



# CAREER GUIDE

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2019/2020



Do you have an idea with the power to shape human destiny?

At FNB you'll be introduced to opportunities to push yourself beyond your degree. You'll get to work in a unique culture that is open to cutting edge thinking and collaboration, using the latest technology and analytics. As Africa's Most Valuable Banking Brand\*, we believe in creating a work experience that is anything but ordinary. If you are inspired to build a future of innovative solutions, apply to the FNB Graduate programme, applications close **8 August 2019.**

\*Brand Finance® Africa 2019

Join **The FNB Future League.** If you're endlessly curious and want to contribute to a better world, then you're just the kind of talent we're looking for. Enter the World Future Challenge and win a trip to the global Innov8ers Summit, or apply for the **FNB Future League week, 8 - 12 July 2019** and immerse yourself in the world of FNB.



Submit your application before 17th June 2019.

## Prof Robert Balfour

### Welcome note



Welcome to the 2019 Career Guide! The world of work is changing rapidly and to be responsive, the NWU aims to connect you with opportunities as well as possibilities regarding employment. We hope that you will find the Guide useful when thinking about the career that is right for you. There are many exciting opportunities, with careers changing and developing continually as our world confronts new challenges and knowledge continues to develop at an increasing pace. The NWU has been recognised in the QS Ratings as having obtained 5 out of 5 stars for the employability of our students!

Whatever career you choose at this point in your life, remember that it is only the beginning of an exciting journey in your career development. During your lifetime, you will probably work for different employers; you may also follow a number of different careers and could work in various parts of the world. You may even become a job-creator, enabling other people to work with you on projects and initiatives that not only inspire our world, but contribute to society. So, as you embark on your professional career, I encourage you to be ambitious – do not limit yourself to what you already know. Explore new possibilities; be prepared to take on opportunities and challenges that you may never have considered.

The world of the 21st century belongs to people who are innovative and lifelong

learners and who keep on learning, growing and exploring. As graduates of the NWU, your commitment to building our society is as important as your knowledge and skills, and that passion makes our graduates very attractive to potential employers, who are also keen to play a role in communities and promote the values associated with social justice and responsible and participatory citizenship.

This Career Guide introduces you to a variety of employers in your field of study; who are looking for bright, well-qualified people like you. They are interested in your knowledge and skills, but also in the unique contribution that you can make helping companies to be great places to work at. Find out more about them, the career opportunities they provide and their plans for the future.

I hope the Career Guide will help you to choose a career that is right for you, and will help you to achieve your full potential. Remember, the Career Centre on your Campus is there to help you; it offers a range of services and resources that will support you in making an informed career choice and in landing that job that is right for you. If you are not already in touch with your Career Centre, why don't you visit the friendly staff there and find out more about how they can support you?

### Prof Robert. J Balfour

Deputy Vice-Chancellor: Teaching-Learning

what is  
**my4in1**  
**.com?**



It's **4 graduates** who believe in doing good AND doing well. It's 4 those who take initiative and are driven to be the best they can be. It's 4 those who prefer making a difference and not just making a buck.

It's **4 trailblazers, dreamers, relentless optimists** and those with the vision to take on the challenges of the future. It's 4-in-1, and if you dream of designing a life path and not just getting a job – FirstRand works for you.

## FirstRand works for you.

Feel free to learn more and have a look at why 4-in-1 works for CAs (accounting graduates) and Quants (quantitative analysts – usually grads from statistics, engineering, mathematics, data science, data mining and actuarial science).

my**4in1**.com



FirstRand

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# Introduction to the Career Guide

2019/2020

## What we do

The Career Centre closes gaps between students, employers, alumni and academics. Continuing engagement with stakeholders allows the University to contribute optimally to the development of well-rounded graduates who are able to address the complex challenges of the world of work, but also play a meaningful role in addressing the broad social, economic, environmental and ethical challenges facing South African society. The NWU invest substantially in ensuring relevant curricula that will

assist in delivering quality graduates that are able to plough back skills into the economy. Our substantial support structures help students to develop an understanding of the world of work and the kind of attributes that employers are looking for in graduates.

## Campus Liaison Officers

**Lorna Mokgadi**  
Campus Liaison Officer  
**Mafikeng Campus**  
Building ADC  
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018 389 2935  
24827096@nwu.ac.za

**Suzanne Coetzer**  
Campus Liaison Officer  
**Potchefstroom Campus**  
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**Tshepiso Mothupi**  
Campus Liaison Officer  
**Vaal Triangle Campus**  
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## The team

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hloni.putsoane@nwu.ac.za

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## Office hours

**Monday – Friday: 8:00 – 16:30**  
(The office will be closed between 13:00 – 14:00).

**For more information visit our website:**  
[www.nwu.ac.za/career-centre](http://www.nwu.ac.za/career-centre)

## Academic Development Centre

### Mafikeng Campus

Student Academic Development is the ultimate educational function. Real student development aims at producing graduates with quality. Student Academic Development is the means to an end. ADC offers support to students at all levels.

### The following services are provided

- Supplemental Instruction (SI) – out of class peer tutoring
- Research Support
- Peer Mentoring
- Reading Laboratory
- Writing Centre
- Study Skills
- Disability Unit: offering services to students with disability
- Examination and Test taking strategies
- eFundi

### Enquiries:

#### Academic Development Centre (ADC) NWU, Mafikeng Campus

Building A3 Block D

Tel: 018 389 2058

Fax: 018 389 2430

#### Email:

Mittah.Magodielo@nwu.ac.za /

16461088@nwu.ac.za

- Do you need study skills?
- Are you limited by disability to access teaching and learning?
- Are you in first year and struggling to read and comprehend what you read?
- Do you have problems with your academic writing? (assignments / research)
- Do you have problems with computing?
- Do you have problems with writing your research proposal?
- Do you sometimes feel frustrated with your studies and wonder how other students made it to graduation?
- Do you need small peer support groups to improve your academic performance in a module?

**If your answer to the above questions is "YES", visit ADC in the Student Academic Development Section.**

# Start with us.

#ASLtalent

## Submit your CV to [hr@asl.co.za](mailto:hr@asl.co.za)

or visit [www.asl.co.za/careers](http://www.asl.co.za/careers)

## JOIN THE TALENT

We are a dynamic, boutique organisation that embraces organic growth by creating an environment where our people thrive and deliver service excellence.



# ASL™

# Student Counselling & Development

## Vaal Triangle Campus

### What is Peer Helping?

The CH@S peer helpers is a campus society under the guardianship of SCD. These are students who were trained to render basic support to their fellow students and are represented across residences and courses at the NWU Vaal Campus. Their aim is to make sure students are helped on ground level with social, academic

and psychological challenges that they might experience. They will then make referrals to professionals on campus where need be.

Peer helpers render on-going peer support throughout the year and also assist with all projects of SCD.

### CH@s

Connecting Helpers and The Students  
**YOU, ME...ENDLESS POSSIBILITIES!**

**NWU Vaal Student Counselling and Development**  
<https://www.facebook.com/NWU-Vaal-Student-Counselling-and-Development-680243645399073/>

**Ch@s NWU VAAL**  
<https://www.facebook.com/Chs-NWU-VAAL-264489956911361/>

For professional guidance and assistance with any personal problem or developmental area come to our offices and book an appointment.

#### Permanent Staff

Manager (Acting): Harm Stavast  
Senior Psychologist: Dr Sydney Vos  
Social Worker: Ms Maggie Matsaneng  
Industrial Psychologist: Ms Elette van den Berg  
Accessibility Technologist: Mr Hendrik Steyn  
Secretary: Babita Govender

**Building 13, SL 331**  
**016 910 3195**

### What is student counselling and development?

**Student Counselling and Development** renders professional services to students by professional members of staff qualified in psychology, counselling, nursing, social work and psychometry. Our aim is reflected in our motto: **“OPTIMIZING YOU!”**

### What services do we offer?

- Individual psychotherapy and counselling
- Life skills and personal development
- Social Support Services, including HIV/Aids
- Poverty alleviation programs
- Psychometric assessments for both prospective and current students
- Career guidance and counselling
- Enhancing the “Student Life Experience”, adjustment to campus life, and general development for first-time entrants
- Support for students with disabilities
- Thuso 24hrs Crisis Centre

### What services does the Career Counselling offer?

- Course related information
- Career guidance
- Preparation for interviews
- Closing the employer and graduate gap
- Enhancing the “Final Year Experience”
- Psychometric assessments
- Course change counselling

## What can the Social Worker help you with?

- Social Work Services
- Meal-a-Day and
- Family support

## What is THUSO?

Thuso is a 24hr Crisis Centre, which resides under SCD at the NWU Vaal Campus. Staff members are responsible for the management of THUSO Crisis Centre.

## Do you feel your life is not worthwhile?

Thuso's Crisis Help Line:

082-815-9781

## What is the Disability Office?

The Disability Office in Student Counselling and Development plays an advocacy and support role. All students with physical and psycho-logical challenges are invited to come and talk to us. We offer disability related support and accessibility assistance to all implied students.

## What can the HIV Coordinator do for you?

- HIV/AIDS counselling
- Addressing stigma of HIV
- Substance abuse programs and support
- Addressing Sexuality issues
- Women empowerment
- Men empowerment

# Student Counselling & Development

## Potchefstroom Campus

### Student counselling and development (SCD)

#### Do you experience

- emotional or personal problems
- problems with your course / choice of profession
- difficulties in adapting
- relationship problems
- learning problems
- anxiety problems or
- phase of life problems?

#### Or do you need help with:

- extended examination time
- time management
- study methods
- stress handling
- life skills or
- conflict handling

... THEN THE STUDENT COUNSELLING AND DEVELOPMENT (SCD) IS YOUR ANSWER!

The SCD has a wide-ranging psycho-logical services to help students in growing and developing optimally in academic, emotional and social areas. These services are provided without any cost to students, and include a 24-hour crisis intervention service offered by the "Ingryp" centre.

### Services that are offered, are among others:

#### 1. Career and course counselling

The Student counselling and development of the North-West University is an official department that can help students to make responsible career and course choices, with the aid of psychometric tests. The abilities, interests, personality, study habits and attitudes of students involved in the process. Students may also be assisted with the revising of their curricula and career choices if they encounter problems during the course of their studies.

#### 2. Development and enrichment

Not only students who already have problems are assisted. Various preventative workshops are presented for the purpose of developing students into mature and responsible members of society.

### 3. Student Support System (SSS or SOS)

SOS is a system in which students in residence context receive peer helper training in order to guide students with interpersonal problems. The main task of the peer helpers is to give support to students and to refer them to the appropriate support services.

Additionally, their task is to launch and coordinate prevention and awareness campaigns in residence's house committee's, and specifically the house committee's representative of Student Interests.

The peer helpers are not advisers or counsellors. They are under strict supervision of a registered psychologist who also coordinate the system.

#### Enquiries

Potchefstroom Student counselling and development (SCD)

#### Building F18 (straight across the auditorium)

2 Hoffman Street

Tel: 018 299 2893; Fax: 018 299 4077

Email: izelle.muller@nwu.ac.za

Crisis line: 018 299 1777

#### Office hours

Monday – Friday: 8:00 – 16:30

(The office will be closed between 13:00 – 14:00).

### The Institute for Psychology and Wellbeing (IPW)

- Therapeutic assessment and intervention: Psychotherapy and counselling, psychiatry, speech therapy, including standard psychometric and neuropsychological evaluations; therapeutic and psychological intervention; psychiatric assessment, and speech therapy.
- Training: Professional training including matters pertaining to continued professional development, academic training in cooperation with the Psychology Department at the NWU at undergraduate and postgraduate levels.
- Preventative and performance services including community programmes; corporate wellness and resilience programmes; elite sport psychology (teams and individuals).

**JCC (E8) Room 230 Tel: 018 299 1737**

### The social worker offers the following services:

- Assessment of students with problems.
- Promotes the learning experience of students by supporting them in terms of social, emotional, behavioural, and adjustment problems.
- Liaises with resources in the

community, families, students, and the university.

- Planning and implementation of development-oriented programmes.
- Individual and group counselling.
- Crisis intervention and trauma debriefing.
- Prevention of premature termination of studies due to psychosocial problems with particular reference to human rights violations, depression, self-image, unplanned pregnancies (abortion), alcohol and drug addiction, absenteeism, other disciplinary transgressions as well as financial difficulties.
- Advises students regarding the Children's Act, Abortion Act, Domestic Violence Act, and maintenance legislation.

**Building: E14, Tel: 018 299 1919**

### HIV & AIDS programme

#### HIV counselling and testing; HIV-related awareness programmes;

- First things first and TB awareness campaign
- STI and Condom week
- World TB day
- World vaccine day
- World AIDS day

### Counselling and support; Peer Helper programme;

- Students Advocating Leadership & Transformation (SALT)

### Education and training

- New Employee Orientation
- Substance abuse
- Women empowerment
- Men empowerment
- PEP
- PreP

### LGBTIQ+

### Health and wellness for students Community engagement

#### Building E14:

Mario Chauque

HIV & AIDS Program Coordinator

Tel: 018 299 4382

### The Unit for Students with Disabilities (USWD)

#### Aims to support students with the following disabilities:

- Visual disabilities
- Physical disabilities
- Hearing impairments
- Speech impediments
- Psychological impairments
- Temporary disabilities

#### The USWD is at:

**Building: E14, Tel 018 299 4431**



## Health-Care Centre

### Services:

- Diagnosis and assessment of lifestyle diseases, like TB, diabetes mellitus, asthma, epilepsy, minor illnesses/injuries, etc.
- Emergencies.
- Immunisation programme.
- Reproductive health including pregnancy testing, family planning, prenatal/postnatal care, and sexually transmitted diseases.
- HIV testing and counselling.
- Creating awareness of general health-related issues like rape, alcohol and drug abuse, gender equality, etc.
- Special support services.

A nominal consultation fee is charged (discounted fee/free consultation in case of emergency)

**Building E16, Tel: 018 299 4345**

## Financial Support Services

### Services:

- Financial Planning
- Enquiries about bursaries and loans
  - Academic bursaries
  - Leadership/ Arts and Culture bursaries
  - Support bursaries
  - Sport bursaries
  - Alumni loan fund
  - NSFAS bursary-loan scheme

**Building F19, Tel: 018 299 2045/46**

## Academic Support Services

Reading laboratory tel: 018 299 2902

### Services:

- Reading enhancement laboratory identifies problems with:
  - concentration
  - memory
  - reading speed
  - other learning and reading difficulties
- Learning and reading skills development:
  - to promote successful studying

**JCC Building (E8) K108, Tel: 018 299 2721**

**The mission of the Optentia is to develop and organise knowledge for the optimal expression of individual, social and institutional potential, with specific interest in the African context.**

Optentia provides high quality research and postgraduate training programmes in:

- Educational Psychology
- Educational Sciences
- Human Resource Management
- Industrial / Organisational Psychology
- Labour Relations
- Psychology
- Sociology
- Social Work

Our research activities are divided into the following programmes:

- Human Flourishing in Institutions
- Strengths-based Studies and Interventions
- Inclusion, Capability and Optimal Functioning
- Ageing and Generational Dynamics
- Enhancing Risk Culture

*Enabling optimal expression of individual, social and institutional potential*



Contact Optentia on the Vaal Triangle Campus:

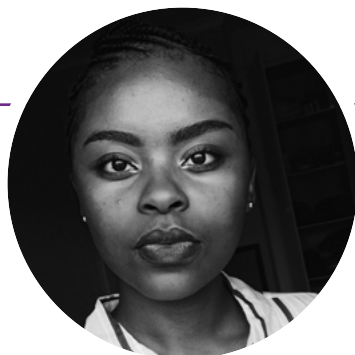
Website: [www.optentia.co.za](http://www.optentia.co.za)

Email: [info@optentia.co.za](mailto:info@optentia.co.za) | Tel: (016) 910 3410

# NWU Alumni

## Gallery

### Zandile Ntombikayise Tshabalala



#### What Campus did you study at and when did you graduate?

North-West University; Vaal Triangle Campus. Graduated: 2016

#### What qualifications do you have?

BA in Pastoral Guidance and Psychology

#### Job title? Where do you work?

HR Administration Intern at TBWA South Africa (Pty) Ltd.

#### After completing your studies, how many interviews were you invited to before getting a job offer?

Once and by God's grace, it's where I am currently.

#### What was your first interview like?

It was nerve-racking but a great experience, because the interview was for

an internship. I only had to know the general part of HR, as I had no experience, but I had to know a great deal about the company in order for them to see that I wanted to be considered as a possible candidate.

#### What would you say is the most important thing to do when going for an interview?

Although you'll be quite nervous, it's important to do thorough research about the department you want to work in, the job title and the company inviting you for an interview. Also make sure you can differentiate if it is a corporate company or advertising.

#### Was it difficult to adapt from being a student to being a young professional?

The workload does not always depend on your schedule. You need to make sure you do what your manager has requested, meet deadlines and wake up at the same time every day. Wake up on the days you have lectures.

#### Do you face any challenges at work and how do you handle them?

Yes. I'm honestly an observer by nature, so if I come across something or someone that makes me uncomfortable, I'll try and face the situation or the person, but if it's out of my scope, I'll let my superior know. Emotional intelligence is always the key in business.

#### What did you enjoy the most about your time at the NWU?

I enjoyed the fact that although I lived on campus and home was near, my parents trusted me enough to live my life without them constantly wanting to visit (although they supported me financially). That molded me to be able to live alone miles away and thus learn responsibility.

Also, the NWU, VTC is a great campus with great lecturers and staff members who are always willing to help and guide you. I had a few mentors during

my time there, for example Mr C Bekker during my first year (although he was not aware of this, but he was my psychology lecturer) and Prof Hans van der Venter (a Theology professor).

Elette van den Berq ( Industrial Psychologist.)

#### Would you have done anything differently?

No, I think everything happened at the right time, when I was ready.

#### What advice would you give to students entering the job market?

Be sure that you're in the right mindset to start working, because it's a totally different atmosphere from varsity life. No one will constantly butter you; take a year off after varsity if need be, but always stay positive and believe in your excellence.

#### What are some of the positive, personal attributes that you have gained from the NWU during your academic years?

I've learnt how to work with people with different personalities, as well as great work ethic, persistency, consistency and balance.

### Gregory Swanepoel

**Business Analyst  
(iDigi Tech – Digital Finance)**

**What did you study?**

Actuarial Science and Honours in Business Analytics (Data Mining)

**What is the company culture like at FNB?**

At FNB, there is a family culture in which everyone is friendly and eager to help each other. There is a flat structure, so if you have an idea that can improve the business, your manager will support you to take it further.

**My advice to students entering the job market:**

During the interview process, show a bit of your personality and highlight why you would like to pursue a job in banking. Have an open mind and take in all that you can.



**What surprised you most about entering the working world?**

What surprised me was how different the work environment is from university and how much fun your work can be.

**What would you have done differently during your years at University?**

I would have attended more open day social events when banks come to socialise with students. They give you insight into the culture of different banks and from this you can decide where you would fit in best.

**What are the people like at FNB?**

The people at FNB are proud to belong to such an innovative and dynamic bank, and this creates an overall sense of happiness. Yes, we work hard, but we're happy to do so, because we enjoy our jobs and we enjoy being part of the bank that's moving forward.

**As someone who studied Actuarial Science, what is it about FNB that made you want to work there?**

FNB is my dream company to work for. They're all about the future and pride themselves on being innovative, so you can imagine the new approaches they're taking. When you start applying for jobs, it's usually a good idea not to put all your eggs in one basket, so I took this a different way. I applied at multiple different business units within FNB and at the end of the day I was offered the job that suited me best.

**Please describe the most interesting day you've had since joining the bank.**

The most interesting day was hands down the executive breakfast with the CEO of FNB. It was inspiring to meet

him and to experience first-hand what a dynamic-thinking man he is and yet so down to earth.

**What cool projects are you working on at the moment?**

We are currently automating our processes of detecting fraud. What makes this so interesting is that the process of identifying suspicious cases is quite subjective and requires good judgements from you. Developing routines that automatically make these sorts of judgements isn't so easy, but the good news is, FNB is already very good at it. Interesting fact: FNB has the lowest fraud experience in the industry.

**What has been your most memorable moment at FNB up until now?**

This would have to be the first day of induction when we watched a video of Jacques welcoming us – he said we were not chosen to be part of this great family by accident, but that we were chosen for a reason.

## Jani le Roux

### BI (iDnA) Graduate Trainee

#### What did you study?

BSc Financial Mathematics, Hon BSc Financial Mathematics

#### What is the company culture like at FNB?

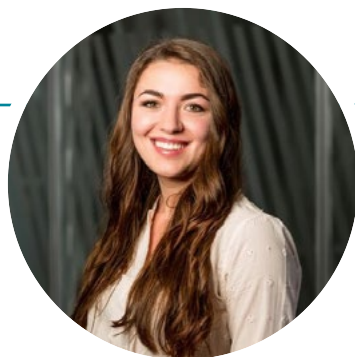
FNB has a very energetic, upbeat culture. There is a strong sense of striving toward job satisfaction and we are constantly motivated to keep learning and growing. Colleagues/team members are always willing to help.

#### My advice to students entering the job market is the following:

It's a journey. Don't be closed-minded and too specific about where you want to work or what work you want to do (especially in this field). There are so many different fields that you will soon realise you can be valuable in many areas. Be open to continuous learning – discovering what you enjoy is part of the journey.

#### What surprised you most about entering the working world?

What I studied has very little to do with what I am doing at work every day.



#### What would you have done differently during your years at University?

I would have studied to gain understanding rather than study to do well for a specific test/exam. I also would have participated more in class discussions and I would have tutored.

#### What are the people like at FNB?

They are driven, motivated, energetic, hardworking and helpful.

#### As someone who studied BSc Financial Maths, what is it about FNB that made you want to work there?

I knew FNB focuses on innovation. FNB also motivates its employees to continue learning and their purpose is to help people. I wanted to be a part of a company with those values.

#### Please describe the most interesting day you've had since joining the bank.

I can't say there is only one day that I would highlight. Every day has been full of learning. If I had to mention one thing: I find the discussions between the team members very interesting.

#### What has been your most memorable moment at FNB up until now?

Meeting Jacques Celliers at the EXCO breakfast was very memorable. He has such a passion for people and chatted personally to every grad who joined the team. He inspired us to always be trustworthy and hard-working.

*"We may live in an age of instant messaging, instant gratification and Instagram, but there is no way to short circuit the path to success."*

*Tory Burch*

## Jannes van Aswegen

**Graduate Trainee, Private Bank Lending (PBL) Analytics**

### **What did you study?**

BSc Hons in Actuarial Science NWU

### **What is the company culture like at FNB?**

FNB prides itself on having a flat structure. They firmly believe there is value in the suggestions and opinions of new minds. This drives innovation and empowers us to be the most innovative bank in the world.

### **My advice to students entering the job market:**

Ask as many questions as you can and get to know as much as possible about a company you plan to work for. I also highly recommend attending the FNB Future League week.

### **What surprised you the most about entering the working world?**

The level of confidence the managers have in the graduates. You receive critical and important work to perform from day one.



### **What would you have done differently during your years at University?**

Nothing. One word of advice though, don't disregard the softer skills you learn in SAS and programming modules. Enjoy student life and maintain a good balance between studies and friends.

### **What are the people like at FNB?**

The people I have encountered at FNB are the friendliest people I have ever met. Everybody is willing to lend a helping hand where needed.

### **As someone who studied Actuarial Science, what is it about FNB that made you want to work there?**

FNB empowers and encourages you to qualify. FNB also gives you the opportunity to have exposure to business cases in which actuarial judgment is needed, so you get hands-on experience.

### **Please describe the most interesting day you've had since joining the bank.**

When I was placed in the private bank lending analytics team, I gained exposure to numerous stakeholders across all the FirstRand divisions and not only FNB.

### **What cool projects are you working on at the moment?**

My project at the moment is to help determine the market share held by FNB in the mortgage market.

### **What has been your most memorable moment at FNB up until now?**

For me, the most memorable moment was spending my first day of working at FNB with a pair of scissors in my hand, cutting up old jeans to make upcycled toys for early childhood development as part of a corporate social responsibility project. This shows FNB's devotion to the improvement of our society.

## Kimeshan Chetty

### Quantitative Analyst for FNB Credit Card

#### What did you study?

BSc Financial Mathematics

#### What is the company culture like at FNB?

Networking and interaction are encouraged. FNB is a very innovative bank and that creates great energy and a fun work environment. Senior titles are not abused, and there is an open-door policy and a notable amount of mutual respect.

#### My advice to students entering the job market is the following:

I would encourage you to be fearless and to jump into the working world with all your passion and energy and with a commitment to learn and succeed.

#### What surprised you the most about entering the working world?

What surprised me the most was how approachable and supportive senior management are and how much time they have for new employees.



#### What would you have done differently during your years at University?

I wouldn't change much, but during my time at university I would have liked to change my mentality to study and understand concepts better, rather than just studying to pass.

#### What are the people like at FNB?

The people and staff at FNB are friendly and supportive. They are innovative, outside-the-box thinkers and always seem to be pushing themselves beyond their limits.

#### As someone who studied financial mathematics, what is it about FNB that made you want to work there?

With a culture of innovation, it's a place where you can make a difference and help shape the organisation, the industry and the world. FNB provides a platform for me to gain financial knowledge, sharpen my technical analytical skills and allows me to nurture and develop my people skills.

#### Please describe the most interesting day you've had since joining the bank.

During the first week of joining FNB, we had the opportunity to meet the CEO of FNB and his executive team for a light breakfast and presentation. Hearing their speeches and listening to their different experiences throughout their careers were truly insightful and memorable experiences.

#### What cool projects are you working on at the moment?

One of the cool projects I am currently working on is IFRS9 modelling - International Financial Reporting System 9, where I work with a program called SAS.

#### What has been your most memorable moment at FNB up until now?

I helped compile an exco pack that was to be presented to the exco team for Credit Card and was then invited to attend the meeting. Hearing their debates, discussions and solutions was an amazing experience.

## Makgotso Mokoena

### Business analyst

#### What did you study?

BSc Information Technology

#### What is the company culture like at FNB?

FNB is an innovative organisation that always seeks to find new and better ways of doing things.

#### What advice would you give students entering the job market?

Ensure that your interests are aligned with the job you are applying for. Do research on the company and their values.

#### What surprised you the most about entering the working world?

I was pleasantly surprised by how balanced the age range of employees is at FNB and how easy it is to get help. There are sessions to help us understand our departments, where we fit in and what is expected of us.



#### What would you have done differently during your years at University?

I would have worked harder in my first year, because it is important to ensure that you fully understand the basics before moving forward. I would also have taken part in activities that require speaking in front of people to enhance my presentation skills.

#### What are the people like at FNB?

People at FNB are dedicated and work hard, but the environment is not too serious, because there is a balance between work and fun. Everybody is willing to assist and share information, even people from different divisions.

#### As someone who studied IT, what is it about FNB that made you want to work there?

FNB gives its employees the platform to come up with innovative ideas that will help better the customer experience. It is a big organisation, which means that there is great room for growth if you put in the work.

#### Please describe the most interesting day you've had since joining the bank.

During the graduate executive breakfast, our CEO came to greet the grads; he gave every single one of us a handshake. Thereafter, we had informative and motivating presentations.

#### What cool projects are you working on at the moment?

I am working on a project that helps make customers who make high-value payments aware of National Payments System's cut-off times.

#### What has been your most memorable moment at FNB up until now?

My most memorable moment was on my first day of work. One of my colleagues, who is a previous grad, came to welcome me and we had an amazing conversation.

“What lies behind us and what lies before us are small matters compared to what lies within us.”

*Ralph Waldo Emerson*

## Nonofo Chere

### BI Analyst

#### What did you study?

BSc Computer Science and Physics

#### What is the company culture like at FNB?

It's very friendly and there is a family dynamic in the workplace.

#### My advice to students entering the job market:

Do not limit yourself to your field of study. You could have majored in chemistry and be perfect for the banking industry. You can apply for jobs that rely on the skills your field gives you; for example, a person who majored in physics can become a developer, because it requires analytical, programming and logic- or solutions-driven skills.

#### What surprised you the most about entering the working world?

Working as a professional completely outside my field of study surprised me the most. I thought I was going to end up in a physics lab as a lecturer or a researcher, but I'm a BI analyst (a title I had never even heard of).



#### What would you have done differently during your years at University?

I would have voiced my innovations. I thought my role at university was limited to just being a student, but now I know better.

#### What are the people like at FNB?

The people are very friendly and innovative. They are what I call 'cool nerds'. They're very smart but with less 'Sheldon' – from The Big Bang Theory – personality.

#### As someone who studied Computer Science, what is it about FNB that made you want to work there?

Innovation, innovation, innovation – the bank I knew from my childhood and the bank I know now are completely different.

#### Please describe the most interesting day you've had since joining the bank.

The most interesting day was when we met the Executive Committee and the CEO of FNB. He walked around the room introducing himself to every single trainee with a handshake. We were all amazed and impressed by his humility.

#### What cool projects are you working on at the moment?

I am currently debugging, fixing and adding more functionalities to a couple of systems in production.

#### What has been your most memorable moment at FNB up until now?

Being in a meeting with the head of our department and seeing how revolutionary he is. His vision and leadership skills are inspiring and push me to be a better version of myself (not just in the workplace).

"Graduation is only a concept. In real life every day you graduate. Graduation is a process that goes on until the last day of your life. If you can grasp that, you'll make a difference."

*Arie Pencovic*



## Ntwakgolo Marebane

### FNB iDnA BI Graduate Trainee

#### What did you study?

BEng Electrical and Electronic Engineer

#### What is the company culture like at FNB?

FNB is the oldest bank in the country, but has been the first to adopt new technologies and there is an openness to innovation.

#### My advice to students entering the job market:

There is this perception that the job market is a mean environment, but I can tell you that it is not true. Don't go to work thinking you know everything; be willing to learn and put effort into your growth, because it is all in your hands.

#### What surprised you most about entering the working world?

I always thought that certain jobs and companies are for people with certain qualifications until I came across chemical engineers in the bank.



#### What would you have done differently during your years at University?

I wish I had engaged more in vacation work to get a glimpse of a range of different work environments.

#### What are the people like at FNB?

Everybody understands that you may not be familiar with the working environment, and everyone is welcoming and willing to assist where needed.

#### As someone who studied Electrical Engineering, what is it about FNB that made you want to work there?

I learnt about FNB's openness to innovation and how fast it adopts new technologies. I then realised that was where I wanted to be.

#### Please describe the most interesting day you've had since joining the bank?

It was when I learnt about the annual innovation festival called 'Code Fest'. The winning projects were presented to us and we were invited to participate in this year's event.

#### What cool projects are you working on at the moment?

I am currently working on something called 'Goelocation', which helps us make meaningful and beneficial recommendations to our customers.

#### What has been your most memorable moment at FNB up until now?

The most memorable moment was the day we had breakfast with the CEO Jacques Celliers, where I got a chance to shake hands and have a conversation with him. I felt honoured – such privileges don't exist in other companies.

"Let us never be betrayed into saying we have finished our education; because that would mean we had stopped growing."

*Julia H. Gulliver*

## Philip Venter

### Java Developer

#### What did you study?

I did my BSc and BSc Hons in Computer Science and Information Systems.

#### What is the company culture like at FNB?

If they give you something to do, they won't check up on you; it becomes your responsibility but at the same time, everyone is happy to help, you just have to ask.

#### My advice to students entering the job market:

You are not done with learning after university; you will have many new things to learn at your workplace.

#### What surprised you most about entering the working world?

How hard it is to consistently wake up early for work.

#### What would you have done differently during your years at University?

Your time at university goes by faster than you think, so go to as many events as possible (without flunking)



and spend enough time with your friends. You probably won't see them that often when you start working.

#### What are the people like at FNB?

As my manager put it: 'Nice and knowledgeable'. You just have to ask for help if you want it.

#### As someone who studied computer science and information systems, what is it about FNB that made you want to work there?

Definitely the mobile app. Ask anyone in South Africa and they'll tell you FNB's app is the best, and as someone who was interested in mobile development, I'm very happy where I ended up.

#### Please describe the most interesting day you've had since joining the bank.

It was the graduate breakfast with the CEO, where we had a Q&A session and went through the archive tour of FNB's 180-year history.

#### What cool projects are you working on at the moment?

Currently, I'm helping to implement Natural Language Processing to improve the search functionality by making it smarter and more user-friendly.

#### What has been your most memorable moment at FNB up until now?

My most memorable moment was getting my first small program to work on, impressing my manager and getting the go-ahead to continue working on it.

"A dream doesn't become reality through magic; it takes sweat, determination and hard work."

*Colin Powell*

# Making Business Opportunities Happen

*A business opportunity is the chance to meet a market need, interest or want through a creative combination of resources.*

So many people want to be entrepreneurs but do not know where to start. Problems exist everywhere and as an entrepreneur, your main objective should be solving those problems. Every business you know of does that, and the better they are at providing solutions to those problems, the better they do. It is important to start seeing problems as opportunities; the mind shift will open your eyes to an endless flow of ideas and business opportunities.

As an entrepreneur, you should always live with your eyes wide open and learn how to view problems as a means to create solutions.

To find business opportunities and make it happen, you need to do the following five things: Identify problems as opportunities; be in the right place at the right time; be quick to act without cutting corners; team up; and execute.

## 1. Identify problems as opportunities

You can start your business opportunities by hunting around to see what the majority of people are struggling with or what they are looking for. The most successful entrepreneurs understand how to sniff out, test and execute unique opportunities more efficiently than their counterparts.

Most opportunities disguise themselves as problems. They can arise

when new technology or products enter the marketplace and other people do not yet know how to harness those technologies.

Think outside the box while knowing what is inside the box.

Thinking outside the box is an age-old cliché but, applied effectively, can really be the key to business success.

Analyse data to find the opportunities others have missed. Finding points of pain or frustration and then finding a corresponding innovative solution will keep your business ahead of the game. Before you can think outside this mythical 'box', it is essential that you first need to know what's inside it. This means knowing anything

and everything about your industry – past, present and predictions for the future. Only by knowing what is already available, what has worked, what has failed and what your rivals have planned for the future, you will be able to come up with something truly innovative and fill that market gap. In short, do your homework.

### Get a sense of direction.

When trying to find opportunities, do not be too general. You should be taking control of what opportunities you are trying to find by being specific about your particular situation. The only way to do this is by adopting a sense of direction. Which opportu-

nities are you looking for? How are you going to find them? How are you going to act on them? Write down what you want to achieve. This will motivate you and set you on a course that will inevitably open more doors.

### Understand needs and wants and the fuzzy grey line between them.

Understanding the difference between needs and wants is essential. For example, you need food to live, but you could survive without ice cream (although you might not want to). This is an issue that often causes confusion for consumers and you can

benefit from that confusion by presenting the benefits and values of a product or service that would usually be a luxury item (a want) as being essential (a need) in order to achieve the desired fulfilled/fashionable/healthy lifestyle.

### Do what others don't want to do.

Look for things that others don't want to do. This could be because these things are time consuming, dirty or boring but, dull as they may be, they still need to be done. By taking

that bullet and offering products or services for mundane tasks, you could soon transform your product or service from a want into a need.

## Make the impossible possible.

Solving a problem that nobody else has a solution to will obviously put you ahead of the game, so start by recognising what the sticking points are. Write down the flow of activity for a situation, recognise how this could

be improved or which ways would ease the pressure and go from there. Remember, you need to know the problem first, but generally, there is always an answer somewhere.

## Keep a journal.

Recording all the opportunities and meetings you have will be helpful in the long run. Not all of these will work out, but your journal will make sure you don't overlook anything that

does not catch your eye at first. This will also help you to keep track of your progress and learn from your mistakes.

## 2. Positioning and timing

It is important to be in the right place at the right time. Once you have identified a potential opportunity, it is important to plan ahead and prepare yourself to act on it. You must know exactly what you need to do, for then it is just a matter of execution. Leverage all your skills and experience to bring in the right resources and be perfectly positioned

to move quickly when the time is right. Gain as much knowledge and experience as possible; this helps with the homework thing. By talking to your peers, you'll gain essential industry insight and the better access to information you have, the more likely you will be able to take advantage of a situation quickly.

## Have confidence while knowing that it is OK to fail.

Once identified, it's important that you take advantage of an opportunity, even if it is not guaranteed to succeed. After all, innovation doesn't come from certain outcomes but from taking risks and trying new things. Taking this jump will always be scary, but the more knowledge and experience you have, the easier and less risky it will be.

When all is said and done, as long as you're professional and polite, sometimes it's OK to be a little bit cheeky. Don't be afraid to aim high; after all, you might just be surprised.

## 3. Be quick, but do not cut corners

Every opportunity has a window of time, so you have to be quick. Never rush, though, as that will lead to issues such as poor work and overlooking pitfalls. Rushing can cause

big mistakes and is a sure way to fail. Cutting corners is also a sure way to deliver substandard products or service and leads to poor customer satisfaction and/or legal issues.

## Be reliable.

In many ways, reliability is the key that opens every door; it's one of the big traits you should adopt. When you start flaking out, people don't want

to work with you. When you break someone's trust, they will not be willing to share or collaborate with you.

## 4. Team

Time is limited; you cannot do all the work on your own. Assemble the right team that will be able to understand the opportunity and can help you meet those goals on

schedule. Together, you can build a rapidly growing business and team, and establish yourself as the market leaders.

## Collaboration and networking

You may prefer to be a lone wolf, but in business, this will not get you very far. The fact is that you have to network and collaborate, because other people also have a lot of great ideas. Use those great ideas to propel you to greater heights. Go out of your

way to attend events and network. Set aside some time every day to network on social media platforms like LinkedIn. Build those relationships. The only way you can start to collaborate is through networking first.

## Find a mentor.

A mentor is someone who has already achieved more than you. Do not get jealous, seek them out. I have always believed that a mentor is the key to

getting better and finding brand new opportunities. These are the people who can help you achieve more, but you have to be willing to humble

# Introducing Yourself

## The Cover Letter

yourself in order to seek out the help of someone else. Be willing to admit that you don't know it all, even if it is tough. Mentors are important. They

are there to motivate. They are there to inspire. They are there to take you to new heights.

### Outsource.

Save those precious minutes on non-essential tasks. The time saved could be used to chase down and

follow up on more opportunities and gain more knowledge and experience.

## 5. Execute

Execution is the most important point. It looks different for every business, but it is important that you should be productive and not just busy.

Have you ever heard of the businessman who constantly says he is just waiting for the right opportunity to come along? Waiting to be inspired means, potentially, waiting until the end of time. I am not going to do that and you should not either. Don't wait for the opportunity, go find the opportunity, whether it is a trading opportunity or a simple small-business opportunity.

Opportunities can appear anywhere and at any time, but it is a myth that they just pop up out of nowhere and without any warning. The biggest businessmen in the world worked hard to make those opportunities happen. However, don't start patting yourself on the back because you found an opportunity. Take advantage of it.

"Opportunities are like sunrises. If you wait too long, you miss them," Virgin Group founder Richard Branson quotes writer William Arthur Ward in a recent blog post. Like sunrises, opportunities are fleeting and will pass if you are unprepared. Branson says that they do not always come at the perfect time, either, so you must be ready to seize them when the chance presents itself. "Opportunities are usually disguised as hard work, so most people don't recognize them," Branson quotes columnist Ann Landers. Ironically, hard work is the key to taking advantage of opportunities. If you put in the time, effort and commitment, you'll open many doors for yourself. It's only a matter of noticing opportunities and acting upon them.

A CV should always be accompanied by a cover letter which conveys your personality and enthusiasm, and draws attention to your experience and suitability for the job you are applying for. Your cover letter can differentiate your CV from the others – make sure that you grasp the opportunity to market yourself. The letter should intrigue the reader so that he/she would want to read the entire CV.

### Layout

#### The letter should have only three paragraphs:

The first (very short) paragraph should contain the reference to the advertised post, the reference number in the advertisement, and where and when the advertisement appeared. If the CV is sent after a telephone conversation or personal referral, it should be mentioned here.

The second paragraph (the longest in the letter) should indicate the way in which your own knowledge, qualifications, skills and personal qualities are suited to the post requirements.

The final paragraph (which is also very short) should mention your positive expectation to hear from them, thank them for their time and draw their

attention to your contact details.

### Appearance

#### The cover letter should:

- be a formal business letter, like we all learnt at school;
- fit on one page;
- be neatly and clearly printed on the same good quality paper that you used for your CV;
- be well laid out and easy to read; and
- be free of typing, spelling or grammatical errors.

## Contents

### The contents should:

- be brief and structured. Avoid repetition of lengthy information that is covered in your CV;
- address the relevant contact (if mentioned in the job advertisement). If no contact person was mentioned, the salutation should read 'The HR Manager', 'The Advertiser' or 'Dear Sir/Madam'. Don't write 'To whom it may concern';
- refer clearly to the post title, any reference number, as well as where and when the advertisement was noticed;
- refer to your CV and emphasise relevant points;
- outline your current situation briefly, as well as the reason why you are interested in the job;
- emphasise the reason why the employer may want to meet and employ you;
- highlight your skills, achievements and possible contribution to the organisation;
- contain phrases that express your personality;
- ensure that the reader is left with the impression that you are a potential match for the job; and
- close with a polite and positive expression of interest in further dialogue with the employer or recruiter.

## Cover letter tips

Always analyse an advertisement and identify requirements before writing your letter and updating your CV.

The main purpose of the letter is to motivate the recipient to read your CV as well.

Pose short questions or develop concise statements that entice the employer to turn the page and take

a look at your CV.

Get right to the point – assume that the reader is merely skimming your letter and looking for a good match for the vacancy.

Your goal should be to write something that resonates perfectly with that which is already on your reader's mind.

## SAMPLES OF COVER LETTERS

<http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.html>  
[www.coverletterexamples.net/](http://www.coverletterexamples.net/)  
[www.resumecoverletterexamples.com/](http://www.resumecoverletterexamples.com/)  
[www.bestcoverletters.com/](http://www.bestcoverletters.com/)  
[www.resume-resource.com/covers.html](http://www.resume-resource.com/covers.html)  
<http://susanireland.com/letter/cover-letter-examples/>  
[www.nothingbutcoverletters.com/](http://www.nothingbutcoverletters.com/)  
[www.cvtips.com/cover-letter/view-free-cover-letters.html](http://www.cvtips.com/cover-letter/view-free-cover-letters.html)  
<http://workbloom.com/cover-letter/cover-letter-samples.aspx>

“Knowledge is not power.  
The implementation of  
knowledge is power.”

*Larry Winget*

# Your Curriculum Vitae

## The Ultimate Marketing Tool

Your CV is your marketing tool and its focus should be on your skills that contribute to the position you are applying for. The following should be included:

### Personal details:

Your name and surname should be prominent and could even be the title of the document. Telephone numbers should be current. If you use an informal or comical e-mail address, you may wish to create a new e-mail address that includes your name. It is not always necessary to include information relating to your nationality, age, sex, marital status, languages or health. Ensure that you are easily contactable at the address you provide and, if applicable, include information regarding your driver's licence.

### Career objective:

An objective gives focus to your CV – the reader will know immediately what you are looking for and if you are a good candidate for the advertised position. This is the section in which you must state your career focus and impress the reader with your achievements and strengths.

### Educational information:

List brief details of your academic qualifications, starting with the most recent achievement/qualification. List the degree, diploma, matriculation as well as the year and name of the institution. The older you are, the less important your school information will become. It might not be necessary to include the school subjects. Indicate your interest for the immediate future. What are you looking for now? It is also important to include everything you achieved while you were studying. List competitions won, awards received and leadership positions you served in, e.g. chairperson of committees. End this section with a short sentence about the extracurricular activities that you participated in.

### Work-related experience:

List your most recent experience first, continuing in reverse chronological order. Use short sentences, positive language and highlight relevant

achievements. Mention the positions you held and companies you worked for, including the dates. Ensure that you include your part-time, volunteer and vacation work. Mention in detail the skills, abilities and experiences you acquired during your work. Because you want the reader to find information quickly, you will need to organise your experiences in categories. Possible category headers are the following: Relevant experience, Volunteer experience, Teaching experience, Lab experience, Community service, Clubs / Organisations, Awards, and Other achievements.

### Skills:

It is important to match your skills to the job you are applying for. A CV that highlights relevant skills and experience will boost your chances of getting an interview. If you are going to apply for different jobs, you should tailor your CV to each job. Detail specific skills you have gained and also their relevance to the job you are applying for. The ability to work on a computer is a key skill. List all the programs you are able to work with, as well as your proficiency level on each program.

### References:

If this is your first job, it would be wise to nominate tutors or mentors as your references. Always verify that

references are willing to provide information about you before you include them in your CV. Your references should be able to answer questions on your achievements, work ethics and personality.

### Presentation and layout:

The layout of the CV could already demonstrate whether you meet the skills specified in the job advert. The CV must be easy to read and visually appealing – avoid using excessive underlining, bold italics, long paragraphs and multiple fonts. It is a good idea to use bullet-point lists. Headings are useful for scanning and must be consistent in style. You can even use headings taken from the advertisement or job specification. First impressions matter – use quality paper and check for correct spelling and grammar.

### CV style:

#### Which style of CV would be best for your job application?

The chronological CV is the most familiar CV format and outlines your education, experience and achievements in reverse chronological order.

The skills-based CV focuses on evidence of your relevant skills. Use headings to present your skills, which

should be focused on the needs of the employer.

The academic CV can be useful when you apply for an academic or research career. Use appropriate headings to explain your research interests, e.g.

Dissertation, Research abstracts, Areas of expertise, Publications, Presentations and/or conferences attended, and Awards.

## Do's & Don'ts

### CV Don'ts

- Don't overuse the personal pronoun I.
- Don't send the same CV with every job application.
- Don't describe duties – focus on achievements.
- Don't use lengthy sentences; rather use a bullet list for an easy to read format.
- Don't exaggerate or lie.
- Don't leave gaps in your educational and employment history.
- Don't give relatives as references.

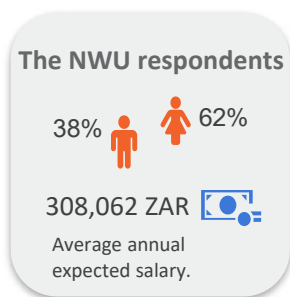
### CV Do's

- Keep it short, concise, easy to read and straightforward – focus on content, not length.
- Check for typing, spelling and grammatical errors.
- Adjust your CV to fit the specific job you are applying for.
- Focus on the job and ensure that your CV is relevant. Make sure that the relevant experience and skills are prominently displayed.
- Keep the reader in mind.
- Be positive and relay your strengths.
- Include a career objective.
- Include a cover letter.
- Demonstrate that you understand the nature of the job being advertised and explain why you want to work in that area.
- Highlight briefly how your skills and abilities fit the vacancy.
- Research the company before you compile your CV.
- Print on quality paper and ensure that the layout is good. Print the cover letter on the same type of paper.

## The South African Talent Survey 2018



The **Universum South African Talent Survey** is an annual survey which examines the career preferences and expectations of students in South Africa. It also seeks information on the students' experience at their university. Here are some highlights of what came out from NWU students .



PWC (PricewaterhouseCoopers), Google, CSIR and Sasol were the NWU students Most Attractive Employers of 2018.

### What NWU Students look for in an employer...



#### PREFERRED EMPLOYER ATTRIBUTES

1. Leadership opportunities
2. Respect for its people
3. Ethical standards



#### STRONGEST SOFT SKILLS

1. Reliability
2. Integrity
3. Responsibility

#### University Preferences



#### ATTRACTIVE UNIVERSITY ATTRIBUTES

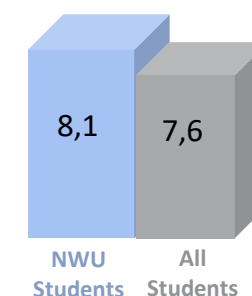
1. Secure campus environment
2. Friendly and open environment
3. Tradition of academic excellence

The **top communication channels** for NWU students to learn about potential future employers are **SOCIAL MEDIA, EMPLOYER WEBSITES AND CAREER FAIRS.**

### NWU Students Satisfaction with Career Service



### University Satisfaction





# Curriculum Vitae

Example

## AWESOME STUDENT

084 778 1234 | awesome.student@gmail.com

Postal Address: PO Box 1234; Mafikeng; 2531

### 1. Personal Information

Surname Student  
Name Gifted Awesome  
I.D.number 900101 0123 456  
Nationality South African  
Languages Tswana, Afrikaans and Engels  
Driver's License Code A en B

### 2. Personal Profile

At least 10 words (adjectives) which will describe your personality, personal qualities or traits which will lead to success in the specific job/career, as explained in the CV workshop by the Career Consultant.

### 3. Career Goal / Objective

Explain what kind of a job you are looking for at what kind of a company. Show the prospective employer what you are looking for matches their job vacancy/company. You may include it only in your covering letter. Refer to: Functional area (job); level in the organization; type of organization; size of organization; eventual goals and specific skills sets.

### 4. Academic Background

- 4.1 List qualifications starting from highest and include only the subjects which are necessary.  
Refer to academic record for all subjects.
- 4.2 Other courses attended and skills obtained.
- 4.3 Academic Achievements.

### 5. (Life) Experience

Remember: "VERBS & CONTEXT"

Typical headings are given below. It will be unique in your situation, as explained in the CV workshop by the Career Consultant.

- 5.1 CULTURE - Debating; Music; Singing; Dancing; Acting; etc
- 5.2 SPORT - Soccer; Tennis; Ballet; Athletics; etc
- 5.3 LEADERSHIP
- 5.4 COMMUNITY ACTIVITIES
- 5.5 ENTREPRENEURSHIP
- 5.6 ACADEMIC ACTIVITIES - Research; Data gathering/-processing; Student Instruction; etc
- 5.7 INTEREST AND HOBBIES - Photography; Gardening; Flower arranging; etc

### 6. Work Experience

Name of employer; period, job title AND a description of what you did.

Remember: "VERBS"

### 7. References

Employer:  
Mr. P. Wessels; Sunshine Pharmacy;  
Mafikeng.  
082 123 4567

Lecturer:  
Dr. J. Alison; Department of Statistics;  
NWU; Mafikeng.  
082 234 5678

## More CV tips:

- Font should be easy to read, size should be between 10 and 12. Avoid colour.
- Your address could also be in table format underneath your name and surname.
- Your email address should be professional. Avoid nicknames. Highlight briefly how your skills and abilities fit the vacancy. Organise your experiences in categories.
- Make sure you include the institution, degree, date of completion and main subjects. Start with the most recent qualification. It might not be necessary to include the school subjects.
- The older you are, the less important your school information will become.

## Be Concise

Continue revising and fine-tuning your CV. Proofread! Don't rely on a spell-checker. Have two or three different people proofread your CV.

Ensure that your CV is well spaced and visually attractive. Check and recheck your CV for errors.

# Curriculum vitae

## Checklist

Check the list below against your current CV to make sure that you have the basics covered.

### Your CV in General

- Does your CV look attractive? Would the reader be interested in you as a candidate?
- Is it well organised, concise and structured into one to three pages?
- Has the CV been checked for spelling, grammar and typing errors?
- Is the lay-out well balanced and the space used effectively with headings?
- Is it easy to read, with clear font and characters that are not too small?
- Does the most relevant information occupy the most space?
- Did you print your CV on good quality paper?
- Did you adapt your CV to suit this specific application?
- Did you create a cover letter to accompany your CV?
- Will the employer be able to contact you by using your personal details on the CV?
- Did you use action verbs & short sentences and phrases that are to the point?
- Are you sure your e-mail address is professional?
- Are the pages numbered?
- Does your CV include a cover page?

### Your References

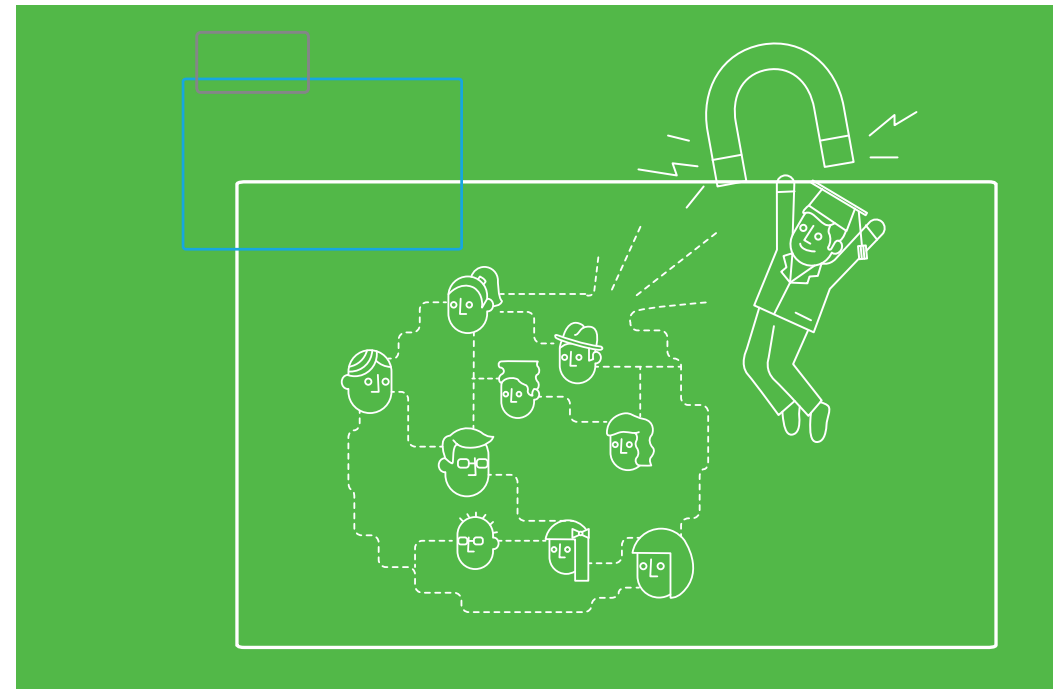
- Did you include contact details of your references?
- Have you asked your references permission to cite them in your CV?

### Your Educational Information

- Except for your tertiary and secondary education, did you include additional training?
- Did you include all your qualifications, as well as the completion dates?
- Your Work Experience and Skills
- Did you list your experience chronologically?
- Did you list the most recent experience first?
- Did you emphasise the most relevant experience?
- Did you explain any gaps in your work experience chronology?
- Did you tailor your CV to the specific position you are applying for?
- Did you include your career objective and core competence?
- Does the career objective align with the position you are applying for?

Did you know that the average employer will spend approximately 10 to 20 seconds reviewing your CV the first time? You MUST, therefore, attract attention – make the seconds count!

## BE VALUED AS AN INDIVIDUAL AND MENTORED AS A FUTURE LEADER



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# A Career As A Graduate

If you think you might be interested in a career as a graduate, but have little (or no) idea what that really means, this article has been written with someone like you in mind. We have assumed that you have little or no prior knowledge and that you will therefore need some structure and guidance in gathering relevant information for making your decisions. Some of you might already have considered some or all of the issues addressed below, in which case this is a confirmation that you are on the right track.

## Pre-university checklist

To help you decide if a career as a graduate is for you, and what specific discipline and/or profession appeals to you, there are a few things you could do, even before you start university. Here is a brief checklist to get you started and help you focus your mind:

Read the business pages of the newspapers and related magazines to improve your commercial awareness, as well as awareness of the different professions/careers available.

To go through your options, talk to the career advisers at schools and universities, and/or private career counsellors.

Research the different paths into your chosen field of study, for example uni-

versities, colleges, chartered institutes or apprenticeships.

Get some practical work experience (even if it is a very menial job) at a firm employing graduates in the profession you are interested in.

Work hard at your academic studies. Good grades are essential for entry into tertiary studies!

Talk to friends, parents, acquaintances – anyone with a connection to the profession of your interest.

Think about the kind of extracurricular activities you can participate in to become a well-rounded candidate. Think about sport, volunteering, debating teams, music...

## Reality check

Life isn't a bed of roses. In the spirit of full disclosure, there are a few things worth mentioning as a reminder that a career as a graduate is not all triumphant victories and champagne-fu-

elled deal celebrations. So, without wanting to detract from the exciting and challenging careers on offer, the following aspects provide some food for thought...

## Finances

We cannot stress this enough – the road to a graduate qualification is not cheap and there are no guarantees of a job and a big starting salary at the end of it. The economy is under pressure and employers may not be

paying big salaries to new graduates. Your ability to afford the courses and a potentially low starting salary must be factors in deciding whether to pursue a career as a graduate.

## Academics

Nothing but the best will do in this competitive market. You need to be getting excellent grades from your first year of university onwards – arguably, your grade 12 results are just as important when it comes to applying for bursaries, internships or training

contracts and sometimes anything less than As or Bs may prevent you from getting past the first application hurdle. Most recruiters we speak to say that excellent academics are a given, so make sure you tick this very first box. Study well and study hard.

## Competition

The numbers are stacked against you – there are fewer bursaries, internships and job opportunities than there are people with the necessary qualifications. You have to find a way

to stand out among thousands who are angling for the same job, so make sure you shine by being resourceful, determined and committed to the profession and career.

## Time

An awareness of the pressures of time is crucial if you are to succeed; you should give the requisite amount

of time (i.e. lots of it) to your future career, while not neglecting your studies. You must spend time

researching prospective employers and job opportunities you are interested in, planning how to get work experience, and preparing, refining and checking (and having someone

else check) your application forms and CV. Start early, have a schedule and be strict with yourself. Last-minute, rushed efforts are almost worse than no effort at all.

## Experience

You need a combination of work experience (both related and not related to your graduate profession) and extra-curricular activities to become the all-rounder that employers want to hire. One without the other isn't enough; having both strings to your bow is what will help you demonstrate, in a quantifiable way, that you are a complete human being and worth the firm investing in you as a future employee.

A quick note on so-called "non-related" work experience and skills gained through voluntary or extra-cur-

ricular activities: Never forget that experiences as (for example) a waiter might have developed your competence in working with customers, or that a filing-job might have developed your competence in administrative processes and attention to detail. Along the same lines, participation in sport and other team-related activities might have developed your competence in teamwork and competitiveness. Never neglect to highlight the competences you have developed in so-called "non-related" experiences by showing the relevance to your future employer.

## Online

Your online presence may currently be dominated by photos of debauched holiday antics and lewd comments, and you need to be aware that recruiters may be Googling your name! It can therefore be beneficial to build up a more "professional" social media profile than your Facebook account offers. LinkedIn is great for maintain-

ing a line of contact with the professionals you will be meeting, while Twitter can also be useful to follow the business world's big influencers and stay up to the minute with the latest news and issues.

## Commerciality

The professional world is the business world. If you harbour any ambitions to work for an employer of graduates, it is essential to develop a good understanding of the issues and events affecting businesses. Read, for instance, the Financial Times and

the Economist from time to time, as well as other publications related to your profession. Try to appreciate the appropriate business issues thrown up by your studies from a commercial perspective.

## Your first-year university and onwards checklist

You're at university and you want to know what you should be doing (or continue doing). Here is a brief checklist to help you focus your mind:

- Keep up with the business pages of the newspapers to improve your commercial awareness, but also read the more specific information relating to your professional field.
- Continue talking to career advisers at university to work on your CV-writing, as well as application and interview skills and techniques, and to see if they have any contacts of prospective employers.
- Build your practical work experience during holidays or weekends.
- Think continually about where you might like to apply for jobs after graduation. Improve your knowledge of these professions/careers/jobs and employers. Attend career fairs and employer presentations to meet people face to face. Think about how you stand out in order to be remembered by them.

Find out about their graduate recruitment opportunities and processes.

- Go to companies' open days (for which there is sometimes an application process), often aimed specifically at graduates.
- Continue to work hard at your academic studies. Recruiters want to see exemplary grades and yes, your first-year grades do count!
- Continue talking to friends, parents, acquaintances – anyone with a connection to the relevant profession.
- Participate in organised student life by engaging in some of the extra-curricular options at university (e.g. sport, debating or music) in an effort to develop competences and become a well-rounded candidate.
- Consider what specific area of your profession is your passion and what specific job/career you have in mind. Prepare yourself to answer the Why?-questions about your choices.

*Adapted from: Law Careers.net – The beginner's guide to a career in law 2014*

# What Do Employers Want?

One of the most frustrating challenges in job-seeking and preparing applications for jobs is to determine exactly what skills and attributes the employers are looking for.

This article aims to equip you with knowledge of some of the skills that employers have indicated as being important to them, as well as skills that knowledgeable people write about.

In one survey, where a large group of employers were asked to list the most important selection criteria for graduate appointments (in addition to relevant academic qualifications, of course), the findings were as follows:

The most important quality for those employers is interpersonal and communication skills. This refers to your ability to communicate, interact and achieve goals with other people, and to act responsibly and professionally at all times. It includes listening skills, as well as positive body language, eye contact and gestures. Your verbal skills are rated by the way in which you ask or answer questions, give or receive instructions and speak to larger groups. Your written skills are

evaluated by the clarity and comprehension in your CV and cover letter, and your ability to write letters, memos, reports et cetera.

The second most important quality is drive, commitment and knowledge of the industry. This refers to your ability to convince the employer that you understand the job contents, the outcomes you must deliver and the contribution you are expected to make to the business (and even the industry). You must display a passion for doing this job and be prepared to invest your best effort in making a success of it.

The third most important quality is analytical thinking and problem solving abilities. Especially in positions where academic qualifications are required, employers expect you to have the ability to apply theoretical knowledge in practice, solve difficult problems, or improve processes and outcomes.

In her book, “What employers want – The work skills handbook”, Karen Holmes confirms these findings when she describes the following four skills as the most important ones for employers:

- Communication
- Team-working skills
- Problem-solving and decision-making skills
- Numerical and computer skills

This fourth skill refers to the confident use of electronic technology, rather than the understanding of typical mathematics. Employers value skills in electronic data-management, such as finding data, interpreting it, presenting it and storing/retrieving it. It also includes effective use of the internet, word processing, spreadsheets, presentation software and databases.

The author adds the importance of having the right attitude to the above four skills. The right attitude includes being passionate, focused, driven,

committed, willing, determined, motivated, adaptable and devoted, as well as reliable and polite. (For more on attitude, please refer to the article What makes you competent?)

Jeff Haden, in an article called “8 Qualities of Remarkable Employees”, takes it further by distinguishing between great and remarkable employees.

He says that **great employees are reliable, dependable, proactive, diligent, great leaders and great followers ...** They possess a wide range of easily-defined – but hard to find – qualities.

A few hit the next level. Some employees are more than great – they are remarkable, possessing qualities that may not appear on performance appraisals, but make a major impact on performance nonetheless (not only performance of the employee, but performance of the whole company).

## QUALITIES OF REMARKABLE EMPLOYEES



### Here are eight qualities of such remarkable employees:

1. They ignore job descriptions. The smaller the company, the more important it is that employees can think on their feet, adapt quickly to shifting priorities and do whatever it takes, regardless of role or position, to get things done. When a key customer's project is in jeopardy, remarkable employees know without being told that there's a problem and they jump in without being asked – even if it's not their job.
2. They're eccentric... Remarkable employees are often a little different: quirky, sometimes irreverent, even delighted to be unusual. They seem slightly odd, but in a really good way. Unusual personalities shake things up, make work more fun, and transform a plain-vanilla group into a team with flair and flavour. People who aren't afraid to be different naturally stretch boundaries and challenge the status quo, and they often come up with the best ideas.
3. But they know when to dial it back. An unusual personality is a lot of fun... until it isn't fun anymore. When a major challenge pops up or a situation gets stressful, the best employees stop expressing their individuality and fit seamlessly into the team. Remarkable employees know when to play and when to be serious; when to be irreverent and when to conform; and when to challenge and when to back off. It's a tough balance to strike, but a rare few can walk that fine line with ease.
4. They publicly praise... Praise from a boss feels good. Praise from a peer feels awesome, especially when you look up to that person. Remarkable employees recognise the contributions of others, especially in group settings where the impact of their words is even greater.
5. And they privately complain. We all want employees to bring issues forward, but some problems are better handled in private. Great employees often get more latitude to bring up controversial subjects in a group setting, because their performance allows greater freedom. Remarkable employees come to you before or after a meeting to discuss a sensitive issue, knowing that bringing it up in a group setting could set off a storm.
6. They speak when others won't. Some employees are hesitant to speak up in meetings. Some are even hesitant to speak up privately. Remarkable employees have an innate feel for the issues and concerns of those around them, and step up to ask questions or raise important issues when others hesitate.
7. They like to prove others wrong (especially doubters, pessimists and negative people). Self-motivation often springs from a desire to show doubters that they are wrong. Potentially, the kid without a college degree or the woman who was told she didn't have leadership often possesses a burning desire to pull other people down to his or her level. Remarkable employees are driven by a deep and personal belief in truth, honesty, positivity and perseverance.
8. They're always fiddling. Some people are rarely satisfied (in a good way) and are constantly tinkering with something: reworking a timeline, adjusting a process or tweaking a workflow. Great employees follow processes. Remarkable employees find ways to make those processes even better, not only because they are expected to... but because they just can't stop believing that continuous improvement is always possible.

**These eight qualities give us a further insight into what employers might value and what they look for in graduates.**

If you can present and emphasise these skills and attitudes in your CV, and you are able to speak about them with confidence in the interview, you are well equipped to "sell" your competences to the employer of your choice.

## Most Sought-After

### Skills, Competences and Traits

- |   |   |
|---|---|
| <input type="checkbox"/> Adaptability/Flexibility       | <input type="checkbox"/> Judgment                 |
| <input type="checkbox"/> Analytical thinking            | <input type="checkbox"/> Leadership               |
| <input type="checkbox"/> Attention to detail            | <input type="checkbox"/> Leveraging diversity     |
| <input type="checkbox"/> Business acumen                | <input type="checkbox"/> Listening                |
| <input type="checkbox"/> Career motivation              | <input type="checkbox"/> Negotiation              |
| <input type="checkbox"/> Commercial awareness           | <input type="checkbox"/> Numeracy                 |
| <input type="checkbox"/> Communication                  | <input type="checkbox"/> Organisation             |
| <input type="checkbox"/> Compliance                     | <input type="checkbox"/> Organisational awareness |
| <input type="checkbox"/> Conflict management            | <input type="checkbox"/> Planning                 |
| <input type="checkbox"/> Consulting                     | <input type="checkbox"/> Problem solving          |
| <input type="checkbox"/> Creativity/Innovation          | <input type="checkbox"/> Public speaking          |
| <input type="checkbox"/> Customer focus                 | <input type="checkbox"/> Resilience/Tenacity      |
| <input type="checkbox"/> Decisiveness                   | <input type="checkbox"/> Responsibility           |
| <input type="checkbox"/> Dedication/Commitment          | <input type="checkbox"/> Results orientation      |
| <input type="checkbox"/> Delegation                     | <input type="checkbox"/> Risk-taking              |
| <input type="checkbox"/> External awareness             | <input type="checkbox"/> Sense of self            |
| <input type="checkbox"/> Independence                   | <input type="checkbox"/> Sensitivity              |
| <input type="checkbox"/> Influencing                    | <input type="checkbox"/> Teamwork                 |
| <input type="checkbox"/> Information seeking            | <input type="checkbox"/> Trustworthiness/Ethics   |
| <input type="checkbox"/> IT appreciation                |   |
| <input type="checkbox"/> Instruction (give and receive) |   |
| <input type="checkbox"/> Integrity                      |   |



## I wish someone had told me in my first year at university!

Bright-eyed and bushy tailed, I walked onto campus! Books were piled into my shiny new bag and I was wearing spanking-new jeans, clean All Stars and carrying a pencil bag with every colour highlighter you could imagine. I was ready to take on the world, one faculty at a time. Ambition was my name and a BA in Journalism was my game.

They gave me lists of books, classes, lecturers, maps... and a student card (with a dorky picture of me on it). What they didn't give me, though, was everything that I learned and earned in my first year:

1. Smile on your student card photo – you don't want to look like a criminal for the next four years.
2. Buy a pair of tekkies or flip flops for those flights of stairs.
3. You won't make friends on your first day; you will be too worried about finding your lecture venues.
4. Coffee is a prerequisite and it's cheap.
5. Buy your textbooks second hand, because it's more economical than buying new ones.
6. Remember, unless you decide to stand out, you are only a number to the lecturer.
7. Join a society – you'll meet people, get involved in something you love and learn valuable skills.
8. Your education is yours and yours alone. Don't expect any hand-outs.
9. Love what you do; if you don't, no one else will.
10. Most of all, be willing to grow in many other ways over the next few years, other than just your degree. Keep an open mind!

Don't be afraid to make mistakes, as they don't define who you are; varsity is so much more than textbooks and marks.



# Attending The Career Fair

## Attending career fairs is an important part of your job-search strategy and plan, because it opens up the opportunity for you to:

- meet people (personally or by means of a business card or brochures) with whom you can talk subsequently about career opportunities. Remember, it is always better to address correspondence or a telephone enquiry to a specific person;
- gather information about employers and form an opinion regarding the type of employers they seem to be;
- gather information about different career opportunities and posts that are offered by the different employers;
- gain knowledge regarding the various possibilities existing within the specific degree or study field(s) you have chosen.

## The goal of career fairs is to give students the opportunity to:

- get in touch with potential employers and contact persons for the future;
- learn more about companies and organisations;
- discover more about careers and potential job opportunities;
- have a good look at careers relating to their studies, as well as other fields and careers;
- receive advice on what employers are looking for;
- learn more about current internships; and
- gain valuable interview experience, get job search advice and possibly even obtain an invitation to an interview.

## How do I prepare to benefit most from a career fair?

If you want to gain the most from a career fair, you need to be well prepared in order to make a good impression. At the same time, you can evaluate companies and organisations by the way their representatives behave towards you.

- Define your goals. Think for a while what it is you want to achieve. Do you want to find a job or an internship? Are you looking for information about organisations? Do you want to build your network?
- Review and research the companies who are going to attend the fair. Visit their websites to find out who they are and what they do. Gather basic information about the company (size, organisation, location, products). Make a list of the ones you would like to approach. Be prepared – if you can ask focused and specific questions, it will impress the employer's representatives, because it shows a genuine interest.

- Customise your CV to be able to apply for any position of interest to you. Note that some employers will be accepting CV's at the fair, while others will not.
- How will you introduce yourself? Develop a 30-second introduction to market yourself. Tell the person who you are, what makes you unique and the benefits that you can provide. Be enthusiastic and explain your strengths, skills, experience and interests. Be prepared to answer questions regarding your career goals and prepare a few questions to ask the recruiters.
- Remember to pack a pen and paper for jotting down notes and contact information. Take a portfolio to hold CV's and company literature that you would like to collect.
- Remember, first impressions count. To obtain success, one has to dress appropriately for the occasion. Therefore, dress neatly to show the company representatives that this is an important event to you.

# Online Application Tips

## Don't make the mistake of:

- not knowing what type of position you are looking for (lacking focus);
- lacking communication skills with inappropriate questions;
- asking about salary;
- not asking any questions;
- having a poor or unprofessional attitude;
- grabbing free stuff;
- not being willing to relocate;
- not bringing anything to write on;
- giving a weak handshake; and
- not taking time to fill out an application or other forms.



Recruitment on the internet is growing extremely fast. There are already thousands of recruitment agencies publishing vacancies on their websites. Newspapers, online publications and company websites also carry vacancy advertisements. If you neglect to use this vast range of potential vacancies, you will be missing out on potential opportunities.

## Online job application advantages

### A job-seeker

- can apply quickly and easily for many jobs;
- can store his/her CV online where potential employers might see it;
- has 24-hour access to vacancies;
- can track his/her applications;
- has fast response;
- obtains automatic notification of vacancies according to his/her profile; and
- finds job hunting easier and more effective.

### Preparing for online job hunting

Most people prepare their CV by using word processing. Unfortunately, this may cause your CV to be unsuitable

for the internet. It may happen that recruiters do not use the same technology and are not able to process it. Companies receiving your CV may also use another method or computer and could therefore have difficulties in reading your CV.

In some cases, you will have to convert your CV to a text version that can be read on any computer. 'Plain' text (also called ASCII text) is the safest and most common Internet format. A .txt file will be recognised by any technology – it is also commonly used for email communication.

Plain text gets rid of italics, bullets and all fancy formatting.

### The question now is: What can you do to enhance this plain text version?

Open your text (.txt) file in Notepad (Windows) or Simpletext (Macintosh) and consider the following suggestions:

- For bullets, use asterisks, plus signs or dashes.
- For underlining text, use capital letters.
- Use a line of dashes or asterisks to separate sections.
- Redo all spacing, using only the space bar.
- End each line with an 'enter'.
- Check for special characters, as they may have been translated into symbols.

### Recruitment sites

Some recruitment and job websites provide electronic forms that can be used for entering your CV details. The completion of e-forms can be very time-consuming. Consider the following tips:

- Cut and paste information from your text (.txt) file, not the word processor.

- It is not necessary to complete a field unless it is compulsory – just remember that the more information you add, the better your chances of obtaining the position.
- If there is a field for a cover letter or notes, use this to write a short cover letter.
- If you want to keep some information private, compulsory detail can be noted as 'on request'.
- Remember to update your details frequently to keep your CV near the top if a date sort is used in the recruiter's database.

### E-mailing a CV

Company websites do not always use online recruitment agencies to advertise their vacancies. Many of these sites request that you send your CV via e-mail.

### Keep the following in mind when you e-mail your CV to a company:

- Use the content of the e-mail as your cover letter.
- State that you are attaching your CV in MS Word and also as a text file – name the
- attachments with your own name.
- Ensure that you have included your name and the job that you are applying for.
- The subject of the e-mail should already give an indication of the content, e.g. Application – Librarian, your reference job #76693.
- Job-hunting advice on the internet

### A job search strategy

- How to write a CV
- How to write a cover letter
- How to prepare for an interview
- Research companies

### Beware! - security and privacy

You are giving personal details on the internet – never give references on your e-form CV. There can be no guarantee that your information will remain private.

*(Some information was adapted from 'Job hunt on the net' by Julie-Ann Amos.)*

“Success isn't always about greatness. It's about consistency. Consistent hard work leads to success. Greatness will come.”

*Dwayne Johnson*

## Websites For Jobseekers

### Available URLs

The internet is changing daily, so bear in mind that some sites may be renamed or moved and others may disappear.

#### Job sites

- [www.careerjunction.co.za](http://www.careerjunction.co.za)
- [www.careers24.com](http://www.careers24.com)
- [www.gradx.net](http://www.gradx.net)
- [www.studentvillage.co.za](http://www.studentvillage.co.za)
- [www.pnet.co.za](http://www.pnet.co.za)
- [www.jobvine.co.za](http://www.jobvine.co.za)
- [www.monster.co.uk](http://www.monster.co.uk)
- [www.topjobs.net](http://www.topjobs.net)
- [www.jobs.co.za](http://www.jobs.co.za)
- [www.bestjobs.co.za](http://www.bestjobs.co.za)
- [www.allsouthafricajobs.com](http://www.allsouthafricajobs.com)
- [www.careerjet.co.za](http://www.careerjet.co.za)
- [www.recruitit.co.za](http://www.recruitit.co.za)
- [www.recruitmentdirect.co.za](http://www.recruitmentdirect.co.za)
- [www.ictjobs.co.za](http://www.ictjobs.co.za)
- [www.sajobs.co.za](http://www.sajobs.co.za)
- [www.trsstaffing.com/south-africa](http://www.trsstaffing.com/south-africa)
- <http://jobs.trovit.co.uk>

#### Your job search strategy

- [www.job-search-steps.com](http://www.job-search-steps.com)
- [http://careerplanning.about.com/od/jobsearch/Resumes\\_Interviews\\_Networking\\_Letters\\_etc.htm](http://careerplanning.about.com/od/jobsearch/Resumes_Interviews_Networking_Letters_etc.htm)
- [www.udel.edu/UMS/itv/csc/jobsearch](http://www.udel.edu/UMS/itv/csc/jobsearch)

#### YOUR Curriculum vitae

- [www.e-bestresumes.com](http://www.e-bestresumes.com)
- [www.monster.co.uk](http://www.monster.co.uk)
- [www.cvtips.com](http://www.cvtips.com)
- [www.cvwriting.net](http://www.cvwriting.net)
- [www.aroj.com](http://www.aroj.com)
- [www.cvtips.com](http://www.cvtips.com)
- [www.e-bestresumes.com](http://www.e-bestresumes.com)
- [www.eresumes.com](http://www.eresumes.com)
- [www.freeresumeexamples.net](http://www.freeresumeexamples.net)
- [www.gradx.net/article/list](http://www.gradx.net/article/list)
- [www.jobbankusa.com/resume-write/Resumes](http://www.jobbankusa.com/resume-write/Resumes)
- [www.ohio.edu/careers/students/resources.cfm](http://www.ohio.edu/careers/students/resources.cfm)
- [www.resume1-2-3.com](http://www.resume1-2-3.com)
- [www.resume-resource.com](http://www.resume-resource.com)
- [www.resumewriters.com/sample-resumes](http://www.resumewriters.com/sample-resumes)
- [www.sampleresumetemplates.com](http://www.sampleresumetemplates.com)
- [www.soon.org.uk/cvpage.htm](http://www.soon.org.uk/cvpage.htm)

#### How to prepare for an interview

- [www.careercc.com](http://www.careercc.com)
- [www.employment-info.co.za](http://www.employment-info.co.za)
- [www.totaljobs.com/Content/Career\\_advice.html](http://www.totaljobs.com/Content/Career_advice.html)
- [www.careeradvisoradaily.com](http://www.careeradvisoradaily.com)
- [www.levo.com](http://www.levo.com)

# The Job Search is Just Like Dating:

## Five tips for recent graduates

Most university students think about dating every day, some more often than they think about job search! Many have become experts in the process, because it comes naturally to them, while others are not successful, because no-one has ever told them how to go about it. When it comes to the job search, some new graduates can feel even more inexperienced than in dating.

Listed below are five lessons from dating that can help you to secure your dream job:

Your friends set you up, you search online or you look around for opportunities in your daily routine. Just like you do when you want to date, employers also look at their social networks long before posting a job advertisement. New graduates should network with their friends, professors, alumni and acquaintances about open positions in their desired field. The best way to do this is by having a complete LinkedIn profile, adding as many contacts as possible and asking people to write you a recommendation on your LinkedIn Profile page. Having several recommendations builds credibility and trust, both of which are very attractive to potential employers.

The supermodel icebreaker: Recent graduates should treat hiring managers and HR recruiters like supermodels or celebrities. The reason is that hiring managers, like supermodels and celebrities, get approached countless times each day and become very selective. One way to be noticed and remembered is to **give a gift**. In the job search, this equates to a portfolio, consisting of a cover letter, your CV, letters of recommendation and a sample project (where applicable). Such a portfolio does for the recruiter what a bunch of red roses does for your date. When a hiring manager receives a neat, relevant, easy-to-read and complete portfolio, they spend more time

looking through it. If all they receive is a CV (or worse, only their own application form), they spend on average only 10 to 15 seconds reviewing it. Let your portfolio be a surprising gift!

**Tell amazing stories.** On a first date, you should talk about common interests, experiences, passions and your background. In an interview, you need to tell stories about past educational and professional successes and experiences. The reason is that when employers are convinced that you were “amazing” during a project, an assignment, a group task or an internship, they will predict that you will be “amazing” with them. Your stories should always be relevant and interesting, just like on a date. In essence, you want to demonstrate that you meet the requirements of the job description and that you make a good “(work) partner.” Doing this will make you a strong candidate when decision time comes.

**Make a good impression.** Dress up and drop off your portfolio in person. Remember the supermodel comparison? You stand your best chance if you

look your best and hand-deliver your portfolio. If this is not possible, send your dream employer a hard copy of your portfolio. If the application process only allows electronic submission via internet or e-mail, strive for a personal touch to the words you use in the e-mail or in any open field (i.e. “Type comment here”). Applicants who do this and create a positive and lasting first impression are the ones who get noticed, get the interviews and rise to the top of the applicant list. It’s also smart to be nice to every receptionist/agent you encounter, either in person or telephonically. Many times they are the ones who will distribute your portfolio to the hiring manager or HR representative.

**Research your dream date.** Find out as much as you can about your dream employer and know their mission. You will become an appealing and desirable job applicant by doing so. Less than half of all job seekers do this and it’s an easy way to shine. Not knowing anything about your interviewer or his/her company makes you seem average and a “bad date.”

These five tips, namely **network, give a gift, tell amazing and relevant stories, make a good impression and research** work for getting a job or an internship, whether during your studies or right after graduation.

See, you are much more of a job-hunting expert than you thought! And it is not so difficult. Just remember to treat your dream employer like a special date and you will be a lot closer to securing a lasting relationship in your dream job than you were ever before. In the process, there's a good chance that you will become more confident and have a pleasant interaction – pleasant for both the recruiter and yourself.

“IN RESPONSE TO  
THOSE WHO SAY TO  
STOP DREAMING AND  
FACE REALITY, I SAY  
KEEP DREAMING AND  
MAKE REALITY.”

*Kristian Kan*



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# What Makes You Competent?

## Understanding Your Knowledge, Skills and Attitudes

If you want to be successful, you should try to absorb as much knowledge as possible, right? Well, not quite. At least, not only knowledge! I believe success, whether we talk on a professional or personal level, derives from three factors: knowledge, skills and attitudes. Most people, however, pay excessive attention to the knowledge component, while neglecting the development of the other two. Before discussing the argument further, we need to define what we mean by each of these factors.

Knowledge is practical information that is gained through learning, experience or association.

### Examples of knowledge:

- Second-degree equations
- Human anatomy
- The rules of monopoly
- How to change a wheel
- The capital of Zimbabwe is Harare

Skills refer to the ability to perform specific tasks and to apply knowledge.

### Examples of skills:

- The ability to communicate effectively
- The ability to write clearly
- The ability to play an instrument
- The ability to solve problems
- The ability to dance

Attitude involves how people react to certain situations and how they behave in general.

### Examples of attitudes:

- Being proactive
- Being able to get along with other people
- Being optimistic
- Being critical towards other people
- Being arrogant

Now, if you can imagine a pyramid with three horizontal levels, and you picture attitudes at the base of the pyramid, skills in the middle and knowledge right on top, you will notice that attitudes form the important foundation. One should, therefore, focus on developing the right attitudes before attending to the skills and the knowledge.

If you take a look at the five attitudes we have used as examples, it is clear that one would desire to develop and acquire the first three, but not the last two. Distinguishing between a desirable and a problematic attitude is actually an easy task.

Why then do we fail to dedicate enough energy to the development of valuable attitudes? First, because we might think that attitude is affected by genetics, meaning that some people are born optimistic, while others are naturally pessimistic and that there is nothing one can do to change

it. This is far from the truth. While most people are naturally inclined to behave in certain ways – we call that personality – we can still change radically or develop specific attitudes at will.

Developing or changing an attitude will sometimes require more deliberate effort than developing a skill or gaining some knowledge, but that is exactly why it is also more valuable. The second reason why people fail to focus on attitudes is because they are not aware of the benefits they would derive from them. Common sense states that the more knowledgeable someone is, the more successful he or she will be. While this affirmation might be true, it is only so if that person also has the right attitudes.

After developing the attitudes – a lifelong process, by the way – one should focus on skills. Basic – general or common – skills, such as the ability to communicate and to solve



## to Informational Interviews

One of the best sources for gathering information about what's happening in an occupation or industry, is to talk to people working in the field. This process is called informational or research interviewing. An informational interview is an interview that you initiate – you ask the questions. The purpose is to obtain information, not to get a job.

### Reasons to conduct informational interviews are:

- to explore careers and clarify your career goal
- to discover employment opportunities that are not advertised
- to expand your professional network
- to build confidence for your job interviews
- to access the most up-to-date career information
- to identify your professional strengths and weaknesses

### Steps to follow to conduct an informational interview:

1. Identify the occupation or industry you wish to learn about. Assess your own interests, abilities, values and skills, and evaluate labour conditions and trends to identify the best fields to research.
2. Prepare for the interview. Read all you can about the field prior to the interview. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.

problems, come before knowledge, because they are sometimes necessary to understand the subject matter and can be applied to many different situations.

Job-specific skills, however, are the practical application of the knowledge that has been learnt, like preparing financial statements or drafting a contract, and are therefore developed simultaneously with the development of the knowledge.

The top part of the pyramid is the knowledge. Now, whilst I argue that prior to getting the knowledge, one should develop attitudes and competencies, I am not saying that knowledge is not important. Far from it, knowledge is essential. But if you consider the information and communication technologies revolution that we live in, you can see that virtually anyone in the world has access to all the information that has ever been produced.

I know that information and knowledge are two different things, but the process of transforming one into the other is not that complex. What I am saying, therefore, is that knowledge alone will not be sufficient. It does not represent a competitive advantage per se.

Consider two different men, John and Mark, working for a financial services company. Both of them are eager to succeed, so they both spend lots of time trying to grow professionally. John uses his time gaining only knowledge and as much of it as possible. He studies balance sheets, financial reports, accounting practices, read financial news, and the like.

Mark, on the other hand, gets the knowledge that is necessary to carry out his job. Other than that, he invests time to develop his creativity and innovative thinking, to improve his insight into people's behaviour, to develop a more positive outlook on life, to improve his pro-activeness and to become more organised and goal focussed.

Should the financial services sector enter a downturn someday, who do you think will have a harder time to keep his job? I am sure you have guessed it.

In summary: Success at personal or professional level will inevitably derive from three factors: attitudes, skills and knowledge. Most people pay excessive attention to the knowledge component, while neglecting the development of skills and attitudes. Make sure that you are focusing on all three components – it is the best strategy in the long run.



“ALL OUR DREAMS CAN  
COME TRUE... IF WE HAVE THE  
COURAGE TO PURSUE THEM.”

*Walt Disney*

# 20 SAMPLE Questions

Prepare a list of your own questions for your informational interview.

3. Identify people to interview. Start with a list of people you already know – friends, relatives, fellow students, present or former co-workers, supervisors and neighbours. Professional organisations, the yellow pages, organisational directories and public speakers are also good resources. You may also call an organisation and ask for the name of the person by job title.
4. Arrange the interview. Contact the person to set up an interview:
  - by telephone;
  - by a letter, followed by a telephone call; or
  - by having someone who knows the person make the appointment for you.
5. Conduct the interview. Dress appropriately, arrive on time, and be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Before leaving, ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts.
6. Follow up. Record information gathered immediately following the interview. Be sure to send a thank-you note to your contact within one week of the interview.
7. On a typical day in this position, what do you do?
8. What training or education is required for this type of work?
9. What personal qualities or abilities are important to be successful in this job?
10. What part of this job do you find most satisfying? And most challenging?
11. How did you get your job?
12. What opportunities for advancement are there in this field?
13. What entry level jobs are best for learning as much as possible?
14. What are the salary ranges for various levels in this field?
15. How do you see jobs in this field changing in the future?
16. Is there a demand for people in this occupation?
17. What special advice would you give a person entering this field?
18. What types of training do companies offer persons entering this field?
19. What are the basic prerequisites for jobs in this field?
20. Which professional journals and organisations would help me learn more about this field?
21. What do you think of the experience I've had so far in terms of entering this field?
22. From your perspective, what are the problems you see working in this field?
23. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
24. With the information you have about my education, skills and experience, what other field or job would you suggest I research further before I make a final decision?
25. What do you think of my CV? Do you see any problem areas? What changes would you suggest?
26. Who do you know that I should talk to next? When can I call him/her? May I use your name?

# What is an Informational Interview Anyway?

*The whys, hows, and whats on this underutilized, career networking tactic.*

*By Jada A. Graves, July 26, 2012*

There are first interviews, second interviews, phone interviews, lunch interviews, and group interviews; all of which have purposes and best practices. And then there's the bedrock interview of job searching: the informational one. Too bad so few people actually know its purpose or protocol.

"Informational interviews are very underutilized," says Hallie Crawford, a certified career coach and the founder of the career coaching service Create Your Own Career Path. "People don't

know about them and they don't use them. Graduates are better about using them because their career centres encourage it. But I would say that only 50 percent of the time do my clients know what I'm talking about when I suggest them."

So how do you seek one out? Whom should you interview and what questions should you ask? What should you wear and how should you follow up? This rundown helps clear up the most-asked questions regarding informational interviews:

## Why to Do Them

So first off, what is an information interview?

An informational interview is a one-on-one conversation with someone who has a job you might like, who works within an industry you might want to enter, or who is employed by a specific company that you're

interested in learning about. These interviews are excellent options for plotting a career path or focusing your aspirations. "It's a way to learn more about what a day is like in the field," Crawford says. "You can get that inside perspective before you jump in. And for job seekers it's a good way to network into an organization."

"It's also helpful for a third purpose," Crawford continues. "It's a good way to practice your interview skills without conducting a formal job interview."

Because they're preliminary in nature, informational interviews are also useful for someone who knows what type of job they want but is still at the beginning of his or her search. "The key words are advice and information," says Andrea Kay, a career consultant and author of the book *Life's a Bitch and Then You Change Careers*. "And I think there's a third piece to conducting this meeting. You want to make a great impression that helps position you as someone that an employer would love to have at their company or who they could inevitably

refer to other people."

"People like to hire people that they know, that they like, and that they trust," adds Kay. "Let's say you're talking to Joe. Joe is linked into his community, into his business, and his industry. So he may know of jobs. He may not know of any openings when you first meet him, but a couple of weeks away, a month later, a year later, he may know of one."

Regardless of Joe's connections, the one thing this interview isn't supposed to be used for is seeking a specific position. "You're not there to influence them to hire you, but to get advice, and to explore your questions." Kay advises.

## How to Do Them

For some people, the hurdle of an informational interview isn't understanding its purpose, but going about

arranging one. After all, if you're at this early stage, you probably have limited means of approaching industry-spe-

cific contacts. Those in the know say the first and easiest solution to this problem is to speak with people within your inner circle. Friends, family members, and LinkedIn connections might know of appropriate sources. See if you can contact a suggested person through email, telephone, mail or otherwise to try to arrange a meeting.

If none of those tactics seem feasible, Crawford suggests a bolder approach. "If you're really stuck, you could contact people cold. I've had one client who was looking to be a medical illustrator, and so she went through the alphabet of an association membership roster," she recalls.

Veer away from contacting human resources employees, since their standard answer will be to send a resume, Crawford says, and keep in mind that a company executive might have limited time for face-to-face meetings. Your best option would be to "find someone within the role you're hoping to fill, or one-step above that, who is close to a hiring manager," Crawford suggests.

When sending your request, make sure to be concise but clear about your motivation. "The biggest mistake people make at this stage is not customizing what they say," Kay says. "People don't do a good setup, and aren't clear about their objective, so they don't give the listener enough information to want to help them."

Kay recommends following a script that reads along these lines: "I'm here because Suzy Smith thought you'd be a good person to talk to to get information about the landscaping business. I know you've been doing this for 20 years, and I'm thinking about entering the profession. I think I could benefit from your background, knowledge, and experience, and I'd like to ask some questions."

Crawford thinks it's appropriate to specify how many questions and exactly how much time you're requesting. "Keep your expectations reasonable," she says. "Consider asking them for just 10 to 15 minutes of their time to ask five or six questions. And I prefer when my clients send the questions along in advance, so that the interviewer knows you're prepared."

Warm and lukewarm contacts (in other words, professional contacts who are close friends or friends of friends) might be agreeable to a longer meeting over lunch or coffee. However, you can expect most meetings to take place in the office

or over the telephone. "When making your request, tell them that in person would be great, but that over the phone is fine," Crawford says. "Let them have some control over what will work best."

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## What to Do in Them

Now what to do? It would be a shame to ace all the initial steps only to botch everything on interview day. To start on the right foot, Crawford recommends dressing the way you would for a formal job interview. This might mean a dark suit and tie for a corporate office, or some slacks and a button-down shirt for a more-casual workplace. She also advises you bring copies of your CV, a generic cover letter, any work portfolio you have, and some spare business cards.

Be prepared to ask questions about a typical work day, the corporate culture, the management style, and industry trends. And cue up responses on your personal career plans, your experience, and your skills. "Don't expect people to be your human encyclopaedias," Kay says. "Do your own research, and be sure to ask questions

that you couldn't have answered on your own. Even better, go into the meeting with questions that only that specific person can answer." Stay away from questions on salaries—you can find that information online for yourself—and instead focus on industry trends.

Above all, keep in mind that your goal is to come away with more information—not a job offer. "Some people don't have a clear goal when they go in," Kay says. "Your goal is to influence [the interviewer] to know you, to like you, and to want to refer you. When people stray from this and have this hope in the back of their mind for a job, they tend to blow it."

# Interview Tips in a Nutshell

## What to Do After Them

Take a breath and give yourself a pat on the back if you've made it all the way through successfully setting up and conducting an informational interview. But also know that how you follow up is just as important as how you behaved in the interview itself. And you should always follow up—even if you're disinterested in pursuing the lead any further. "I'd say 99% of the time an interviewer doesn't hear back from someone they gave an informational interview to," Kay guesses. "And you feel used if that happens. You've missed out on the opportunity to develop a relationship with someone."

"If you're not interested in the company or the field, you should still send a quick thank you. An email will suffice," says Crawford. "But if you are interested, then your tone and the frequency of your follow up will

change. Send an email first, but I really like handwritten notes, also. Be sure to say that you want to stay in touch, and ask them what's the best way to do that."

The frequency with how often you make contact has to do with where you are in a job hunt. "If you're in the throes of a job search, you might want to touch base once a week. But if you're in career exploration mode, then you could touch base once a month. You want to find a good balance ... there's a fine line between following up and being a stalker."

"If you treat people with care you will develop good, trusting, long-lasting relationships," Kay adds. "And then even if they can't help you, they'll probably refer you to someone."

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The information that is contained in your CV has created in the employer enough interest in you to want to meet you and find out more about you. An interview gives you the opportunity to showcase your qualifications, abilities and personality to an employer, so it pays to be well prepared.

Be prepared to explain everything that you have written in your CV in such a way that you convince the interviewer that you

- qualifications and knowledge are applicable and relevant to the position that you have applied for;
- experience in formal work, as well as in voluntary activities, has equipped you with the skills that are required in the position that you have applied for; and
- personality traits and personal drive, passion and interest will contribute to success in the position that you have applied for.

## Preparation:

- Learn about the organisation.
- Have a specific job or jobs in mind.
- Review your qualifications and experience for the job.
- Be ready to describe your experience briefly, showing how it relates to the job.
- Be ready to answer broad questions, such as "Why should I hire you?", "Why do you want this job?" and "What are your strengths and weaknesses?".
- Practice an interview with a friend or relative.

## Personal appearance:

- Be well groomed.
- Dress appropriately.
- Do not chew gum.
- Make eye contact.

### The interview:


- Be early.
- Learn the name of your interviewer and greet him or her with a firm handshake.
- Use good manners with everyone you meet.
- Relax and answer each question concisely.
- Use proper language – avoid slang.
- Be cooperative and enthusiastic.
- Use body language to show interest – use eye contact and don't slouch.
- Ask questions about the position and the organisation, but avoid questions whose answers can easily be found on the company's website.
- Show your knowledge.
- Explain what you are able to do.
- Show what type of person you are, what it is that drives you and what you are passionate about.
- Avoid asking questions about salary

and benefits during the interview. Leave those questions for when the job offer is discussed.

- Thank the interviewer when you leave and shake hands with him or her.

### Do not:

- spend much time talking about money and fringe benefits;
- act uninterested in the company or job;
- act defensively when questioned about anything;
- speak badly about past colleagues or employers;
- answer with only a 'yes' or a 'no'. Always motivate your answer;
- interrupt the interview, even if you have to use the bathroom; and
- let your cellphone ring or beep during the interview.



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## For Getting Hired After Varsity

Consider me a cautionary tale. I was one of many misguided university graduates who underestimated how difficult it would be to find a job after graduation. I didn't expect to collect my degree and walk into a sea of headhunters waiting to hire me, but I had no idea that it would take me a year after graduation to find a job in my field.

I thought I was doing things right. I took my classes really seriously, got good grades and built relationships with my professors. I paid my own way through school, so I had to balance a full-time job with being a full-time student. Unfortunately, my crazy schedule left no time for internships (or sleep).

My younger sister is at university now and I'm determined to make sure that she doesn't go through the same post-varsity struggles that I did. Varsity students, please heed the following advice (your wallet and your sanity will thank me later):

### 1. Don't wait until graduation to start your job search

It sounds obvious, but this is a common mistake. I told myself that I was too busy, which was true. But I should have made the time.

Job-hunting is a long process that takes patience. In fact, when I finally got an interview for my current job, it was after months of checking the company's website for an appropriate opening. I knew I wanted to work here, so I kept checking until a position

opened up that I was qualified for. Start making your post-university career plans as soon as possible.

### 2. Show off your skills

A CV can only say so much, particularly when you don't have a lot of experience yet. Consider starting a blog, creating a website or making a video to show off your specific talents. Listing "strong writing skills" on your resume isn't nearly as effective as showcasing those skills with particular examples of your work.

To really capture a company's attention, try making your site or blog tailored specifically to your dream job. This will give you an opportunity to show how much you've researched the company and the requirements of your desired position.

For example, if you want a technical writing position, put together a sample proposal as if you already had the job.

This not only shows what you can do, but also gives the company examples of the ideas that you would bring to the position.

### 3. Be an active intern

The "go get me some coffee" internship stereotype exists for a reason. Just because you're assigned menial tasks, doesn't give you an excuse to be passive. Ask for more difficult tasks. Offer your ideas. Find out about what the company's hiring process is like. Talk to your superiors and seek out a mentor. Get descriptions of entry-level positions within the company and work towards gaining the necessary skills to land them.

One of my friends from varsity had a company create a position for her after graduation because they were so impressed with her as an intern. It isn't enough to land an internship. Make yourself indispensable.

#### 4. Apply high

One of my favourite professors advised me not be afraid to “apply high.” She said this after I complained that every job I wanted required years of experience that I did not yet have. She told me that just because a job had specific requirements, didn’t mean I shouldn’t try for it if I believed I was capable of performing.

I admit, I thought my CV would get thrown away as soon as employers realised that I didn’t meet every requirement. Yet, when I found out about the opening for my current position, I went for it, despite my minimal experience. I wrote a strong cover letter that got my application through the door. I came to the interview confident and well-prepared, and even though I didn’t meet each job requirement on paper, I still got the job.

As a newbie to the workforce, you have to be ready to prove that you can do it – but it’s well worth the fight.

#### 5. Network here, there and everywhere

Though the job market isn’t ideal right now, new graduates have an incredible array of networking tools at their disposal. Use every single one of them. Maximise every possible resource.

Streamline all of your social media pages to reflect your job search. Use your Twitter, LinkedIn and Facebook contacts to connect to new people in your field or people that work at companies that you’re interested in.

Don’t make the mistake of thinking that networking ends on the computer. Talk to anyone and everyone you can that might be able to help you. Use your internship, your job, your professors and the friends of your mom. Job-hunting is not the time to be timid.

#### 6. Be a realistic dreamer

People always advise “do what you love” and students often apply this philosophy when deciding what to study. The truth is, certain majors are more likely to lead to a job. I believe that people should chase their dreams, but I’m also a realist. If you major in esoteric knowledge, your job options will be far more limited than those of someone who majors in accounting. You have to figure out a way to make your dream job work in the real world.

I majored in writing, so I’m no stranger to disdainful comments about my job prospects. If I had a rand for every person who made a writing major joke to me, I wouldn’t even need a job; I could retire early and work on my novel.

Though fiction is my one true love, I took every possible writing class while I was in college. By graduation, I had experience in fiction, nonfiction, technical writing, journalism, publication editing and design, writing for advertising, writing for public relations and writing for broadcast. I wanted to be as well-rounded as possible to increase my job options.

Though I now write in a corporate environment, I love my job. I might not be on the shelves of a big publisher (yet), but I am getting paid to write. I am pursuing my dream and paying my bills at the same time. It might have taken a year after graduation to get here, but I’m here now.

*The lesson: Don’t wait for the perfect job to land in your lap. Work hard, network and don’t give up on your dreams – just be smart about them.*

# Social Media for Professionals

The World as we know it is changing day by day. One of the not so recent changes is the way we use social media.

Most people check their social media platforms when they get up, in their lunch hour, in between and when they go to bed.

In our free time we upload pictures, tell people where we are by checking in, tweeting our opinions and showing people what we are having for dinner on our Instagram accounts.

It's as if we have the constant need to stay connected and share the information about ourselves into the virtual world.

This is a great way to communicate, share memories and staying connected. But when you upload something, have you ever thought about what the implications it can have on your job or even when you start applying for a job?

Most people forget that they are publishing content into a public domain where most of the time your content is available for the world to see.

We sometimes forget that prospective employers are also on these social media platforms and that they are using these platforms to search for an employee and to eliminate employees before hiring.

So basically you should consider what you post.

## Be careful!

Use the "Mother rule" before posting. This rule basically says that do not post any content that you are not willing to share with your mother. If you have a very open relationship with your mother you should use a different reference.

Stay away from racial remarks, drunken pictures, sexual content, hate speech or defamation of something or someone.

But do not refrain from using social media at all! Tell the world what you like, give a good opinion about things. Share what you love. Take selfies, tweet thoughts and pin to your pin boards as you please!

An excellent social media tool to use as an online CV platform is LinkedIn. LinkedIn is basically Facebook for professionals.

What makes LinkedIn cool is you can add all your professional experience to one place. This allows people from outside to view your profile and connect with you if they want to.

On LinkedIn you can search for jobs and connect with employers who might be hiring.

An awesome feature is that people you have worked with or knows that you are an expert in a certain field can endorse you.

Let's say for instance Sally is an excellent creative writer. Anyone who knows and experienced this can endorse Sally for this skill. This means employers looking for a copy writer or a creative writer can see that Sally has been endorsed for this.

A LinkedIn CV is always available and can be printed out when you need it. This means that you always have a CV online and can update it as you go along.

But what can you do to get started? How can you get ahead of others and be seen on LinkedIn.

Here is a simple checklist (LinkedIn, 2015). Just take a few minutes and start.

Soon you will be able to search for jobs and with an impressive profile be selected for a job interview in no time.

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## ANGLO AMERICAN

### DEGREES SOUGHT

- Engineering and relevant sub-disciplines
- Commerce
- Data Science
- HR
- Geology
- Safety
- Sustainability and Environmental

#### Location:

South Africa as well as International Business Units

**The company offers the following:**  
Graduate Programme

#### How graduates apply:

Online

#### Application deadline:

01 June 2019 - 31 July 2019

#### Details for applications:

[www.angloamerican.com/careers/graduates.com](http://www.angloamerican.com/careers/graduates.com)

#### Company's website:

[www.angloamerican.com](http://www.angloamerican.com)

## BAKER TILLY GREENWOODS

### DEGREES SOUGHT

- BComm (CA)
- BComm (CA) Hons
- BComm SAIPA
- BComm SAIPA Hons

#### Location:

Cape Town

#### The company offers the following:

- Vacation jobs
- Traineeship

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Online at [www.bakertillygreenwoods.co.za](http://www.bakertillygreenwoods.co.za) or email CV and academic transcripts to

#### Details for applications:

[recruitment@bakertillygreenwoods.co.za](mailto:recruitment@bakertillygreenwoods.co.za)

#### Company's website:

[www.bakertillygreenwoods.co.za](http://www.bakertillygreenwoods.co.za)

## AUCAMP SCHOLTZ LUBBE INC

### DEGREES SOUGHT

- Bcom Chartered Accounting
- Bcom Financial Accounting
- Bcom Management Accounting

#### Location:

Somerset West, Western Cape

**The company offers the following:**  
Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Via the company online application portal

#### Details for applications:

[hr@asl.co.za](mailto:hr@asl.co.za)

#### Company's website:

[www.asl.co.za](http://www.asl.co.za)

## BDO SOUTH AFRICA INCORPORATED

### DEGREES SOUGHT

#### Location:

Pretoria, Johannesburg, PE and Cape Town

#### The company offers the following:

- Bursaries
- Vacation jobs
- Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Complete an application on BDO website or come through to our Stand on Career day.

#### Company's website:

[www.bdo.co.za](http://www.bdo.co.za)

## CLIFFE DEKKER HOFMEYR

### DEGREES SOUGHT

- o LLB, BA Law
- o BCom Law.

#### Location:

Johannesburg and Cape Town

#### The company offers the following:

- o Bursaries
- o Vacation jobs
- o Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Online: [www.apply4law.co.za](http://www.apply4law.co.za)

#### Application deadline:

- o Vacation work: 1 March 2019
- o Bursary 2020: 1 September 2019
- o PVT: 1 May 2019

#### Details for applications:

Hlumelo Mtanga- [hlumelo.mtanga@cdhlegal.com](mailto:hlumelo.mtanga@cdhlegal.com)

#### Company's website:

[www.cdhlegal.com](http://www.cdhlegal.com)

## DELOITTE & TOUCHE

### DEGREES SOUGHT

#### Location:

Woodmead, Johannesburg

#### The company offers the following:

- o Vacation jobs
- o Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Graduates can apply on the Deloitte

website - Careers portal

#### Application deadline:

31 August 2019

#### Details for applications:

Ntsike Mthembu - +27 (11) 209 8678

#### Company's website:

[www.deloitte.com](http://www.deloitte.com)

## CR VAN WYK & COMPANY CHARTERED ACCOUNTANTS & AUDITORS

### DEGREES SOUGHT

- o BCom
- o BAcc

#### Location:

Windhoek Namibia

#### The company offers the following:

Bursaries

#### Graduate recruitment programme?

Yes

#### How graduates apply:

per email: [adelle.pienaar@crvw.com.na](mailto:adelle.pienaar@crvw.com.na)

#### Details for applications:

[adelle.pienaar@crvw.com.na](mailto:adelle.pienaar@crvw.com.na)

#### Company's website:

[www.crvanwyk.com](http://www.crvanwyk.com)

## EQUIFIN INCORPORATED

### DEGREES SOUGHT

- o BCom Chartered Accountancy - 2nd, 3rd & 4th
- o BCom Financial Accountancy - 2nd, 3rd & 4th

#### Location:

Pretoria

#### The company offers the following:

- o Internships
- o We offer SAICA and SAIPA internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

online / e-mail / personally

#### Application deadline:

31 May 2019 - please apply as soon as possible as positions are usually filled by the end of May.

#### Details for applications:

Antoinette Coetzee  
[antoinette@equifin.co.za](mailto:antoinette@equifin.co.za)  
Tel: 0861991620  
online: [www.equifin.co.za](http://www.equifin.co.za)

#### Company's website:

[www.equifin.co.za](http://www.equifin.co.za)

## FIRST NATIONAL BANK

### DEGREES SOUGHT

- IT
- Engineering
- Quantitative Risk Management
- Actuarial Science
- BMI Maths
- Stats

**Location:**  
Johannesburg

#### The company offers the following:

- Vacation jobs
- Full time employment (Graduate Programme)

**Graduate recruitment programme?**  
Yes

**How graduates apply:**  
Submit CV and Academic Transcript online

**Application deadline:**  
8 August 2019

**Details for applications:**  
[www.fnbgrad.mobi](http://www.fnbgrad.mobi)

**Company's website:**  
[www.fnb.co.za](http://www.fnb.co.za)

## GO ABROAD

### DEGREES SOUGHT

- Graduates and post-graduates from any field of study welcome

**Location:**  
Placements in South Korea, Spain, China, Thailand and Vietnam

**The company offers the following:**  
Vacation jobs and Gap year employment

**How graduates apply:**  
Online: Email CV and profile photo to [info@goabroad.co.za](mailto:info@goabroad.co.za) or apply online

**Company's website:**  
[www.goabroad.co.za](http://www.goabroad.co.za)

## FIRSTRAND

### DEGREES SOUGHT

- BMI
- Hons Math and Stats
- Engineering
- Risk Management
- CTA

**Location:**  
Sandton, Johannesburg

#### The company offers the following:

- Bursaries
- Internships

**Graduate recruitment programme?**  
Yes

**How graduates apply:**  
Online: [www.my4in1.com](http://www.my4in1.com)

**Application deadline:**  
End of September

**Details for applications:**  
Zahira Vorajee

**Company's website:**  
[www.my4in1.com](http://www.my4in1.com)

## HGG FINANCIAL GROUP

### DEGREES SOUGHT

- BCom. Accounting
- BCom. Financial Management

**Location:**  
Western Cape

**The company offers the following:**  
○ Vacation jobs  
○ Internships

**Graduate recruitment programme?**  
Yes

**How graduates apply:**  
Apply via the website <https://hggroep.co.za/page/english/jobs-training/jobs-available.php>

**Application deadline:**  
31 May 2019

**Details for applications:**  
Email: [hr@hggroep.co.za](mailto:hr@hggroep.co.za) or Tel: 021 851 2778

**Company's website:**  
[www.hggroep.co.za](http://www.hggroep.co.za)

## JPMORGAN CHASE BANK

### DEGREES SOUGHT

- All Commerce related
- Management related
- Investment related
- Engineering related

#### Location:

Johannesburg

#### The company offers the following:

- Bursaries
- Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Through the careers website once applications open - [www.careers.jpmorgan-chase.com](http://www.careers.jpmorgan-chase.com)

#### Company's website:

[www.careers.jpmorganchase.com](http://www.careers.jpmorganchase.com)

## MGI BASS GORDON

### DEGREES SOUGHT

- Bcom Accounting

#### Location:

Cape Town

#### The company offers the following:

- Bursaries
- Vacation jobs
- Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Online: [www.bassgordon.co.za](http://www.bassgordon.co.za); Send your CV and academic transcript to [recruitment@bassgordon.co.za](mailto:recruitment@bassgordon.co.za)

#### Details for applications:

[recruitment@bassgordon.co.za](mailto:recruitment@bassgordon.co.za)

#### Company's website:

[www.bassgordon.co.za](http://www.bassgordon.co.za)

## LDP CHARTERED ACCOUNTANTS AND AUDITORS INC.

### DEGREES SOUGHT

- CIMA
- SAICA
- SAIPA

#### Location:

Stellebosch, Western Cape

#### The company offers the following:

- Vacation jobs
- Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Online: [www.ldp.co.za](http://www.ldp.co.za)

#### Application deadline:

31 October 2019

#### Details for applications:

[careers@ldp.co.za](mailto:careers@ldp.co.za)

#### Company's website:

[www.ldp.co.za](http://www.ldp.co.za)

## MOORE STEPHENS B & W

### DEGREES SOUGHT

- BCom Accounting,
- BAcc (4year degree)
- BCom Hons (Financial Accounting)  
BCom Financial Management
- Accounting 3
- Financial Management

#### Location:

International

#### The company offers the following:

Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Online or via email

#### Details for applications:

[www.moorestephens.co.za](http://www.moorestephens.co.za) or [hr@mspta.co.za](mailto:hr@mspta.co.za)

#### Company's website:

[www.moorestephens.co.za](http://www.moorestephens.co.za)

## NWK

### DEGREES SOUGHT

- BCom Financial, Auditing, Chartered Accountancy, Economics, Management, Marketing
- Bsc IT, Agricultural, Engineering

#### Location:

Head Office in Lichtenburg- Mainly in the NW province

#### The company offers the following:

- Vacation Jobs
- Internships
- Learnerships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Register via Website and applications online for the Graduate Program when Advertised

#### Application deadline:

Depending on when Jobs are advertised

#### Details for applications:

[www.nwk.co.za](http://www.nwk.co.za), [willemo@nwk.co.za](mailto:willemo@nwk.co.za), [zelda@nwk.co.za](mailto:zelda@nwk.co.za)

#### Company's website:

[Nwk.co.za](http://Nwk.co.za)

## PRICEWATERHOUSECOOPERS

### DEGREES SOUGHT

#### Location:

Nationwide

#### The company offers the following:

- Bursaries
- Vacation jobs

#### Graduate recruitment programme?

Yes

#### How graduates apply:

[www.pwc.co.za/en/careers.html](http://www.pwc.co.za/en/careers.html)

#### Application deadline:

Please see website

#### Company's website:

[www.pwc.co.za](http://www.pwc.co.za)

## PKF

### DEGREES SOUGHT

- Bcom CA
- BCom CA Honours
- BCom SAIPA
- BCom SAIPA Honours

#### Location:

Durban, Johannesburg, Johannesburg East Rand, Johannesburg West Rand, Cape Town, Constantia Valley, Knysna, George, Pretoria, Welkom, Port Elizabeth, Saldanha

#### How graduates apply:

Get the PKF experience by visiting [www.pkfexperience.co.za](http://www.pkfexperience.co.za)

#### Details for applications:

Applicants can apply at [www.pkfexperience.co.za](http://www.pkfexperience.co.za)

#### Company's website:

[www.pkf.co.za](http://www.pkf.co.za)

## RSM SOUTH AFRICA INC

### DEGREES SOUGHT

- BCOM CA
- BCom Hons CA

#### Location:

Johannesburg, Durban, Cape Town

#### The company offers the following:

- Bursaries
- Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

On-line / during the Career Day

#### Application deadline:

30 September 2019

#### Details for applications:

On-line at [www.rsmza.co.za](http://www.rsmza.co.za)

#### Company's website:

[www.rsmza.co.za](http://www.rsmza.co.za)

## SDK CHARTERED ACCOUNTANTS (SA)

### DEGREES SOUGHT

- BCom. Accounting,
- BCom Management Accounting,
- BCom Financial Accounting (Honours students - beneficial)

#### Location:

Durbanville, Western Cape

#### The company offers the following:

- Bursaries
- Vacation jobs
- Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Email: [hr@sdkca.co.za](mailto:hr@sdkca.co.za); on our website: [www.sdkca.co.za](http://www.sdkca.co.za) or via SuitUp

#### Application deadline:

Deadline 1: 30 June 2019, Deadline 2: 30 November 2019

#### Details for applications:

[hr@sdkca.co.za](mailto:hr@sdkca.co.za) / 021 970 4600

#### Company's website:

[www.sdkca.co.za](http://www.sdkca.co.za)

## SIZWENT SALUBAGOBODO GRANT THORNTON ADVISORY SERVICES (PTY) LTD

### DEGREES SOUGHT

- B Com chartered Accountancy
- B Com Hons & B Com Financial Accountancy

#### Location:

Jhb, Pretoria, Polokwane, Nelspruit, Rustenburg, Mafikeng, Bloemfontein, Kimberley, Durban, East London, Cape Town, Qwa-Qwa

#### The company offers the following:

- Bursaries
- Vacation jobs
- Internships

#### How graduates apply:

Online or via email address supplied

#### Application deadline:

Sept 2019

#### Details for applications:

[charmaine.naude@sng.gt.com](mailto:charmaine.naude@sng.gt.com) or [kim.vlietstra@sng.gt.com](mailto:kim.vlietstra@sng.gt.com)

#### Company's website:

[www.sng-grantthornton.co.za](http://www.sng-grantthornton.co.za)

## SHOPRITE CHECKERS (PTY) LTD

### DEGREES SOUGHT

- BCom Accounting,
- BPHARM,
- BCom Logistics and Information Technology.

#### Location:

Cape Town

#### The company offers the following:

Bursaries

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Online

#### Application deadline:

30 June 2019

#### Company's website:

[www.shopriteholdings.co.za](http://www.shopriteholdings.co.za)

## STRACHAN & CROUSE

### DEGREES SOUGHT

- BCom Accounting Sciences
- BCom Honours Accounting Sciences,
- CTA

#### Location:

Hatfield, Pretoria

#### The company offers the following:

Internships

#### How graduates apply:

Submit your CV on our website, [www.strachancrouse.co.za](http://www.strachancrouse.co.za) or email: [gertm@strachancrouse.co.za](mailto:gertm@strachancrouse.co.za)

#### Application deadline:

30 November 2018

#### Details for applications:

Gert Meiring – 012 430 3420

#### Company's website:

[www.strachancrouse.co.za](http://www.strachancrouse.co.za)

## SUIDWES LANDBOU

### DEGREES SOUGHT



- Landbou Ekonomie
- Bemarking
- Ondernemingsbestuur
- Ekonomie
- LLB
- Rekeningkunde
- Audit
- Biochemie

#### Location:

Noordwes en Noord Vrystaat Provinsie

#### The company offers the following:

Internships

#### Graduate recruitment programme?

Yes

#### How graduates apply:

Webwerf of stuur n mail aan abre.vanbuuren@suidwes.co.za

#### Application deadline:

Februarie 2019

#### Details for applications:

Abré van Buuren Bestuurder: Opleiding Manager: Training Suidwes Landbou / Agriculture abre.vanbuuren@suidwes.co.za

#### Company's website:

www.suidwes.co.za

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**ASANDA MALIMBA CA(SA)**  
CORPORATE FINANCE ANALYST

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[www.angloamerican.com/careers/graduates.com](http://www.angloamerican.com/careers/graduates.com)

# GRADUATE PROGRAMME