an opportunity for yourself by working to support the company as responding in this answer: I have an ambition to work in an environment that allow me to grow professionally. On the other hand, it seems difficult to plan a job to fit with any pre-designed situation. So, I think, it is the best way that an employee should be led by a job or profession in accordance with planning and vision of a company.





4. Questions about Education

? Why have you decided to pursue a higher education?

Answer for this question will require you to look back to your past experience from the time you were a student until graduation. What was your long-term goal? What subjects did you prefer? Why you chose to study that subjects? In this connection, you must illustrate your strong commitments to study as well as improving all sorts of relevant skills to current job application.





 Please explain about projects or main activities you have done during study!

 This is purposely referred to those who have just graduated, and expected you to show how active you were as a student. Whether you were involving with any projects activities that gained you some significant experience or not. Such projects would include preparing documentations, contract, leading a team, and settling the bills. Apart from that, employers wish to know your management skills applied to class and friends. So, you should be able to explain about process of a project, division of labour, participants, problem-solving, as well reflecting about your personal experience.





5. Questions About Work Experience

 What are your working experience?

 Once again, this question may direct to fresh graduates, since employers are still doubtful with your student life. In response, you can describe about your volunteering activities at school and in society. Importance here is a sense of great confidence that you would like to assure to employers that you have had necessary experience link to the job in their company. For those who have not expose to any working experience, should consider applying for any volunteering or internship activities available to your school or community. Such activities will significantly provide you good practices and adaptation to workplace environment as well as helping to highlight your CV and job competition.





 Can you explain about your previous job?

 You should describe about the last or recent job you ever participated in order to show employers about current experience and activities relate to an applying job. Of course, you have written those in your CV, but it is even better if you can explain further interesting points to employers.





6. Questions About Skills Improvement

 What have you been doing since you have resigned the previous job?

 In case you have postponed or lost a job, this question will help you to explain some positive points about your state of being active to continue to improve relevant skills. For instance, you can answer: I have continued to improve my skills, part-time job, and volunteering activities. So, for those who have postponed or lost a job should consider to start some relevant activities in order to upgrade your work experience that will add value to your CV and job search.





 How have you been improving yourself recently?

 Usually, employers tend to appreciate any employees who have progressively developed themselves in terms of skills and career. You should describe about skills or projects that have contributed to your personal and skills development. For example, you can answer: recently, I have been voluntarily working in a group that develop new products, which required me to do interview with clients and suppliers in order to identify new types of products to be manufactured. So, I have received new skill in communicating with clients in everyday business.




7. Questions About Candidate's Potential to the Job

 Do you know, why the company must to recruit you, but not someone else?

 This question is practically good for a candidate to reconfirm about all strong points contribute to a job and company's development. So, you should review about any special skills you have possessed, because it is a good chance that you can uplift your credits to match with the job.




Have you applied for other jobs?

 Employers would like to know how many places you have been applying for job? Any successful results? It seems that employers do not wish to hear that you have been rejected by other companies, which in this case reflecting as you are not so important, less potential and incapable. However, your answer intends to explain employers that the job you are applying now is the most suitable one that you have voluntarily rejected other jobs. On the other hand, you can also provide some reasonable answer that previous job opportunities seem create little interests to you and your career prospect.




Have you been offered another job about this time?

 You can honestly answer that: I have applied for a number of positions a few months ago; so, the employers have started to contact me for job interview. On the other hand, you can answer: I was offered a job in this similar position, but that company is small and not so famous; that is why, I decided to reject that offer.




Why have you applied for this position?

 You must try your best to highlight all important points include: skills, work experience, personality, behavior, and specific vision to work in this position. On top of that, you must raise your own profile that you are the most suitable candidate for the position by referring to capacity and qualifications that can contribute to the work.




8. Questions About Self-Motivation and Career Goal

Why have you decided to change career?

 Actually, when you are invited to an interview, it means you are equipped with necessary skills to perform the job. This question raises to confirm your career goal and motivation that you have determined to accept this job or career. For example, you can answer: writing is the most preferable job for me. Since I was a student, I like to write some criticizing articles. After, I had studied journalism; therefore, becoming a journalist is my main goal that will lead me to happiness and satisfaction in future career.




What factors help to motivate you in workplace?

 It is important to answer to interviewer that you will be highly motivated whenever you can help employers to achieve good results. You may also explain: I need to know that my tasks will strongly contribute to the company's progress; and my colleagues are very good persons that make best efforts to work under a common vision.



9. Questions About Other Activities

What are your hobbies?

 Showing hobbies to employers may provide some positive and negative points about yourself while employers are making recruitment decision. Usually, hobbies also reflect about individual personality and value. For example, interests and hobbies in housework, arts and foods might describe different personality from



those who like sport, martial art, and event management, etc. So, you must be careful to avoid any hobbies and interests that contribute less or little to your job application.

10. Questions About Salary



Do you think how much salary should be given to you?




Actually, an issue of salary should not be discussed during an interview if employer does not decide to recruit you yet. However, in some cases, employer insists to discuss about salary in the earlier stage. What should you do then? You can answer to employer or recruiter as in the following key points:

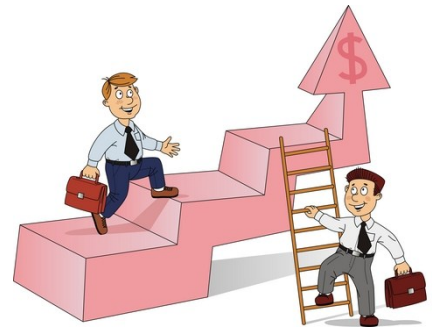


KEYS FOR SALARY NEGOTIATION:

- You may say: if employer does not mind, I want to wait and discuss about salary after this interview, and employer decided on some points that I am the most suitable candidate to the job.
- If employer still insists to know, you can answer: I am pleased to inform about my expected salary, but, first of all, can you (employer) provided me more detail information about my responsibility?
- If employer agrees to your request above, it is a great chance for you. Then, you can give an information about salary which set in a rate that is corresponding to your responsibility and capacity.
- In case employer does not agree to your request, it will explain that employer has not decided any salary scale yet. However, employer is intending to analyze salary scale by collecting information from each individual candidate. In the end, employer will select and decide on a lowest scale. So, you should ask yourself if you really like to work for an employer that think only profits, and being careless about employee and quality of work.

How to negotiate for salary increase?

 Jobseekers and new recruits should not hesitate to negotiate about salary with employers. Negotiation for high salary is your right as long as it is properly done with evidence and with all respect to labour market situations. How should you negotiate with employer when you are given salary lower than expectation? Please look at some keys negotiation techniques for salary increase:



KEYS TO NEGOTIATE FOR SALARY INCREASE⁽²⁰⁾

- 1 Think for a while! Do not answer straight forward about salary question. This will show a sign to employer or interviewer that you do not like the current salary scale. In this sense, employer may try to increase salary higher than before, or allow you to think for some times and provide the answer later.
- 2 If you have done some salary studies prior to the interview, you can immediately decline to accept a salary scale that is very much lower than the real labour market standard. In order to do this study, you should look at three types of salary scales: (1) a real salary; (2) a salary that allows you to make a living; (3) a lowest salary that makes you to drop the job.
- 3 While you are ready to reject the offering salary, you should answer: according to my studies, it showed that salary range for an individual whose education, skills, and work experience are similar to mine will receive salary of _____\$. I believe that my skills and competencies should gain me the salary at this level. Do you (employer) think you can increase my salary?
- 4 Next step, employer or recruiter may agree to your proposal or totally reject the increase, while giving you some times to reconsider.

❑ Questions to Ask Yourself & Employers During Job Interview



Can I really do this job?



You must be brave enough to show honest to yourself that you have enough capacity to perform the job. If you are incapable, it won't be long that employer will find out and you are fired.



Do I want the job?



You must understand about yourself that this job will motivate you to work without any troubles.



Can I make a living on this salary?



Sometimes, your most preferred job cannot provide you enough income for a living. If you are not confronting with any financial issue, you can pursue with this job.



Is this position newly created?



If a company is opening new position, it means the company is quite progressive and needs to recruit new staff. On the other hand, it is also explained that new vacancy caused by staff resignation or firing. So, jobseekers should also reconsider about these factors.



Can you explain about management style in the company?



Although you are satisfied with benefits provided by the company, but you should not forget to think about management style, values and working culture of boss or manager. These aspects will practically link to successful job performance and job retaining as well.



Notes

MISTAKES THAT FAIL THE INTERVIEW: (21)

1. Did not get ready and prepare well, and come to the interview without knowing what to do.
2. Showed an ignorance behavior, or do not pay attention to the interview.
3. Did not express enough interests to the job.
4. Did not understand about job requirements, or job description.
5. Did not spend enough time to analyze about job vacancy, and job responsibilities.
6. Did not provide full answers and straight to the points, but short ones.
7. Did not understand the detail of each question, and answering without a good flow.
8. Did not understand about own skills and qualifications.
9. Too much concern about benefits, but never fully understand what will be offered by the job.
10. Did not use proper language to communicate.



POINTS TO REMEMBER DURING JOB INTERVIEW:

1. Do not lie about education background or ability even though with or without work experience. Employer may contact to confirm with previous workplace.
2. Show an integrity to current job being applied.
3. Do not criticize job, boss, or workplace of your previous job. You should show that you are happy with the job even though in reality you may have encountered with some problems.
4. Do not argue with interviewer or employer about any job related issues.

□ Summary Chapter 6

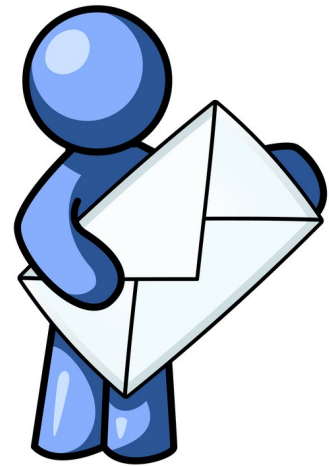
Questions asked during interview act as tools of evaluation and decision made by employers in order to further understand about jobseekers. Each question always reflects about requirements and ability to be fulfilled by both parties in responding to job description. So, jobseekers' answers are going to decide their own fate. Next chapter we will look at additional tasks to be completed by jobseekers after job interview.

CHAPTER 7

AFTER JOB INTERVIEW

❑ What to Do After Job Interview?

After completing job interview, you should be relief and having a short break. However, that does not mean you are free of assignments. Actually, you must continue to do two important tasks: (1) writing thanking letter to interviewer; and (2) making notes of what has happened during the interview. Thanking letter should address to a committee or interviewer that has full authority to decide on recruitment; for example, human resources manager, and chief of section. The letter should be written in A4 size format and properly placed in an envelop. On the other hand, the same letter could also be sent through an e-mail in case of an urgent.



❑ Writing Thanking Letter

Without any further delay, you should prepare a thanking letter to interviewer or human resources manager soon after the interview. Time for the letter to reach destination must be critical, especially, if you wish the letter to arrive before the recruitment decision. So, e-mail might be one of the best options to reach faster in case interviewer make any decision right after finishing the interview.

Thanking letter should focus on two main aspects:

- Try to remind the interviewer of who you are. It sounds like you are doing another marketing to sell your skills.
- You can have another chance to briefly add some missing points or something that you forgot to mention during the interview.

Writing the letter also shows about your morality, respect and willingness to work. On the other hand, the one-page letter will draw additional attentions from interviewer to reconsider, in case, you are not initially placed in the recruitment option. Although it is quite rare, but interviewer may give you a second chance to an interview. Moreover, if other candidates fail to write a letter to interviewer, thus, your letter alone will add more values to enhance your potential.

Please remember to write the letter in professional manner of communication. Should avoid the use of inappropriate language and words, or putting any pressure on interviewers.



KEY POINTS IN THANKING LETTER

- ★ Top of letter: job title, position applied
- ★ Name of receiver: To Sir/Madam (if name is available please clearly state).
- ★ Title: please clearly add title of receiver; e.g. Manager, Chairperson, Dr. ...etc.
- ★ Section 1: Thank interviewer for giving a chance to come for the interview; also express about how happy you were during the interview.
- ★ Section 2: explain that you have strong interests for the job. Also mention that you know about the recruitment process and other relevant factors; and conclude that you might be the best option for the job.
- ★ Section 3: remind that you will make a phone call to seek for information in the next few days.
- ★ Conclude the letter with great appreciation and signed
- ★ Send the letter with address on the envelop (with name of receiver and address)



□ Sample of Thanking Letter

April 25, 2015

Mr. Mak Arun
Director of Human Resources
Transparency Auditing Firm
No. 78D, St. 271, Sangkat xxx, Khan Toulkork
Phnom Penh

Mr. Mak Arun:

Thank you for the opportunity to meet and interview with you yesterday afternoon. The value and goals of Transparency Auditing fit perfectly with my beliefs. The Assistant Auditor position sounds challenging and exciting.

Transparency Auditing’s involvement in the community should be commended. You are making the city a better place to both work and raise a family. I was very impressed by all that you do and look forward to becoming involved in such a program.

Once again, I appreciate the time you took from your busy schedule to meet with me. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

Pov Doung

Note: style and format of Thank-you Letter was partly adopted from Extreme Resume Makeover by Cindy Kenkel (2007).

□ Taking Notes About Interviewing Process

Another important task next to writing a letter is to make some notes about activities during the interview such as: did you prepare well? How much did you feel confidence? Did you answer smoothly? This kind of notes will allow you to make good preparation and reflect about mistakes for the next interview. Another good reason to make notes is some kind of assurance for you to remember in case the same job is going to offer you another round of interview. If such case is going to happen, you should make notes on the followings:



POINTS TO MAKE SOME NOTES AFTER JOB INTERVIEW:

- ♦ Name of interviewers and individuals met during the interview.
- ♦ Questions or points you felt that answers were not enough.
So, you can prepare them once again.
- ♦ Questions that you have doubt, or the interviewers did not ask yet.
- ♦ Points you wish to explain but never had enough time to do so.
- ♦ Points that seems so much attractive to the interviewers.

□ You Are Hired

After you have gone many steps of job searching process including: identify job, finding job sources, preparing CV and cover letter, interview and writing thanking letter, jobseekers have come across a feeling that they have spent considerable amount of time and efforts. You must also have a mixed feeling of happiness, excitement, worry and perhaps hopelessness because you are waiting to see the result. However, these are common situation that most jobseekers have experienced. So, you should not allow such situation to overwhelm your feelings and job search activities.

In case job search result is going to fail, you must make even stronger efforts to find another job and never give up many opportunities that are waiting for you. In this regard, you had better to review your mistakes and improve necessary points as found in the previous interview through the notes taking process.

However, you will be the most happiest person if employer decided to hire you. Usually, recruitment information can be delivered by telephone. When you received a phone call about this good news, you should not be too much expressive and must not immediately say that "I agree to the job offer". Behind the hiring



process there should be more hidden agendas that you need to negotiate; so, too early to accept the job offer meaning you are going to lose your negotiation power. In fact, your mind tells you to say "Yes", but here is what you should respond to employer: "I am interested in hearing this news, but I would like to know better about types of benefits that I will be offered..."



POWER OF NEGOTIATION SHOULD BE UNDERSTOOD:

- How strong does employer wish to recruit you?
- Are there any other candidates who are competing for this position?
- How strong do you want to get the job?
- How flexible is employer playing with the recruitment policy?



JOB OFFER SHOULD BE CONFIRMED WITH THE FOLLOWINGS:

- Date to start the job
- Position
- Salary (other bonus)
- Name of manager
- Place of work (office, location...)
- Working hours (extra hours...)
- Holidays (monthly, annually...)
- Job description or conditions; and
- Employees' responsibilities at work, etc.

❑ Negotiation for Other Benefits

You should not accept the job immediately without making any clear discussion about benefits and job responsibility. Noticeably, benefits are given in various forms depending on each company's criteria. However, during negotiation you should strictly consider the following components:

- Health insurance (personal and family)
- Telephone and allowance for working purpose
- Travelling means (car, motorbike, or allowance...)
- Computer at work
- Additional training on the job
- Flexible working hours
- Housing allowance for relocation
- Bonus or pension; and
- Annual leave, etc.



Can you reject the job offer? Actually, jobseekers have full right to reject the job, if benefits and salary are given much lower compare to same position and qualifications in current labour market standard. In case you cannot convince employer to increase quantity and quality of the benefits, the most common answer will be “NO” to the job. However, you still need to keep diplomatic way of being gentle and respect when responding to reject the job; as well as making good wish to employer to find suitable employee.

❑ Summary Chapter 7

Decision to offer a job by employers marks a successful result for jobseekers. So, jobseekers must be certain in making choice whether to accept or reject the job by strictly consider on working conditions and other benefits that have been included or need to be included. If you are sure that everything is moving as planned, then, the decision to accept the job and making employment contract can be proceeded. Then, your career life starts.

CONCLUSION

NOTES

- (1) Todd Bermont (2004). 10 Insider Secrets to a Winning Job Search.
- (2) Exercises of Identifying your “likes and dislikes” adopted and inspired by Bermont, T. (2004). 10 Insider Secrets to a Winning Job Search, Career Press. Page 48 & 49.
- (3) Exercise 1.3: Understanding goal, compassion, principles and abilities adopted and inspired by Bermont, T. (2004). 10 Insider Secrets to a Winning Job Search, Career Press. Page 52.
- (4) Exercise 1.4: Working on Identifying a job: adopted and inspired by Bermont, T. (2004). 10 Insider Secrets to a Winning Job Search. Page 64.
- (5) Exercise 1.5: Identifying Ideal Job: adopted and inspired by Bermont, T. (2004). 10 Insider Secrets to a Winning Job Search. Page 65.
- (6) Exercise 1.6: The Career Needs Inventory: adopted and inspired by John J. Liptak (2008). Career Quizzes: 12 Tests to Help You Discover and Develop Your Dream Career. Page 23 & 24.
- (7) Exercise 1.7: Understanding Workplace Needs: adopted and inspired by Advanced Techniques for Work Search. (2008) Page 18 -20.
- (8) Exercise 1.8: Understanding Working Culture: adopted and inspired by Advanced Techniques for Work Search. (2008) Page 21.
- (9) Exercise 1.9: Management Style of the Workplace: adopted and inspired by Advanced Techniques for Work Search. (2008) Page 22.
- (10) Exercise 1.10: Identify Ideal Work: adopted and inspired by Advanced Techniques for Work Search. (2008) Page 23.
- (11) Maurene J. Hinds (2005). Résumé and Job-Hunting Skills: A Step-by-step Guide to Preparing for Your Job Search.
- (12) Common Mistakes in CV Writing: Rebecca Corfield (2010). Preparing the Perfect CV: How to make a great impression and get the job you want. Page 49.
- (13) Advantages and Disadvantages of Chronological CV in Jay A. Block and Michael Betrus (2004). 202 Great Résumés.
- (14) Advantages and Disadvantages of Functional CV in Jay A. Block and Michael Betrus (2004). 202 Great Résumés.
- (15) Exercise 3.5: Preparing a CV: adopted and inspired by Cindy Kenkel (2007). Extreme Résumé Makeover: The Ultimate Guide to Renovating Your Résumé. Page 9.
- (16) Wendy S. Enelow and Louise M. Kursmark (2004). Cover Letter Magic: Trade Secrets of Professional Résumé Writers.
- (17) Wetfeet, Inc. (2008). Insider Guide: Killer Cover Letters and Résumés.
- (18) Wendy S. Enelow and Louise M. Kursmark (2004). Cover Letter Magic: Trade Secrets of Professional Résumé Writers.
- (19) Rebecca Corfield (2009). Successful Interview Skills. Page 49.
- (20) NEA “Labour Bulletin”. 2(10).
- (21) Rebecca Corfield (2009). Successful Interview Skills. Page 21.

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✉ jc_pp@nea.gov.kh

មជ្ឈមណ្ឌលការងារខេត្តបាត់ដំបង
វិទ្យាស្ថានពហុបច្ចេកទេសខេត្តបាត់ដំបង
ផ្លូវលេខ ១ ភូមិព្រែកមហាទេព សង្កាត់ស្វាយរៀង
ក្រុងបាត់ដំបង
☎ ០៥៣ ៧៣៣ ១១១
០១៦ ៩២៦ ៦៥៥
✉ jc_battambang@nea.gov.kh

មជ្ឈមណ្ឌលការងារខេត្តសៀមរាប
មជ្ឈមណ្ឌលបណ្តុះបណ្តាលវិជ្ជាជីវៈខេត្ត
សៀមរាប
សង្កាត់ស្រក្រាម ក្រុងសៀមរាប
☎ ០៩៣ ២១០ ២៧៧
០១៦ ៥៣៦ ៦៥៥
✉ jc_siemreap@nea.gov.kh

មជ្ឈមណ្ឌលការងារខេត្តស្វាយរៀង
មជ្ឈមណ្ឌលបណ្តុះបណ្តាលវិជ្ជាជីវៈខេត្តស្វាយរៀង
ភូមិមេក្លើង សង្កាត់ស្វាយរៀង
ក្រុងស្វាយរៀង
☎ ០៤៤ ៧១៥ ២៧៧
០១៦ ៦៤៦ ៦៥៥
✉ jc_svayrieng@nea.gov.kh

មជ្ឈមណ្ឌលការងារខេត្តកំពត
វិទ្យាស្ថានពហុបច្ចេកទេសខេត្តកំពត
ភូមិ ១ ឧសភា សង្កាត់កំពង់កណ្តាល
ក្រុងកំពត
☎ ០៣៣ ២១០ ២៧៧
០១៦ ៥០៦ ៦៥៥
✉ jc_kampot@nea.gov.kh

មជ្ឈមណ្ឌលការងារខេត្តតាកែវ
វិទ្យាស្ថានពហុបច្ចេកទេសភូមិភាគតេជោសែន
តាកែវ
ភូមិ៣ សង្កាត់កាក្រុង ក្រុងដូនកែវ
ខេត្តតាកែវ
☎ ០៤២ ២១០ ២៧៧
០១៦ ៦៥៦ ៦៥៥
✉ jc_kampongcham@nea.gov.kh

មជ្ឈមណ្ឌលការងារខេត្តកំពង់ចាម
មជ្ឈមណ្ឌលបណ្តុះបណ្តាលវិជ្ជាជីវៈខេត្តកំពង់ចាម
ផ្លូវលេខ៧ ចាស់ ភូមិទី៧ សង្កាត់កំពង់ចាម
ក្រុងកំពង់ចាម
☎ ០៤២ ២១០ ២៧៧
០១៦ ៦៥៦ ៦៥៥
✉ jc_kampongcham@nea.gov.kh