

**Иностранный язык  
для направления 23000  
«Информатика и  
вычислительная техника»**

Екатеринбург

2010

# Job - seeking



Автор: Ковалева А.Г. доцент кафедры иностранных языков в области  
экономики и управления  
Екатеринбург  
2010

# Цели:

- Ознакомление с тематической терминологией
- Обсуждение примеров компаний

# Job - seeking

This presentation looks at job-seeking and focuses on the practicalities of looking and applying for a job as well as the application process and preparing a Curriculum Vitae (CV).



# Steps of Job - seeking

The job-search process usually begins with

a general analysis of the work market for the sector that a person is hoping to enter.

This is then followed by more detailed research, identifying the exact job(s) that will be applied for.

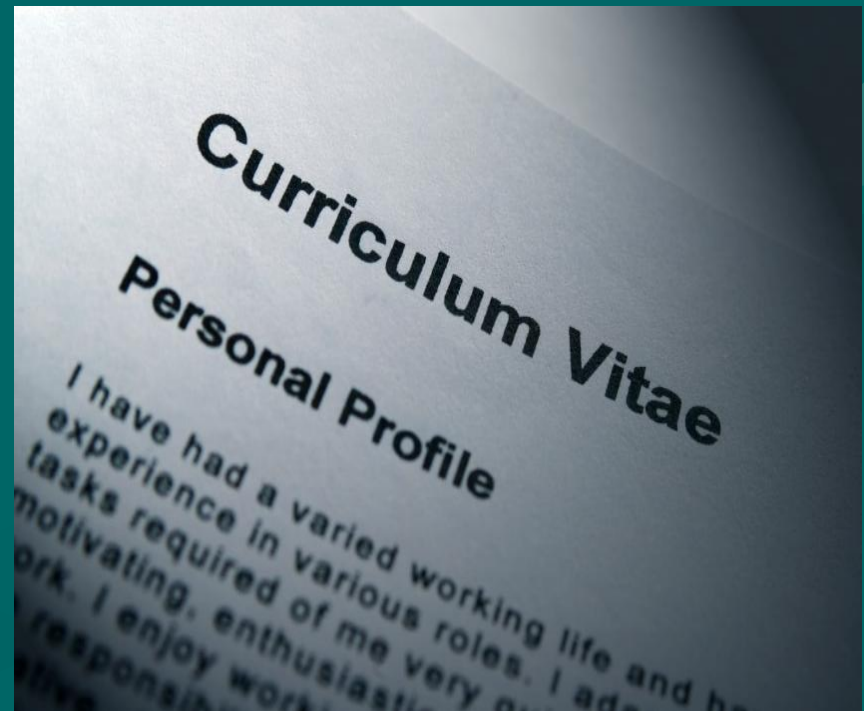
Say, why it is necessary.



# Covering letter and a CV

An applicant generally applies for a job either by completing an application form or by submitting a covering letter and a CV. Depending on the organisation, this can be sent by post or electronically.

It is a good idea to keep the covering letter brief (one page), but it should outline why the applicant is interested in the job/company and what contribution they can make to the organisation.



# Steps of Job - seeking

The relevant department in the company

(often the Human Resources Department) will then go through the selection procedure, look at all applications and draw up a short list of candidates

to be interviewed for the position.





# Steps of Job - seeking

It is at the interview stage that the applicants can make their case about why they are the best candidates for the job.

It is important to ask questions about the company during the interview (for example about training and professional development that the company can offer). The information will be useful later in helping the applicant to make up his/her mind about accepting the position if it was offered.





# Steps of the interview



- The interviewer is informed that the candidate has arrived;
- The interviewer greets the candidate and brings him into his office;
- Candidate is asked what he or she knows about the job and the company;
- The interviewer and the candidate discuss the details of the CV;
- The interviewer gives his views on the job and the company;
- The candidate asks questions about the company;
- The interviewer asks questions about candidate's life, habits, may ask some trick questions.

# Steps of Job - seeking

It is a useful exercise to have a career plan with one-year and five-year targets to note how you see your career developing. Information can include ambitions and career goals as well as identifying what new skills you plan/need to acquire to achieve those objectives. It should also include non-work related objectives, too, in order to maintain a healthy work-life balance.



# Brainstorming



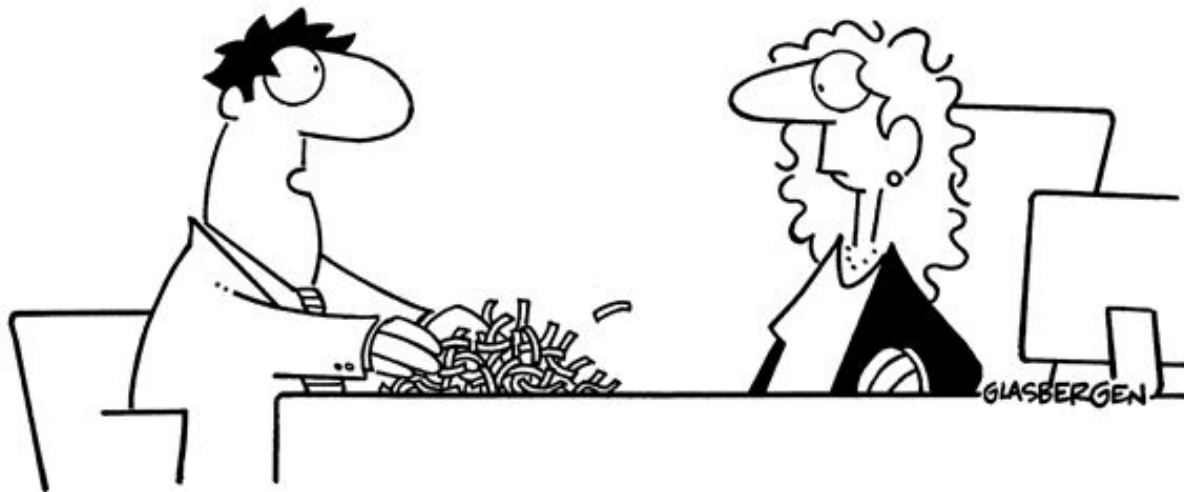
- Make a list of your five-year targets and plans.
- Looking at the list say what new skills you plan/need to acquire to achieve those objectives.

# Job – seeking & Humour



# Job – seeking & Humour

Copyright 2005 by Randy Glasbergen.  
[www.glasbergen.com](http://www.glasbergen.com)



**“I’m applying for the Information Security position.  
Here is a copy of my resumé, encoded, encrypted and shredded.”**



# Job – seeking & Humour



# Job – seeking & Humour

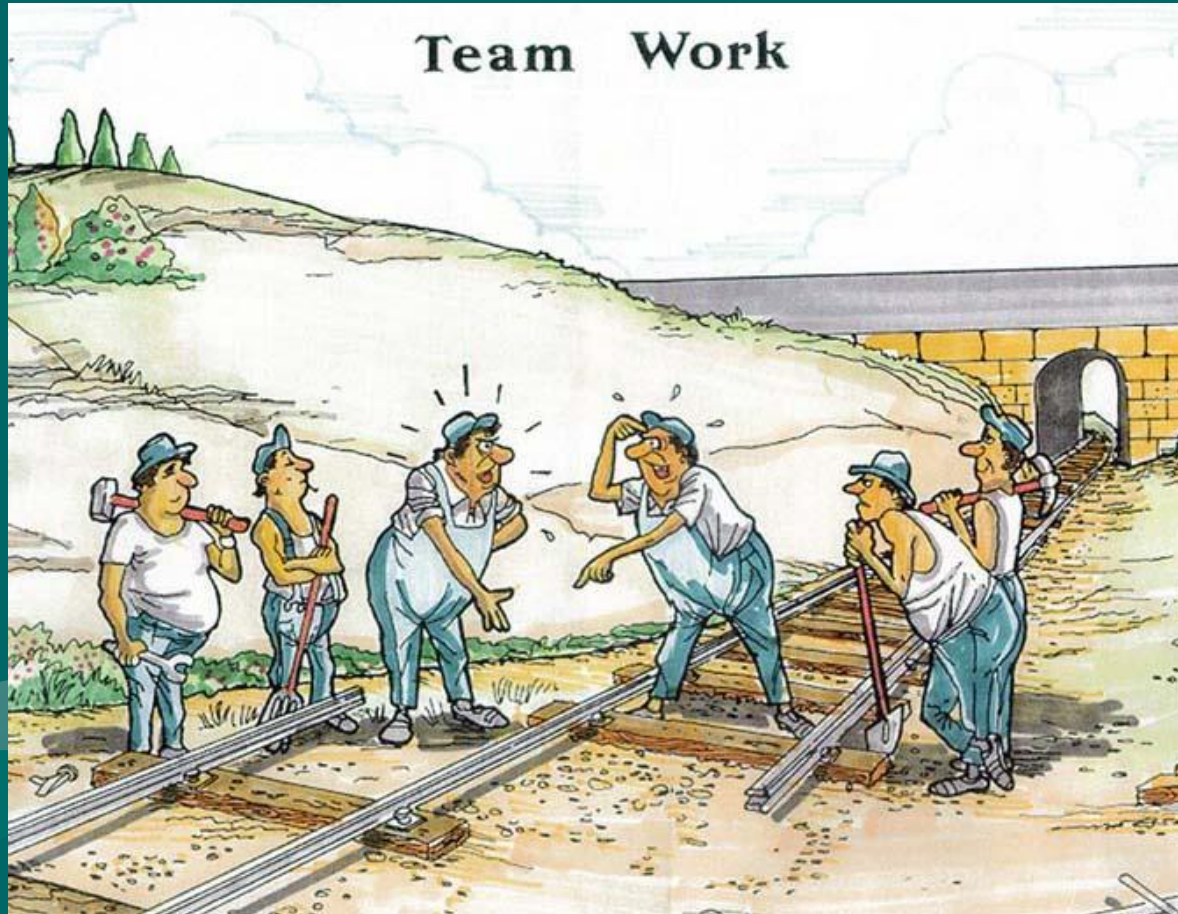
Copyright 2002 by Randy Glasbergen.  
www.glasbergen.com



***“It’s not a job skill we normally look for, but it could help us cut our corporate travel budget.”***



# Skills & Humour



Thank you for your attention.

