

# GUIDELINES FOR CAREER MANAGEMENT

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Job interviews are about presenting yourself in a positive and confident manner. Even the smartest and most qualified job seekers need to prepare for job interviews. Interviewing is a learned skill, and there are no second chances to make a great first impression.

## TYPES OF INTERVIEW

If you've not had an interview for a while, it's worth knowing that organizations use different types of interview for different types of job. Some of the most common are:

**1. Competency-based:**

These focus on the skills and attributes needed. You'll have to relate your skills and experience to the job in question.

**2. Technical:**

These are for technical positions such as IT or engineering jobs. You will probably be asked to display your technical knowledge of a certain process or skill. They may ask you to do this by talking about your previous experience or by asking you hypothetical questions, such as "what would you do if you were working on this project?"

**3. Face-to-face:**

The interviewer meets with the candidate in person.

**4. Telephone:**

Some organizations use these as the first stage of screening. You may be warned in advance or contacted out of the blue. First impressions count, so you should prepare for a telephone interview just as much as you would for a face-to-face interview. Unless it takes place on a videophone, you won't need to worry about what you are wearing at the time.

**5. Panel:**

This is when more than one person interviews you. Usually, one person chairs the interview and panel members take it in turns to ask you different questions. You should direct your answer mainly towards the panel member that asked the question.

## STRATEGIES

Following are some of the strategies to enhance your interview skills.

### 1. Spend time to know yourself:

Many candidates fail simply because they have not spent any time thinking carefully about what they can offer. Take time to think about your experience, why it would make you an ideal candidate for that post and how you can demonstrate it through concrete examples. Practicing too early can be detrimental to your confidence as you will keep repeating the same mistakes and will get frustrated. Only practice and go through mock interviews once you have gathered your thoughts.

### 2. Research the job and your future employers:

Your interviewers will want to know whether you are fit to join their company. At an interview, you will find it difficult to demonstrate that you are the best candidate if you don't know what they are looking for and how the company may fit within your overall career plan. In addition, demonstrating knowledge of the company will ensure that you come across as a motivated individual. Use all the sources available to you, including any information sent to you by the company with the application, the company's and other websites, their Annual Report & Accounts (which can usually be downloaded from their website - if not, ask them), etc.

### 3. Practice Good Nonverbal Communication:

It's about demonstrating confidence: standing straight, making eye contact and connecting with a firm handshake. That first nonverbal impression can be a great beginning -- or quick ending -- to your interview. Your body language will also give a lot of information to your prospective employers about you. They probably will not be looking at it specifically (unless it is so bad that they can't miss it!) but they will be subconsciously affected by it throughout the interview.

### 4. Dress for the Job or Company:

Today's casual dress codes do not give you permission to dress as "they" do when you interview. It is important to know what to wear to an interview and to be well-groomed. Whether you wear a suit or something less formal depends on the company culture and the position you are seeking. If possible, try to find out about the company dress code before the interview through web site.

### 5. Listen:

From the very beginning of the interview, your interviewer is giving you information, either directly or indirectly. If you are not hearing it, you are missing a major opportunity. Good

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

**6. Don't Talk Too Much:**

Telling the interviewer more than he needs to know could be a fatal mistake. When you have not prepared ahead of time, you may ramble when answering interview questions, sometimes talking yourself right out of the job. Prepare for the interview by reading through the job posting, matching your skills with the position's requirements and relating only that information.

**7. Don't Be Too Familiar:**

The interview is a professional meeting to talk business. This is not about making a new friend. Your level of familiarity should mimic the interviewer's demeanor. It is important to bring energy and enthusiasm to the interview and to ask questions, but do not overstep your place as a candidate looking for a job.

**8. Use Appropriate Language:**

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

**9. Don't be overconfident:**

Attitude plays a key role in your interview success. There is a fine balance between confidence, professionalism and modesty. Even if you're putting on a performance to demonstrate your ability, overconfidence is as bad, if not worse, as being too reserved.

**10. Take Care to Answer the Questions:**

When interviewers ask for an example of a time when you did something, they are asking behavioral interview questions, which are designed to bring out a sample of your past behavior. If you fail to relate a specific example, you not only don't answer the question, but you also miss an opportunity to prove your ability and talk about your skills.

**11. Ask Questions:**

When asked if they have any questions, most candidates answer, "No." Wrong answer. Part of knowing how to interview is being ready to ask questions that demonstrate an interest in what goes on in the company. Asking questions also gives you the opportunity to find out if this is the right place for you. The best questions come from listening to what you're asked during the interview and asking for additional information.

**12. Don't Appear Desperate:**

When you interview with the "please, please hire me" approach, you appear desperate and less confident. Reflect the three Cs during the interview: cool, calm and confidence. You know you can do the job; make sure the interviewer believes you can, too.

**13. Keep your answers between 1.5 and 2 minutes:**

Lengthy answers do not make the points clearly enough, whilst short answers tend to make too few points. No one will be prepared to listen to you for more than 3 minutes anyway. So as a general rule, ensure that your answers fit within the 1.5 - 2 minutes timeframe, with a bit more maybe for answers to some of the more open interview questions (such as "tell me about yourself").

**14. Structure your answers in 3 or 4 points maximum:**

In order to make a strong impact with your interview answers, you must ensure that the message is coming out loud and clear. By adopting a 3- or 4-point structure, you will help your interviewers identify the important themes in your answer and they won't have to work so hard to get the picture. If you have more than 3 or 4 things to say then you should organize the information differently. The human brain cannot take more than 3 or 4 things at a time. Don't drown your interviewers with information.

**15. Clearly headline each point in your answers:**

Too many people waffle around a topic without stating clearly what they are trying to say. Once you have derived a clear structure, ensure that each section is headlined by the message that you are trying to convey. For example, if you are being asked a question such as "What are your main strengths?", you could structure and headline your answer as follows:

- One of my key strengths is my ability to keep a team motivated, even at difficult times.
- I am also a very approachable and supportive person.
- Another one of my strengths is my resilience and hardworking attitude, and particularly my ability to complete projects.

**16. Expand on each point with your personal experience:**

Simply stating a series of headlines will make your answer sound "cheesy" i.e. no more than a succession of sound bites which have no real impact by themselves. Interviewers do not only want to know your own opinion of yourself, they want you to back up the claims that you make with examples from your experience. If you adopt a 3-point structure over 1.5 to 2 minutes, this gives you on average 30 or 40 seconds per point. You must therefore ensure that you keep your examples concise and to-the-point.

**17. Avoid announcing a structure upfront unless you are absolutely confident:**

Although it can make you sound very confident and "in control", it can also be dangerous to announce the structure of your answer upfront. For example: "There are many things that characterize my experience: one is my in-depth experience of project management, one is my ability to manage a team and the last one is my interpersonal skills".

- It will force you to have a ready-made structure as soon as the interviewer has finished asking his question. This could be awkward if you haven't prepared the answer previously.
- You will lose flexibility. As you develop your answer, you may find that you want to introduce something that you had not originally thought about or, on the contrary, that you want to scrap something that does not sound so good after all. If you have announced the structure of your answer upfront, you will not be able to change it half-way through.

**18. Use active verbs and power words to describe yourself:**

Most candidates, in their fear of overselling themselves, use words which do not reflect their true level of confidence, skills, competence. If you want to make a strong impact you cannot use expressions such as "I was involved in" too often as they reflect a situation in which you played a role rather than the role itself. You should use words and verbs such as: "played a key role in", "managed", "elaborated/built on", "was instrumental in", "achieved", "proposed", "derived", "proficient/competent in", "confident in", etc.

## DO'S AND DON'TS

An interview is a discussion between you and an employer to find out if you can do the job. It's your chance to make a good impression. However, there are certain rules you should follow in interviews.

### What to do?

- Dress smartly, look bright and attentive, and speak clearly and confidently. Don't forget that in the first few minutes only 7% of the interviewer's opinion of you is formed by what you say - the rest is judged on how you look, act and sound.
- Find out where the venue is beforehand, how to get there and how long it takes.
- Get your outfit ready the night before. Find out what kind of interview it will be so you can prepare.
- Examine the person specification and your CV/application form, and think about what type of questions they will ask you.
- Prepare answers for the main questions - for example, why do you want the job, what are your strengths and weaknesses, what are the main tasks in this job?
- Make about three or four points in each answer.
- Quote real examples of when you've used certain skills - just saying you've got a skill isn't enough.
- Take your time when answering the questions: make sure you understand the question and take your time if you need to think.
- Sell yourself: no one else is going to! Be positive about yourself and your experiences.
- Prepare some questions to ask at the end of the interview - use it as an opportunity to find out more about the role and the company. (Don't ask about money or perks just yet!)
- When discussing salary, know your market worth and start by quoting a little higher than this.
- Turn off your mobile phone: treat the interviewers with respect and give them your undivided attention.
- Keep your answers focused on what you can do for the employer, not what they can do for you

### What not to do:

- Don't be late.
- Don't swear or use slang words.
- Don't slouch in your seat or do anything that makes you look uninterested.
- Don't smoke.



- Don't lie: the interviewer may see through you. Even if you get the job, your employer can dismiss you if they find out that you have not been honest.
- Don't let your nerves show too much; a few nerves are normal but extreme nerves will affect your performance. Use breathing techniques and try to remember that it's not a life and death situation - there are plenty of jobs out there!
- Don't be arrogant and assume you've got the job. Nothing turns off employers more than someone who is disrespectful and over-confident.
- Don't discuss controversial topics such as religion, politics and gender relations.
- Don't read from notes or your cv — you should be familiar enough with your own history to be able to talk about it unprompted.
- Don't criticize former employers or colleagues. Interviewers may mark you down as a troublemaker and a gossip.
- Don't argue with the interviewer, no matter what. Remember to keep things positive!

These rules apply for most jobs. However, employers in some industries can use more relaxed and informal interviewing techniques. In some creative fields (design and media for example) it may be expected that you turn up for the interview in casual clothes, as that is the dress code in the office. However, smart casual is better than very casual. If you're in any doubt, do some research on typical interview techniques in your line of work.

Above all, preparation is the key to performing well in interviews. Research the role and organization, and prepare evidence and examples of your skills and competencies.

## TYPICAL QUESTIONS AN INTERVIEWER MIGHT ASK

- What are your strengths and weaknesses?
- What can you do for us that other candidates can't?
- What would your colleagues and friends consider as your best qualities?
- Why should we hire you?

What the interviewer really wants to know: ***can you do the job?***

Know your strengths, and mention ones that are relevant to the job you're being interviewed for. It's important to quote examples of when you used the skills; it's not enough to just say you have the skills. Typical strengths employers look for are:

- Communication - the ability to get on with a wide range of people.
- Team working - the ability to be an effective team leader or team member.
- IT skills - most jobs these days need some IT skills.
- Good attitude - hard worker, honest, polite, co-operative.
- Problem solving - using your initiative to identify solutions.
- Enthusiasm - employers like someone positive.
- Quick learner - so you can take on new tasks.
- Determination - shows you are focused on achieving goals.
- Flexibility – doing a variety of tasks to achieve a common goal.

If you're asked about weaknesses, don't list many - only mention one! Choose a minor flaw that isn't essential to the job. Turn it into a positive, such as how you've worked on the weakness. Or you could present it as an opportunity for development.

### Good answers:

- Strengths: 'I'm a good organizer, and I plan everything in detail. I showed this when I was given a new project, and I had to get it up and running from scratch.'
- Weaknesses: 'Sometimes I'm too enthusiastic when working on a new project. But I've learned to adjust to everyone else's pace, and not go charging ahead.'

### Typical Questions:

- Why do you want to work here?
- What do you know about our company?
- What can you do for us that someone else can't?

What the interviewer really wants to know: ***Do you know what we do? Why have you chosen to apply to this company?***

The interviewer wants to know you've done your homework and that you know about the organization and its aims. They want to know you've thought it through and you've chosen to apply to them for a good reason. Show your knowledge of the company by having some facts and figures at the ready, such as:

- The size of the organization.
- What the product or service is.
- Last year's turnover figures.
- Latest developments in the field.
- The history, goals, image and philosophy of the employer.

When talking about why you want to work for the employer, focus on what you can do for them, not on what they can do for you.

**Good answer:** 'Smith's is a respected firm with a reputation for high quality work, and I'd like to be part of that success. The quality of my work is important to me, so I feel I'd be at the right place. I've also heard you invest in your staff by training and developing them.'

**Typical Questions:**

- What will the main tasks and responsibilities are in this job?
- What do you think the main challenges will be?
- What would you do in the first day/week/month/year?

What the interviewer really wants to know: ***Do you know what the job's all about?***  
The interviewer wants to know if you fully understand what the job will involve. They want to

know why you think you'd be good at it, and how you'd approach it if they offer you the job. To answer this question well, make sure you read the job description thoroughly and research how the organization operates.

**Good answer:** 'The main task is to supervise a team of sales staff to ensure they exceed sales targets. It's my responsibility to motivate them and pass on my sales experience to enable them to achieve more.'

**Typical Questions:**

- What are your goals?
- Where do you see yourself in five years time?

What the interviewer really wants to know: ***How ambitious are you?***

This is your chance to show how enthusiastic you are to get on. (You should avoid sounding too aggressive and over-ambitious: 'I want to become managing director in three years'.) Avoid sounding unenthusiastic and passive: 'I'm not sure - I'll see how it goes'.

To avoid this, you could talk in terms of short-term and long-term goals. Remember you are at the interview for that particular job - so your short-term goal should be to get that job for the time being. Then you can start talking about moving on higher.

**Good answer:** 'My immediate aim is to get a trainee chef position, then to work through NVQs level 2 and 3 to become a qualified chef.'

**Typical Questions:**

- Why did you leave your last job?
- Tell me about a typical day in your current/previous job
- What experience have you got from previous jobs?

What the interviewer really wants to know: ***What have you done in your previous jobs?***

When talking about previous jobs, focus on the positives. Even if you think your previous or current job wasn't very demanding, if you jot down the tasks and responsibilities it will sound more impressive than you think. You will have learned something, so mention it. Focus on the skills and experience that are relevant to the job you're being interviewed for.

Don't bring up negative things like having a dispute with a colleague or your boss. And don't criticize previous employers.

**Good answer:** 'In my current job I have developed my knowledge of computer software packages. But now I'm ready for a new challenge, and want to use these skills in a more customer-focused role.'

**Typical Questions:**

- What motivates you?

- Which tasks do you get the most satisfaction from?

By finding out what motivates you, the interviewer can find out which environment you'll perform well in. Try to think of examples of when a work task excited you.

**Good answer:** 'I like problem solving - that point you reach in a project where you come up against something unexpected, and you have to think creatively to come up with a solution.'

#### Typical Questions:

- What do you know about our products/services?
- What do you think of our products/services?
- Can you think of any improvements to our products/services?

What the interviewer really wants to know: ***Are you keen enough to have looked at our products and services?***

The employer wants to know that you're familiar with their products or services. They may also want you to have the initiative to look for ways of improving things. Be tactful: only mention small improvements. Make these the kind of suggestions people in the street might come up with and not because you are an "expert" and know best.

**Good answer:** 'Your products are recognized as the industry standard, leading the way in style and performance. However, maybe by altering your advertising style you could appeal to older consumers as well as young ones. I think older people would value your product just as much, and this could lead to increased sales.'

#### Typical Questions:

- What makes a good team?
- What makes a good team member?
- What makes a good team leader?

What the interviewer really wants to know: ***Can you operate effectively in a team?***

Employers value team-working very highly. They want to know you can work effectively in a team, whatever your role within it is.

**Good answer:** 'A good team needs to have clear objectives and goals, and procedures to work towards these. Each person needs to be clear what their role is, and what is expected of them. There needs to be openness and trust, and clear communication.'

**Typical Questions:**

- What was the last film you saw or the last book you read?
- How would you describe yourself?
- How would your friends describe you?

What the interviewer really wants to know: ***Are you a well-rounded individual?***

By asking personality questions, the employer wants to know how well you know yourself - how self-aware you are. Having self-awareness means you can look at yourself critically, and know what you're good at and where you could improve.

When it comes to your interests, the employer wants to know you're an active citizen, who tries to get the most out of life. When choosing examples of interests to mention, try to choose a wide range to show you're well balanced. However, when quoting films or books, choose classic or mainstream ones rather than obscure or extreme ones.

Some employers will expect you to know about current affairs and popular culture - jobs in the media, for example.

**Good answer:** 'In my personal life I'm always organizing everybody. People look to me for ideas and plans - I guess in some ways that shows I'm a natural leader.'

## UNUSUAL QUESTIONS

### Typical Questions:

- If you were a biscuit, what type of biscuit would you be?
- If you were an animal, what type of animal would you be?

What the interviewer really wants to know: ***Can you think on the spot and come up with a sensible answer?***

You probably won't have prepared for this, so the interviewer is seeing if you can think on your feet. Take your time over this question, and think of something that generally reflects you, but also has positives you could apply to the world of work.

There is no 'good answer' but just be prepared for this sort of question.

## FREQUENTLY ASKED QUESTIONS

### How do I negotiate salary?

For some jobs (usually in the private sector) where a salary is not stated, you may have to negotiate your salary. This will usually happen when you are offered the job.

#### Some Tips:

- Ask them what the salary range is for similar jobs in the company.
- Get an idea of what the going rate is for the job – check other job ads.
- If you're asked what salary you are expecting, answer quickly and confidently - don't hesitate.
- Start high, and meet in the middle, if necessary.
- Don't ask about salary or benefits before you've been offered the job.

### Which questions should I ask at the end of the interview?

At the end of the interview you usually get the opportunity to ask your own questions. You should always ask at least one question, to show your enthusiasm and interest in the job.

Here are some examples:

- What training do you offer?
- Ask about something you read about in your research – such as a new product or service
- Who will I be working with?
- Who will my manager be?
- Where do I fit into the organizational structure?
- How much of my time will be spent on this task?
- How do you see the role developing?
- When will you let me know the outcome of the interview?

### What should I do the night before the interview?

It's important to prepare for interviews.

But the night before the interview you shouldn't put in too much work, so try to relax. Last minute "cramming" might only stress you out.



### **What if I get asked why I've been out of work for a long time?**

First, list down any positive activities you've undertaken during your period out of work.

Such as:

- Voluntary work.
- Courses.
- Keeping up with developments in your field.
- Treating job seeking as a full-time job.
- Keeping fit.
- Networking.

You can also say that you were being selective, and not taking the first job that came along. Stress that you were waiting for the right opportunity, such as the job being offered by the employer interviewing you.

### **What if I voluntarily left my job?**

Make sure you state positive reasons for leaving.

The best reason is to say that you wanted a fresh challenge, and you wanted to fully concentrate your efforts on finding your next opportunity. Reflect positively on your time in your previous job - describe how you developed in the role and say you were grateful for the opportunity.

## TIPS OF EFFECTIVE RESUME WRITING

### About Photograph on Resume

- 1) **For Male Participants:** Your photograph should be in coat and tie with smiling face.
- 2) **For Female Participants:** You should dress up just as you dress up for an interview. You should also have a photograph with smiling face.

### About Writing Postal Address:

If you are from Lahore/Sialkot and want to do a job in either of these two cities then you should write your postal address of any of these two cities.

If you are from outside Lahore/Sialkot and want to do a job in either of these two cities then you should write 2 addresses.

- 1) First one will be titled as Present Address: It will be an address of Lahore/Sialkot. It could be the address of your friend or relative. It gives an idea to the employer that you have a place to live in Lahore/Sialkot and you can do a job in these cities.
- 2) The second address will be your permanent address. It will be the address of your home town.

### About E-mail Address:

Your email address should be simple e.g. salmanahmad245@gmail.com. It should be not like this "superman2014@hotmail.com", or "sweet\_girl@yahoo.com"

### How to write Personal Profile:

The personal profile describes your abilities and personal traits. It should consist of 5 lines. You can pick these lines from the page numbers 20-22 of this hand out.

### Elective courses:

Write the titles of your elective courses. The titles of your courses contain such keywords which help in short listing your resume.

**Functional areas:**

Mention the area in which you want to do the job e.g. Finance, Accounts, Marketing, Human Resource Management, Supply Chain Management etc.

**Education and Qualification:**

Adopt the same format as written in sample. You can mention your CGPA, grades or division if they are your strength.

**Professional Experience:**

You should write your experience in strong skill statements. It should be as follows:-

**Strong Action Verb + Details + Outcome/Results**

**Examples:**

**Before:** Worked with kids

**After:** Taught reading skills to 20 inner city children resulting in all students passing the basic skills exam.

**Before:** Met with Clients

**After:** Interviewed clients on their needs and document detailed notes for reference during projects.

See page # 22 of this hand out for sample action verbs.

**How to write Academics Projects:-** You should write 4-5 projects preferably relevant to your functional areas in 4-5 lines explaining each project. You should make an abstract of the executive summary of the project you wish to write.

**How to write Computer Skills:** Mention the names of the software in which you are skill full e.g. Ms Office (Word, Excel, PowerPoint), Ms Visio, Ms Access, Ms Outlook, SPSS, Peach Tree, Quick

Books etc. Internet, Email. Write other computer related skills like software/hardware installation and troubleshooting etc.

### **How to write Achievements:**

In achievements you can write as follows:-

- Appeared in Dean's merit list or Rectors Honor's list in 2014 at UMT Lahore/Sialkot Campus.
- You can write your participation in sports at university, college, or school level.
- You can write if you have ever worked for any social cause like raising funds for earthquake victims or flood victims, organizing blood donation campaign, member of any social welfare society.
- Have you ever worked as an organizer or volunteer in an event in university, college or school?

**How to write interest:** You should write 4 of your hobbies or interests. You can see the following list to see the interest examples:

Drawing, Gardening/Horticulture, Playing/watching Tennis, Driving, Cooking, Writing, Home Decorating, Camping, Traveling, Yoga, Photography, Counseling, Advocacy, Pet, Scuba Diving, Playing Video Games, Sewing, Military Affairs, Carpentry, listening Music, Designing, Singing.

**Note: When you apply for a job through E-mail. Then the subject of your email should be "CV for the position of Accounts/Finance/Marketing Executive in XYZ Organization"**

### **Important Phrases for Personal Profile:**

1. Results-driven, logical and methodical approach to achieving tasks and objectives
2. Determined and decisive; uses initiative to develop effective solutions to problems
3. Reliable and dependable - high personal standards and attention to detail
4. Methodical and rigorous approach to achieving tasks and objectives
5. Entrepreneurial and pro-active - strong drive and keen business mind
6. Identifies and develops opportunities; innovates and makes things happen
7. Good strategic appreciation and vision; able to build and implement sophisticated plans
8. Determined and decisive; uses initiative to meet and resolve challenges
9. Strives for quality and applies process and discipline towards optimizing performance
10. Extremely reliable and dependable - analytical and questioning, strives for quality
11. Methodical approach to planning and organizing - good time-manager
12. Excellent interpersonal skills - good communicator, leadership, high integrity
13. Strong planning, organizing and monitoring abilities - an efficient time-manager
14. Self-driven and self-reliant - sets aims and targets and leads by example

15. Good interpersonal skills - works well with others, motivates and encourages
16. High integrity, diligent and conscientious - reliable and dependable
17. Self-aware - always seeking to learn and grow
18. Seeks new responsibilities irrespective of reward and recognition
19. Emotionally mature and confident - a calming influence
20. Detailed and precise; fastidious and thorough
21. Decisive and results-driven; creative problem-solver
22. Good starter - enthusiastic in finding openings and opportunities
23. Creative and entrepreneurial networker - effective project coordinator
24. Reliable and dependable in meeting objectives - hard-working
25. Emotionally mature; calming and positive temperament; tolerant and understanding
26. Seeks and finds solutions to challenges - exceptionally positive attitude
27. Great team-worker - adaptable and flexible
28. Well-organized; good planner; good time-manager
29. Seeks new responsibilities and uses initiative; self-sufficient
30. Solid approach to achieving tasks and objectives; determined and decisive
31. Excellent interpersonal skills - good communicator, high integrity
32. Energetic and physically very fit; quick to respond to opportunities and problems
33. Active and dynamic approach to work and getting things done
34. Financially astute - conversant with accounting systems and principles
35. Tactical, strategic and proactive - anticipates and takes initiative
36. Systematic and logical - develops and uses effective processes
37. Good listener - caring and compassionate
38. Critical thinker - strong analytical skills; accurate and probing
39. Good researcher - creative and methodical - probing and resourceful
40. Facilitative project manager; develops and enables group buy-in
41. Persistent and tenacious sales developer; comfortable with demanding targets
42. Resilient and thorough - detached and unemotional
43. Completer-finisher; checks and follows up - immaculate record-keeper
44. Team-player - loyal and determined
45. Technically competent/qualified [state discipline or area, to whatever standard or level]
46. Task-oriented - commercially experienced and aware
47. Excellent inter-personal and communications skills
48. Sound planning and organizational capabilities
49. Results oriented - focused on productive and high-yield activities
50. Tolerant and understanding - especially good with young children/elderly people/needly
51. People/disadvantaged people, etc
52. Emotionally mature - calming and positive temperament - compassionate and caring
53. Sensitive and patient interpersonal and communication skills
54. High integrity and honesty; ethical and socially aware

- 55. Energetic and positive outlook, which often inspires others
- 56. Calm, reliable and dependable in meeting objectives - logical and numerate
- 57. Seeks and finds good outcomes to challenges
- 58. Adaptable and flexible; well-organized planner and scheduler
- 59. Seeks new responsibilities and uses initiative; self-sufficient

Obviously this list is not exhaustive. Hopefully the examples provide some ideas around from which you can develop your own descriptions.

Select words and phrases, and develop statements that **emphasize your strengths and capabilities** and that **reflect the requirements of the job, interviewer and employer**

**Following is a free list of strong action verbs under several categories:**

**For management, supervision & leadership skills**, use words such as executed, improved, and increased, oversaw and prioritized.

**For communication & people skills**, use verbs like addressed, developed, influenced and negotiated.

**For technical skills**, use words such as assembled, fabricated, operated and programmed.

**For clerical & administrative skills**, use words like arranged, collected, ordered and purchased.

**For problem solving and development skills** use words such as created, designed and improved.

**For financial skills** use words such as audited, budgeted and balanced.

**For helping skills** use words such as assisted, guided and volunteered.

**For teaching skills** use words similar to coached, instructed and persuaded.

**For research and analytical skills** use verbs similar to developed, documented, edited and investigated

**For creative skills** use words similar to customized, invented, originated and revised.

**For general accomplishments**, use words such as achieved, eliminated, initiated, invented & resolved.



**OFFICE OF CAREER SERVICES, UMT, LAHORE**

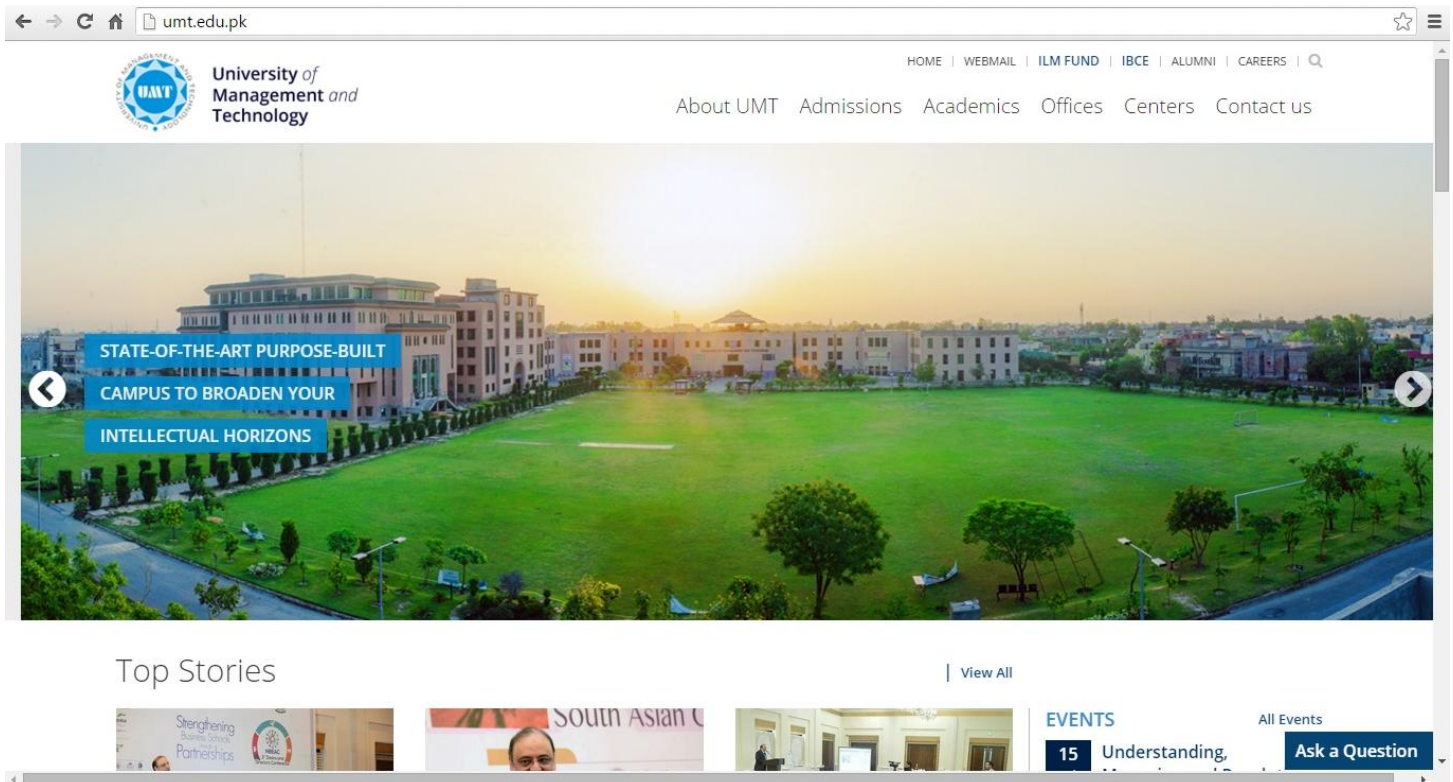


**Note: For more Sample Action Words visit “[http://www.quintcareers.com/action\\_skills.html](http://www.quintcareers.com/action_skills.html)”**

## PORTAL OVERVIEW

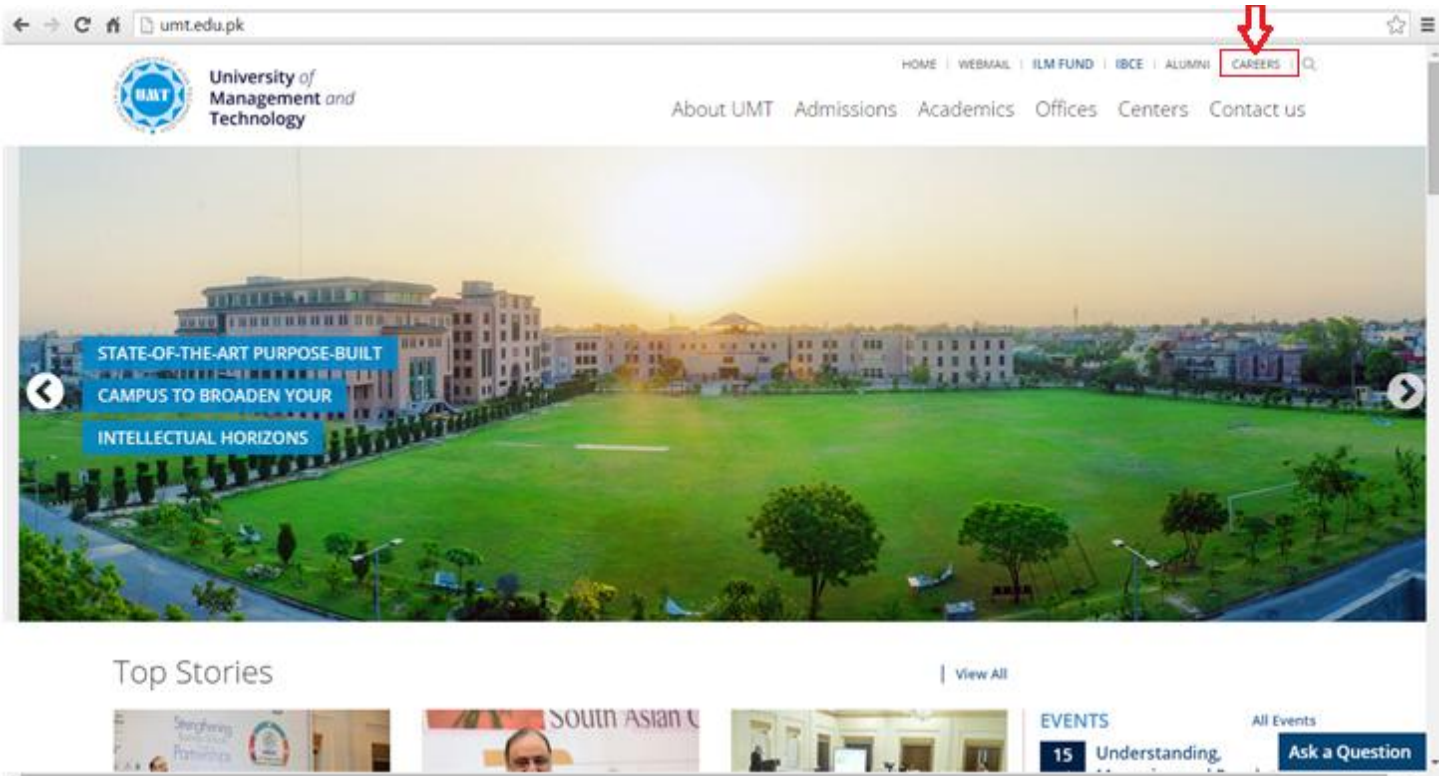
- Career counseling session
- Jobs and Internship Placements

Type <http://umt.edu.pk/> in the browser's search bar





Click on Careers tab at the top right corner




career.umt.edu.pk

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## Recruitment Drive

By 

**Note:** For Interviews and Auditions

**Eligibility Criteria:** Bachelors and Masters

**Date:** February 23, 2016  
**Time:** 11:00 AM to 05:00 PM  
**Venue:** Conference Hall

**Position Vacant For:** Trainee Anchor / Trainee Reporter

### Recent Featured Jobs in Pakistan

Search by job title... Select City Select Category Select Company Search

**Graduates/Student Corner**

Employers are searching for people like

[Upload your CV >](#)

**International Jobs**

Find a job abroad that suits your needs.

[Find Jobs >](#)

**Employer Corner**

We are hiring professionals

[Add Jobs >](#)

**Latest News** [All News](#)

Recruitment Drive by Berger Paints  
Dec 22, 2015

**Recent Featured Jobs** [View all Jobs](#) **Spotlight Job**  
Sales Executive

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### Recent Featured Jobs in Pakistan

Search by job title Please City Select Category Search

**Search Result**

<b>Intern - HR</b> CORVIT Networks - Lahore	Feb, 16 2016
<b>Network Administrator</b> i2c inc - Lahore	Feb, 16 2016
<b>Intern - OCS</b> University of Management and Technology (UMT) - Lahore	Feb, 16 2016
<b>Software Engineer</b> DevBox Private Limited - Lahore	Feb, 12 2016
<b>Associate Software Engineer</b> i2c inc - Lahore	Feb, 12 2016
<b>Technical Lead</b> Master Graphics - Lahore	Feb, 12 2016

**Job Type**

- Full Time (416)
- Internship (65)
- Volunteer (2)
- Part Time (1)

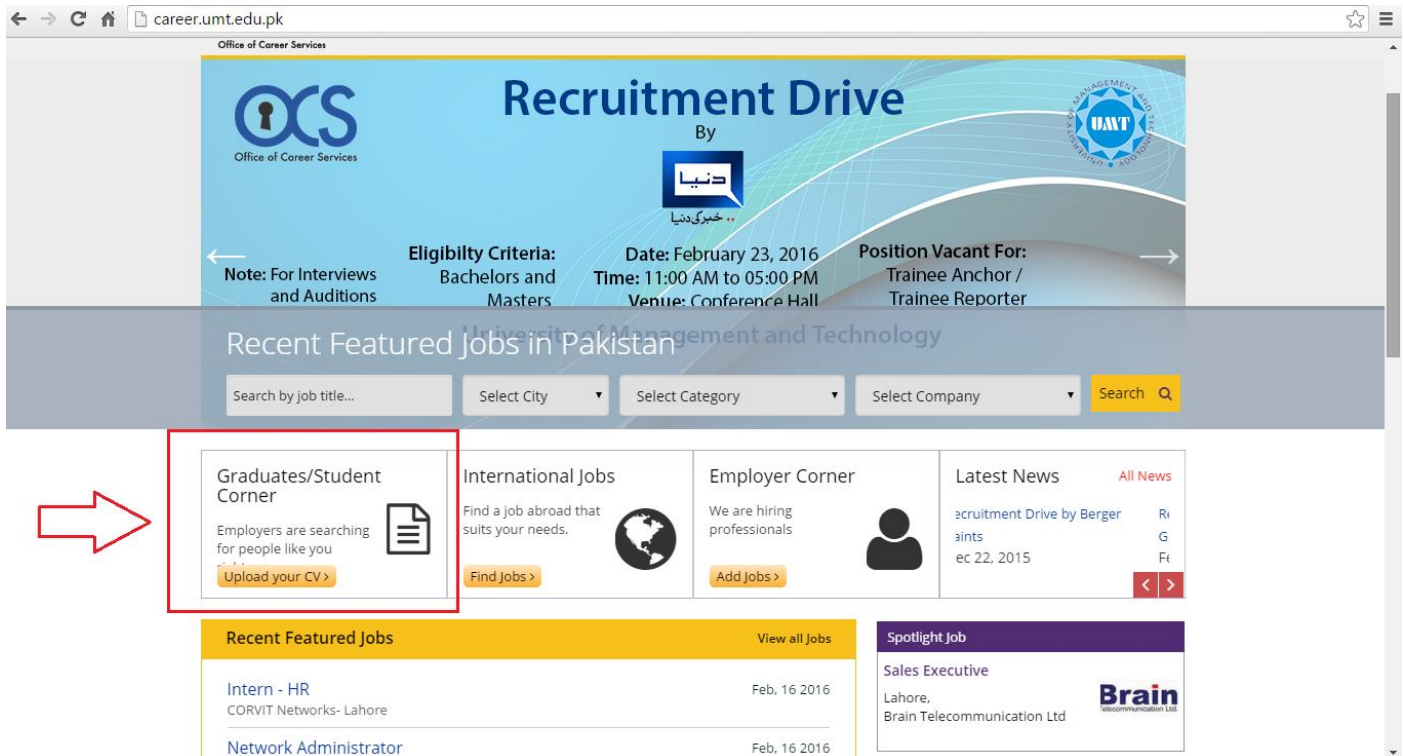
**Career Level**

- Entry Level (Less than 2 years of Exp) (1352)
- Mid Career (2+ years of experience) (372)
- Student (Undergraduate/graduate) (367)
- Management (Manager/Director) (87)
- Student (High School) (4)
- Executive (SVP, EVP, VP etc) (2)
- Senior Executive (CEO, President etc) (0)

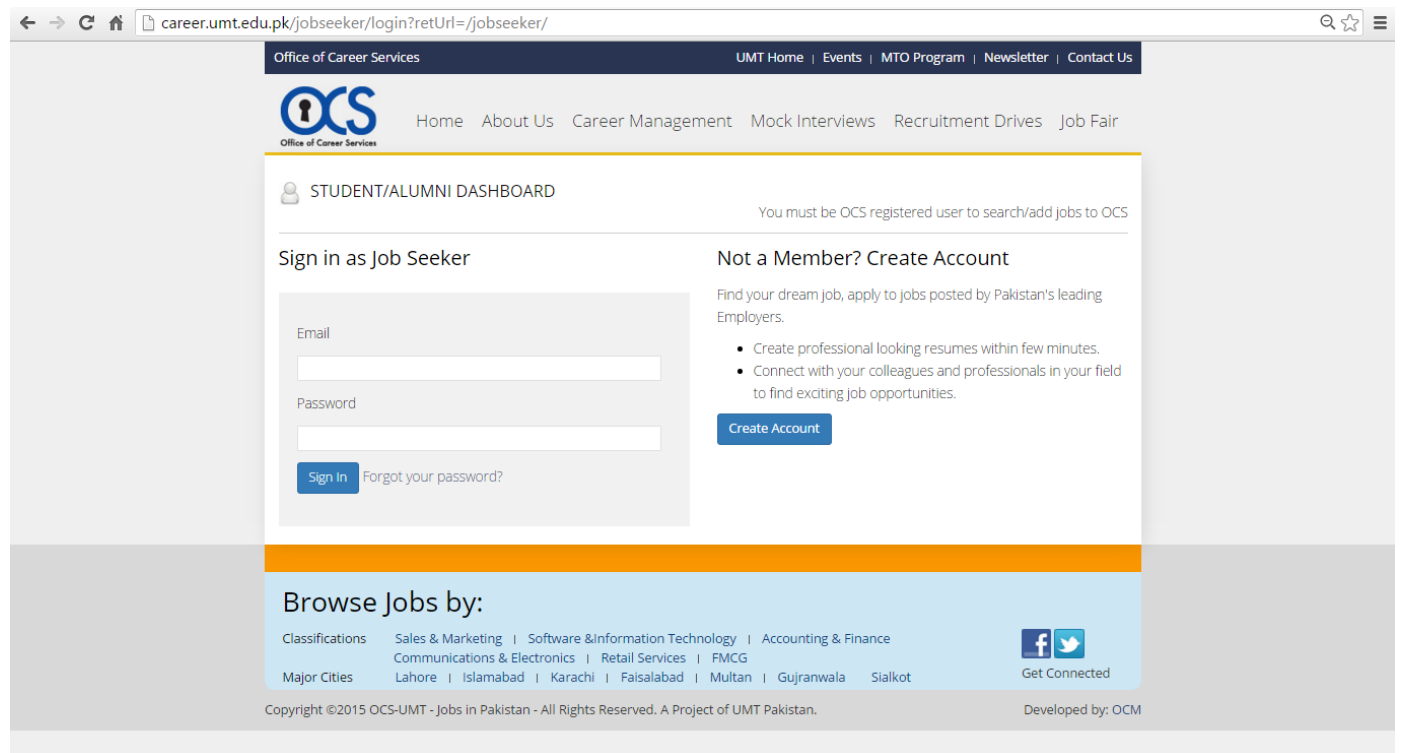
[+ Select more](#)

Waiting for stats.g.doubleclick.net...

Participants/Graduates register at the portal:

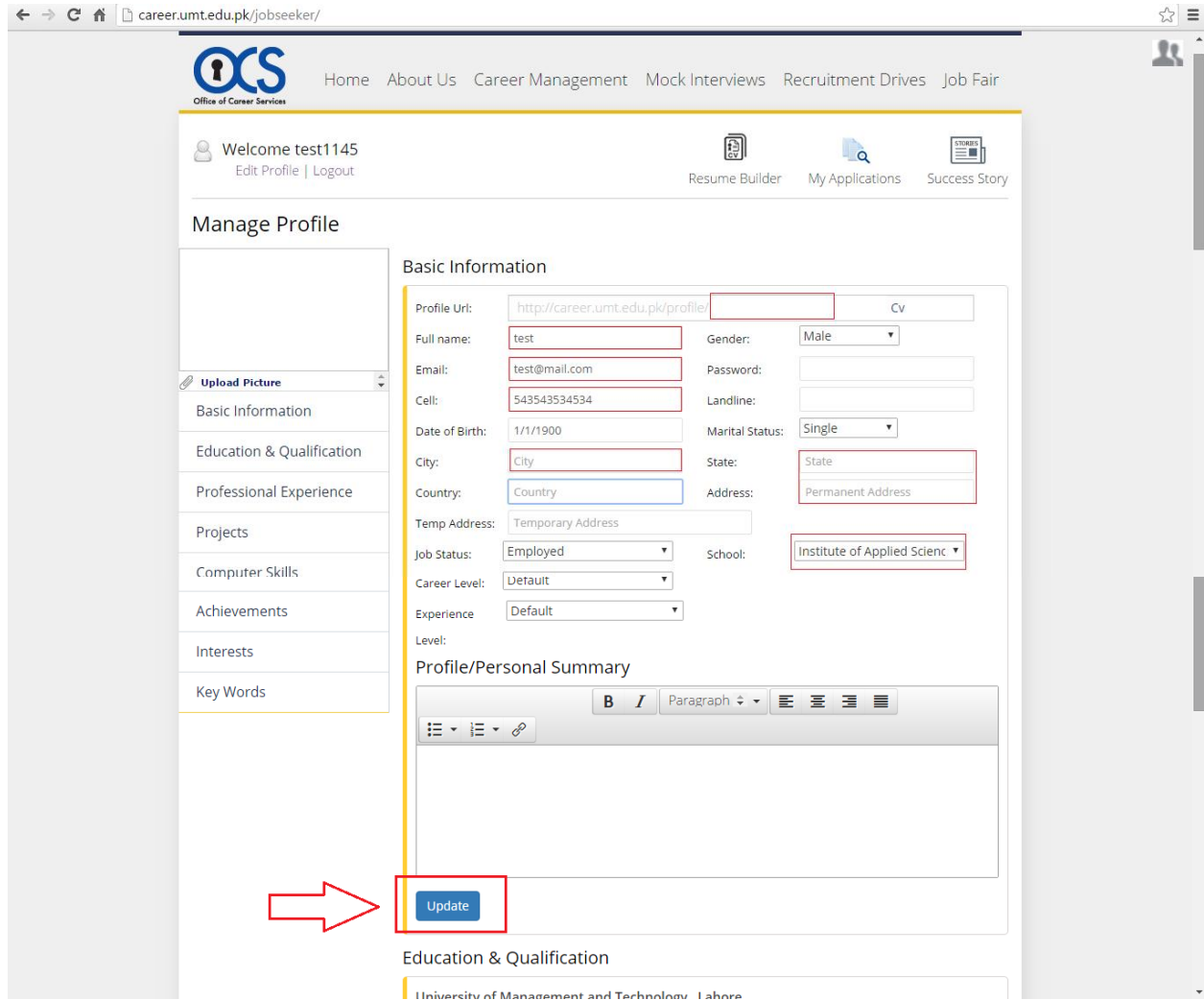


The screenshot shows the 'Recruitment Drive' banner for the University of Management and Technology (UMT). The banner includes the OCS logo, the text 'Recruitment Drive By دنیا', and details: 'Date: February 23, 2016', 'Time: 11:00 AM to 05:00 PM', 'Venue: Conference Hall', and 'Position Vacant For: Trainee Anchor / Trainee Reporter'. Below the banner are search filters for job title, city, category, and company. A red arrow points to the 'Graduates/Student Corner' section, which contains an 'Upload your CV' button. Other sections include 'International Jobs', 'Employer Corner', 'Latest News', 'Recent Featured Jobs', and 'Spotlight Job'.



The screenshot shows the 'STUDENT/ALUMNI DASHBOARD' for the job seeker login page. It features a navigation bar with 'Office of Career Services' and 'UMT Home | Events | MTO Program | Newsletter | Contact Us'. The main content area has a 'Sign in as Job Seeker' form with fields for 'Email' and 'Password', and a 'Sign In' button. A 'Forgot your password?' link is also present. To the right, there is a 'Not a Member? Create Account' section with a 'Create Account' button. Below the login section, there is a 'Browse Jobs by:' section with links for 'Classifications' (Sales & Marketing, Software & Information Technology, Accounting & Finance, Communications & Electronics, Retail Services, FMCG) and 'Major Cities' (Lahore, Islamabad, Karachi, Faisalabad, Multan, Gujranwala, Sialkot). Social media links for Facebook and Twitter are also visible. The footer contains copyright information: 'Copyright ©2015 OCS-UMT - Jobs in Pakistan - All Rights Reserved. A Project of UMT Pakistan.' and 'Developed by: OCM'.

## Manage your profile, fill all the required fields and click on update



career.umt.edu.pk/jobseeker/

OCS Office of Career Services

Home About Us Career Management Mock Interviews Recruitment Drives Job Fair

Welcome test1145  
Edit Profile | Logout

Resume Builder My Applications Success Story

### Manage Profile

- Upload Picture
- Basic Information
- Education & Qualification
- Professional Experience
- Projects
- Computer Skills
- Achievements
- Interests
- Key Words

#### Basic Information

Profile Uri:  Cv

Full name:  Gender:

Email:  Password:

Cell:  Landline:

Date of Birth:  Marital Status:

City:  State:

Country:  Address:

Temp Address:

Job Status:  School:

Career Level:

Experience:

Level:

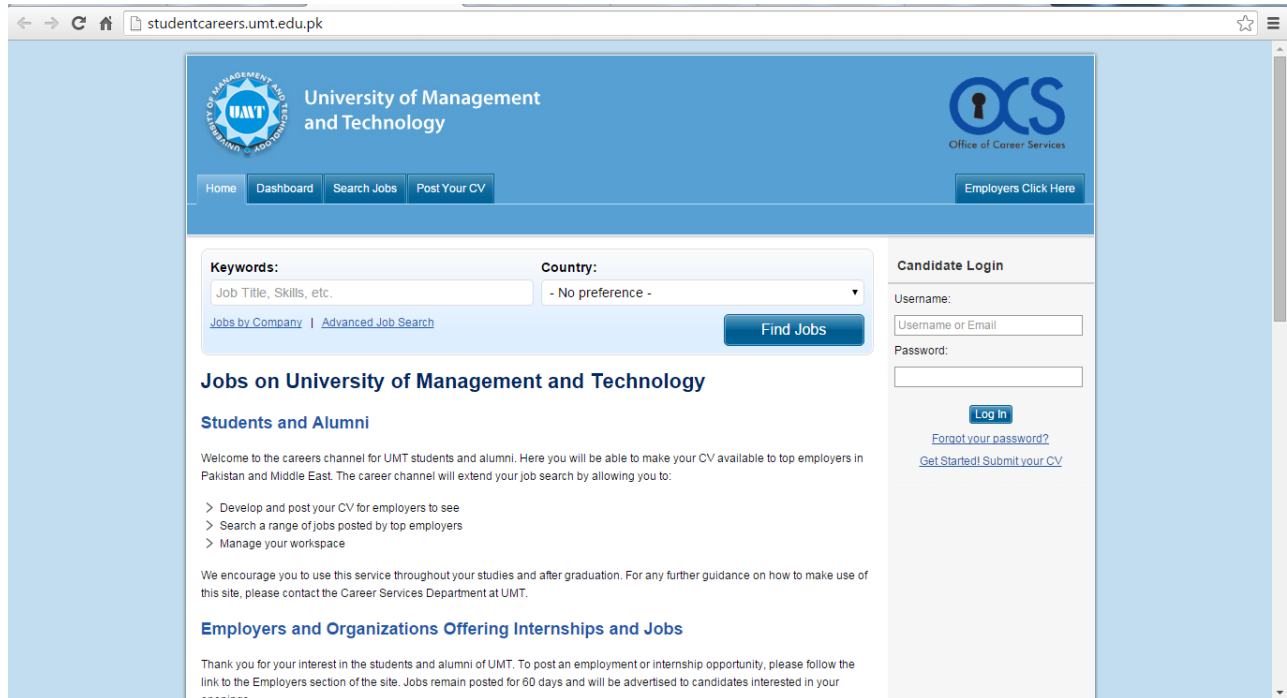
#### Profile/Personal Summary

**B I** Paragraph

#### Education & Qualification

University of Management and Technology, Lahore

## For International Vacancies:



studentcareers.umd.edu.pk

University of Management and Technology

OCS Office of Career Services

Home Dashboard Search Jobs Post Your CV Employers Click Here

Keywords: Job Title, Skills, etc. Country: - No preference - Find Jobs

Candidate Login

Username:

Password:

Log In

Forgot your password? Get Started! Submit your CV

### Jobs on University of Management and Technology

#### Students and Alumni

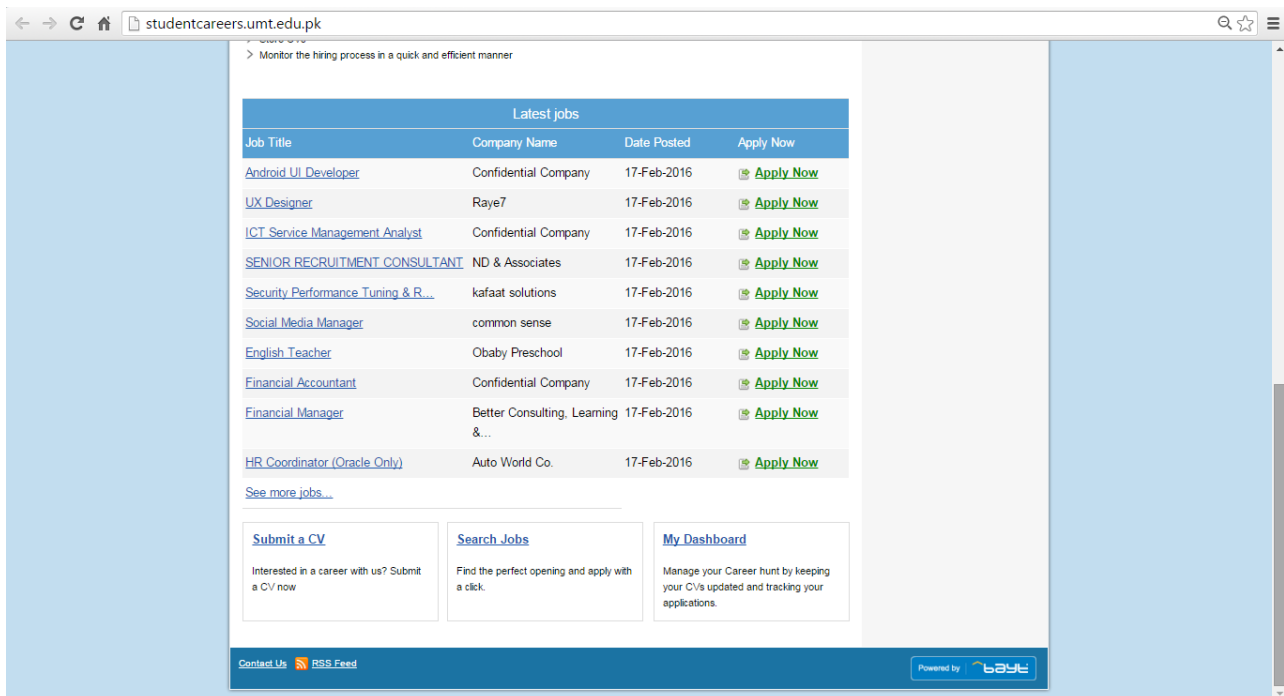
Welcome to the careers channel for UMT students and alumni. Here you will be able to make your CV available to top employers in Pakistan and Middle East. The career channel will extend your job search by allowing you to:

- > Develop and post your CV for employers to see
- > Search a range of jobs posted by top employers
- > Manage your workspace

We encourage you to use this service throughout your studies and after graduation. For any further guidance on how to make use of this site, please contact the Career Services Department at UMT.

#### Employers and Organizations Offering Internships and Jobs

Thank you for your interest in the students and alumni of UMT. To post an employment or internship opportunity, please follow the link to the Employers section of the site. Jobs remain posted for 60 days and will be advertised to candidates interested in your openings.



studentcareers.umd.edu.pk

Monitor the hiring process in a quick and efficient manner

Latest jobs			
Job Title	Company Name	Date Posted	Apply Now
<a href="#">Android UI Developer</a>	Confidential Company	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">UX Designer</a>	Raye7	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">ICT Service Management Analyst</a>	Confidential Company	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">SENIOR RECRUITMENT CONSULTANT</a>	ND & Associates	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">Security Performance Tuning &amp; R...</a>	kafaat solutions	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">Social Media Manager</a>	common sense	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">English Teacher</a>	Obaby Preschool	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">Financial Accountant</a>	Confidential Company	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">Financial Manager</a>	Better Consulting, Learning & ...	17-Feb-2016	<a href="#">Apply Now</a>
<a href="#">HR Coordinator (Oracle Only)</a>	Auto World Co.	17-Feb-2016	<a href="#">Apply Now</a>

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**You can view jobs on this page.**

**By viewing the jobs you can see all the details and job requirements.**

**To apply on the job please contact [ocs.mgr@umt.edu.pk](mailto:ocs.mgr@umt.edu.pk) and [bilalashraf@umt.edu.pk](mailto:bilalashraf@umt.edu.pk)**