8. Psychological Aspects .................................................................................................................. 30

9. Important Job Hunting Tips........................................................................................................... 33
1. Introduction

LBS Career Management Centre was established during spring session 2014. Its main purpose is to provide Career Advice and Counselling to the students of Lahore Business School regarding their personal and professional development.

The primary aim of the Centre is to bridge the gap between Job Market and the students of Lahore Business School (LBS) through training workshops, seminars and individual counselling sessions.

The hand book of career advice is for the LBS students seeking professional skills, new employment / internships in today’s ever changing, ever more competitive world of work. It is for those who are about to accomplish their degrees from LBS. It will help students of LBS in order to develop their workplace persona and their skills, to get much better job and stay employed in satisfying positions no matter how the economy and job market changes.

This handbook provides information to individuals to assist them in managing their career through training, planning and preparation. The following topics are covered in this handbook:

- Advice on connecting with the Career Management Centre
- Cover Letter preparation
- CV writing
- Interview preparation
- Dressing and personal grooming for the interview
- Body language for interviews
- Psychological preparation
- Important tips for job hunting
2. Get Career Advice

A career adviser can help you with a wide range of issues, whatever stage you are at in the career planning process. You may know what you want to do and need help planning how to achieve it or you might have just started thinking about your career and need some direction and encouragement.

We are happy to help you with CVs, application forms, cover letters, supporting documents and provide assistance in improving your interview and job hunting skills. You can get advice from a career advisor by email, at a drop in session or by booking an appointment.

Email

Advice by email is ideal if you cannot come into the Career Service or you have a simple question that does not need discussion between you and the advisor. We promise to reply to your question within three working days but will most likely respond quicker. If we feel that your enquiry is too complex for this service we may ask you to see an advisor in person.

Drop in Sessions

Drop in sessions are for quick queries and updates, and giving you feedback on your CV. You can see an advisor for up to 15 minutes and you do not need to book an appointment. Please note that drop in sessions are not suitable for detailed discussion of CVs, application forms and interview preparation, for such matters book an appointment by dropping in at the Career Management Centre on LBS 2nd Floor.

Drop-in sessions are great for:

- Getting quick feedback on your CV or application form
- Brief discussion of ideas and plans
- Following up after an appointment to report on progress
Appointments

Appointments allow you to get in-depth guidance from an advisor. You will need to book by visiting the Career Management Office on LBS 2nd Floor. We are unable to book appointments by email.

Confidentiality

Anything you tell us and any advice we give will only be discussed with other people if you have given your permission. Your career advisor may ask to discuss your case with colleagues to ensure you receive the best possible advice.

Contact details:

- Saqib Chugtai  
  Manager, CMC  
  Email: saqib.chugtai@lbs.uol.edu.pk

- Eisha Waqar  
  Student Counsellor  
  Email: eisha.waqar@lbs.uol.edu.pk
3. Cover Letters

With an in-tray full of applications an employer will spend approximately 20 seconds casting an eye over each one. You have to be sure that in those 20 seconds your cover letter has sufficient impact to make the reader want to know more about you.

A covering letter builds upon the information you provided in your CV. It is a focussed sales pitch, stating clearly in simple language just why a particular company should employ you. All of its contents should reaffirm to the reader that you are the right person for a specific job.

What to say

The content and style is up to you, but you will need a solid structure to have the best chance of success. Here are some guidelines:

Introduction

- Introduce yourself
- Explain why you are writing
- If you are responding to an advert, say where you saw it

Why this job?

- Explain why you are interested in the job and the organisation
- Target the letter at the organisation. Check the company’s website for company information. Make it implicit that you have not simply sent out multiple copies of the same letter to different employers
- If you can, say something original about the organisation
- Explain what factors attract you to them – do not just repeat text from their publicity material
Why me?

- Use the remainder to explain why you are well-suited to the position.
- Refer to relevant skills, experience and knowledge that you have regarding a particular vacancy.
- Match what you say to the requirements given in the job advertisement.
- If a job specification has “essential” criteria, your letter may become lengthier than otherwise – as you should indicate how you meet each criterion
- Try to avoid using exactly the same phrases which appear on your CV.

Conclusion

- Reiterate your desire to join the organisation.
- Add a ‘look forward to hearing from you’-type statement.
- End “Yours sincerely”, and type your name and title – do not forget to sign the letter if you are printing it out!

The Cover Letter Format

As with standard formal letter writing your address goes at the top left hand corner of the page; then miss a line and put the date, then goes the recipient’s address.

Employ appropriate margin and paragraph spacing so that your letter is not bunched up at the top of the page but is evenly distributed and balanced.

Always type your covering letter and use the same quality plain paper onto which you printed your CV.

Beginning the letter

- Dear Mr Ahmad – If you know the name of the person to whom you are writing.
- Dear Ms Sara – If you are not sure of the marital status of the female recipient.
- Dear Sir/Madam – If you are totally in the dark as to the name of the recipient.
Addressing your covering letter

It is important that you address your letter carefully. After spending time wording it to perfection you do not want it to be directed to the wrong person or to go astray.

If you are applying for an advertised vacancy there is probably a contact name on that advertisement, and so address your letter to that person.

If you are writing to a company for a job when they have not advertised a vacancy, the chances are that unless you have contacts on the inside, you will not know the name of the person you need to write to. In this case you can address your letter to the manager of the specific departments to which you are applying, for example Marketing Manager, Sales Manager, otherwise you can send it to the Human Resource Manager or Recruitment Manager. Visit the company’s website and see if you can track down the name of a relevant recipient. Alternatively, give the company a call and ask for the name of the head of department to whom you are applying.

You should make sure that the recipient’s name, department and address details on the envelope are the same as at the top of the letter.

How do I write a cover letter for a job that's not advertised?

This kind of letter is sometimes referred to as a 'speculative letter’. This means that you are writing to find out if there are likely to be any vacancies in the future. Your speculative letter should be welcoming and enthusiastic.

It is more difficult to write a speculative letter because you are not responding to a specific vacancy but, with some research about the company, you can find out about previous job advertisements and angle your letter accordingly.

If you have undertaken work experience at the company, you can draw on your knowledge of that.
Important points to note

- Avoid sounding pompous or using clichés and catch phrases, there are some statements that are used all the time such as ‘I have Centric interpersonal skills; you want your letter to be unique.
- Try to avoid using ‘I’ too much. A page of “I did this” and “I did that” is not appealing – it says to the employer that you haven’t thought about them.
- Give evidence for all your claims.
- Do not use abbreviations.
- Do not exceed four paragraphs of content.
- Check and then recheck your spelling, grammar and punctuation. Get someone else to read it through also.
- A cover letter should always end positively and look ahead to the next stage, for example, ‘I would be happy to provide further information at interview’ or ‘I look forward to hearing from you’.
- Paperclip your covering letter to your CV, one should never be sent out without the other.
- Do not exceed one page. An exception is if a person specification lists criteria applicants must meet. In this case, try not to exceed two pages.
- Write to a named person if you possibly can – rather than Dear Sir/Madam.
- Check your spelling and get someone else to read it over.
- Do not repeat your whole CV.
Cover Letter Sample Format:

Your Street Address
City,
Telephone Number
E-mail Address

Month Day, Year

Mr./Ms./Dr. FirstName LastName
Designation
Name of Organization
Street or P. O. Box Address
City

Dear Mr./Ms./Dr. LastName

Opening paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer’s needs. (Focus on what you can do for the employer, not what the employer can do for you.) This is an opportunity to explain in more detail relevant items in your CV. Refer to the fact that your CV is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer’s location and could offer to schedule a visit, indicate when. State that
you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature [on hard copy])

Your name typed

(In case of e-mail, your full contact info appears below your printed name [instead of at the top, as for hard copy], and of course there is no handwritten signature)

Enclosure(s) (refers to CV, etc.)

(Note: the contents of your letter might best be arranged into four paragraphs. Consider what you need to say and use good writing style.)
4. CVs Structure

What is a CV?

Curriculum Vitae: An outline of a person's educational and professional history, usually prepared for job applications.

- A CV is the most flexible and convenient way to make applications.
- It conveys your personal details in the way that presents you in the best possible light.
- A CV is a marketing document in which you are marketing something: YOURSELF! You need to market your skills, abilities, qualifications and experience to employers.

There is no "one best way" to construct a CV; it is your document and can be structured as you wish within the basic framework below.

When should a CV be used?

- When an employer asks for applications to be received in this format.
- When an employer simply states "apply to ..." without specifying the format.
- When making speculative applications (when writing to an employer who has not advertised a vacancy but who you hope may have one).

What information should a CV include?

- Contact Information
- Clear Objective
- Education History
- Previous related work Experience
- Skills (usually computer skills and language proficiency)
- Accomplishments and Awards
- Personal Interests
- References
Personal details:

Normally these would be your name, address, date of birth, telephone number and email.

CVs don't usually include a photograph. However a passport-sized photograph in the top right-hand corner can be used if required by a particular vacancy.

Objective:

Must be concise and must represent your career aim clearly.

Education and qualifications:

- Your degree subject and university.
- Must include the specialisation subject.
- Intermediate and Matric or equivalents. Mention grades unless poor!
- Must mention the degree completion year.
- Any diplomas or certificate qualifications must also be mentioned.

Note: Start with most recent qualification on TOP

Work experience:

- Use action words such as developed, planned and organised.
- Try to relate the skills to the job. A finance job will involve numeracy, analytical and problem solving skills so focus on these whereas for a marketing role you would place a bit more emphasis on negotiating skills.

Note: Start with most recent work experience on TOP

Skills:

- The usual ones to mention are languages.
- Computing (e.g. "good working knowledge of MS Word and Excel, plus basic web page design skills").
**Interests and achievements:**

- Keep this section short and to the point.
- Bullets can be used to separate interests into different types: sporting, creative etc.
- Don't use the old boring clichés here: "socialising with friends".
- Don't put many passive, solitary hobbies (reading, watching TV, stamp collecting) or you may be perceived as lacking people skills. If you do put these, then say what you read or watch.
- Hobbies that are a little out of the ordinary can help you to stand out from the crowd: skydiving or mountaineering can show a sense of wanting to stretch yourself and an ability to rely on yourself in demanding situations.
- Any interests relevant to the job are worth mentioning: current affairs, if you wish to be a journalist.
- Any evidence of leadership is important to mention: captain or coach of a sports team, course representative, or chair of a student society.
- Anything showing evidence of employability skills such as team working, organising, planning, persuading, negotiating etc.

**References:**

- Many employers don't check references at the application stage so unless the vacancy specifically requests referees it is fine to omit this section completely if you are running short of space or to say "References are available on request."
- Normally two referees are sufficient: one academic (perhaps your tutor or a project supervisor) and one from an employer (perhaps your last part-time or summer job).

If you are applying for more than one type of work, you should have a different CV tailored to each career area, highlighting different aspects of your skills and experience.
What makes a good CV?

There is no single "correct" way to write and present a CV but the following general rules apply:

- It is targeted on the specific job or career area for which you are applying and brings out the relevant skills you have to offer.
- It is carefully and clearly laid out: logically ordered, easy to read and not cramped.
- It is informative but concise.
- It is accurate in content, spelling and grammar.

What mistakes do candidates make on their CV?

- Spellings and grammar
- Not tailored to the job
- Length not right
- Poor format and no use of bullets
- Contact & email problems
- Objective/profile was too vague
- Lying

How long should a CV be?

- There are no absolute rules but, in general, a new graduate's CV should cover no more than two sides of A4 paper.
- Employers preferred a one or two page CV while others stated that it depends upon the position.
- If you can summarise your career history comfortably on a single side, this is fine and has advantages when you are making speculative applications and need to put yourself across concisely.
- You should not leave out important items, or crowd your text too closely together in order to fit it onto that single side.
Sample CV Format:

NAME

Address: ____________ Email: __________________
___________ Mobile: _______________
___________ D.O.B: _____________

OBJECTIVE

To make positive contribution as part of a dynamic organization in a position where my abilities, technical, management, decision making and communication skills will be utilized and enhanced.

EDUCATION

BBA (Hons) (2014)
Specialisation: ___________________________
University of Lahore

FSC (Pre-Engineering) (2010)
_____________________________________

Matric (Science) (2007)
_____________________________________

PROFESSIONAL EXPERIENCE

Designation: (Jan, 2012 – Sept, 2013)
Organisation Name:
Responsibilities:

SKILLS

• Team management and leadership
• Self-motivated and flexible
• Proficient user of MS Word, Excel and Power Point
• Fluent user of English and Urdu

PERSONAL INTERESTS

• Reading
The one page lean and mean CV!

- In certain sectors such as investment banking, management consultancy and top law firms, a one page CV, highly focused, highly objective CV, now seems to be preferred.
- All of these areas have in common that they are highly competitive to enter and it may be that selectors, faced with so many CVs to work through prefer a shorter CV.
- There is no point putting lots of detailed information into a CV which does not add any value.
- These CVs normally have lots of single line bullets.
- NO personal statement at the beginning.
- They are full of factual info, as opposed to subjective content.
- You must make every word count.
- They focus on achievements, initiative and responsibilities more than on tasks and duties.
- When carefully designed, these can be the very best CVs, but also the hardest to write!

5. Interview Preparation and Tips

How to Best Prepare For Your Job Interview

There are certain things you will want to do in advance to prepare for it. Remember, you never get a second chance to make a first impression, so you’ll want to do your best on preparing for your interview in advance.
Pick out what you are going to wear on your job interview:

What you wear on your interview is an absolutely crucial part of how to prepare for a job interview. After you choose your outfit, make sure it is cleaned and pressed and you have the appropriate accessories and shoes to go with it and make sure everything fits and you look great.

Study your resume and know everything on it:

Any work experience or skills you have listed on your resume are fair game to talk about during the interview. Your resume is all the interviewer has to go by in order to get to know you. They may pick things out from it and ask you to elaborate. Even though you may have a previous job listed that was many years ago, the interviewer may ask you to explain what you did at that job and you are responsible for providing an answer.

Practice your answers to the most common interview questions:

You should always be able to answer “Tell me about yourself” and “Why do you think you would be great for this job?” The employer does not know, so it is up to you to sell it.

Do not completely memorize your answers so they come out rehearsed, but have a clear idea of what you are going to say. When you are asked, you want your answer to come out intelligently and natural. Be open to other questions as well and really know what you can offer to the company.

Practice greeting your interviewer:

You should always greet your interview with friendly smile and firm handshake. If you do this right, you will set off the right energy and the chances of the interview going well will increase.

Research the company and the job position you are applying for:

Write down any questions you may have about either so you can ask during the interview. It always looks nice when you go into an interview with intelligent questions. It shows you put effort in preparing for the interview. However, never ask questions just to ask questions.

Find out the type of interview you will be going on:
There are several common types of interviews such as one on one, group, and behavioural. You should not assume you will get a certain one. Do not be afraid to ask your recruiter what kind of interview you will have if you do not know – the interview will be more beneficial to both parties if you are prepared.

Print out the directions to the interview and be on time:

Allow enough time to get there and anticipate traffic. It’s ok to be up to 10 minutes early, but no more than that. Otherwise, the interviewer may not be ready for you. Bring the phone number of your interviewer just in case you get lost or are going to be late. If you are going to be late, call to let the interviewer know.

Interview Types You Must Know As a Candidate

1. Traditional one on one job interview

The traditional one on one interview is where you are interviewed by one representative of the company, most likely the manager of the position you are applying for.

2. Panel Interview

In a panel interview, you will be interviewed by a panel of interviewers. The panel may consist of different representatives of the company.
Tips to Always Remember for an Interview

- Be Prepared.
- Dress appropriately.
- Be on time (arriving 10 minutes early is always best).
- Never be late, it is a complete disaster. However in case of emergency, phone the interviewer about the delay.
- Always switch off your mobile phone before entering the site of your interview.
- As you are about to enter the interview room take 2 or 3 deep breaths to calm your nerves. You will do better if you are relaxed and have a calm mind.
- When you are introduced to the panel of interviewers, shake hands firmly with each person, create eye contact with each person & say that you are pleased to meet them, and smile as you say so.
- Don't say something you'll regret later. Think before you speak.
- Never talk negative about your previous employer.
- Do not speak while the interviewer is talking, once they are done with the question then respond in a calm manner.
- Be Positive and enthusiastic.
- Always maintain your body language.

Interview Questions You Need to Be Prepared For

There is a lot of chitchat and small talk going on in interviews. When you take a closer look at the exchanges, you can see that there are only a few questions the interviewer is really bothered about. The rest are simply there to create rapport and filling the gaps. Here is the list:

1) What brings you to this interview?

This is where the interviewer wants to see how well you have researched this position, how committed you really are to the company and why you are looking for a new job in
the first place. Make sure you read up on the job and can say exactly how it fits to your skills.

2) What value will you add to our company?

List your main skills and how these will be directly applicable if you get the job. Back your claims up with achievements from your previous jobs.

3) Can you work well with the team?

Here's your chance to elaborate on how well you get on with people from all walks of life. Tell them how you have a strong opinion of your own, but always make compromises and move forward for the best interest of the team and the company.

4) What is special about you?

Let's face it; every candidate that comes through the employer’s door will be praising themselves in their interview. This means that not only do you have to brag about yourself, but in order to be credible you will have to give specific examples from when you have achieved greatness in the past.

5) What's your salary and when can you start?

If you get this question, you are probably doing well. These two points are classic buying signals. They indicate that the interviewer is actually calculating how much money they can make from you and when to begin doing so. A good trick is to be sketchy and give them a salary range and say that you can’t really give a definite answer until you can compare the benefits to what you have already.

**Questions Candidates Must Ask the Interviewer**

This is your window of opportunity that you really do not want to miss. Participating in the interview is one factor, but what distinguishes candidates from the others is when they actively participate with the interviewer by asking them questions. Not only does this demonstrate your sincere interest in the position, it also illustrates that you’ve done your homework on the company and the position offered.

**Questions to ask the interviewer:**

...
• How would you describe the general culture of the company and the workplace?
• Will there be any form of training provided?
• What are some of the biggest challenges/successes the department is facing currently?
• What process will be used to evaluate my performance?
• Who will be my direct supervisor?
• Are there many opportunities for professional development within the company?
• What is the usual time frame for making the hiring decision?
• May I contact you if any further questions arise?

Many candidates take the wrong path and ask inappropriate questions in their first interview. As tempting as benefits and salary information is to know up front, that should only be discussed after you have been offered the position. Plus, you will be in a better position to negotiate anyways.

6. How to dress for an Interview

The first impression you make on a potential employer is the most important one. The first judgment an interviewer makes is going to be based on how you look and what you are wearing. That is why, in many cases, it is still important to dress professionally for a job interview, regardless of the work environment.

What is the appropriate dress code for an interview? You will want that first impression to be not just a good one, but, a great one. In general, the candidate dressed in a suit and
tie is going to make a much better impression than the candidate dressed in scruffy jeans and a t-shirt.

Even if you are aware that employees of an organization dress casually on the job, dress more formally for the interview unless you are specifically told otherwise by the employer. The interview is a professional meeting and thus a more formal occasion than daily work.

- **Be aware of your posture and body language:** Good posture and a solid handshake are important. Your body language is part of your overall appearance, so it is imperative that you pay close attention to it.
- **Pay attention to your grooming as much as your outfit:** Your hair should be neat, and fingernails should be clean. You want to look nicely kempt from head to toe.
- For pants outfits, make sure you wear a belt that matches the colour of your shoes.
- Make sure you have fresh breath. Brush your teeth before you leave for the interview, and do not eat or smoke before the interview.
- Be sure to shave the morning of the interview, even if you do not ordinarily shave every day. If you have a full beard or moustache it should be trimmed and neat-looking.

**For women:** Do not overdo your jewellery, hair accessories and makeup. Wear natural colours and avoid heavy eye shadow, eyeliner and bright coloured lipstick.

**How to Dress for a Professional Interview - Men's Interview Attire**

- Suit (solid colour - navy or dark grey)
- Long sleeve shirt (white or coordinated with the suit)
- Tie (must be plain or simple patterned)
- Belt (colour must match the shoes)
- Dark socks, conservative leather shoes
- Little or no jewellery
- Neat, professional hairstyle
- Limit the perfume
• Neatly trimmed nails
• Portfolio or briefcase

This may sound like a lot of rules, but these are the generally acceptable guidelines you should follow when deciding what to wear to an interview. Dressing professionally shows respect for you, the interviewer, and the company. You may not have to dress like this every day, but you are more likely to be taken seriously when you present yourself in a professional manner and take the time to attend to details.
How to Dress for a Job Interview

Formal Business Interview Attire
- Hair recently cut.
- White or blue solid shirt.
- Dark single breasted suit.
- Jacket sleeve should not extend past knuckles.
- Plain or capped Oxford shoes, rounded toe and closed lacing.
- Shoes polished.
- Cuffed best for tall men; uncuffed for short.
- Face cleanly shaved or beard neatly trimmed.
- 1/2" shirt cuff exposed.
- If you rock a pocket square, only use the square fold.
- 2 or 3 buttons.

Casual Job Interview Attire
- Solid or conservatively patterned tie. No bright or flashy colors.
- Simple leather case or portfolio.
- Nails trimmed.
- Patterned shirts acceptable.
- Tie coordinates with shirt’s pattern.
- Flat front khakis (grey flannel or dark denim may work at some companies).
- Dress boots or leather slip-on shoes.
- Socks match color of pants.
Personal Grooming:

Grooming and accessory tips for everyone

- **Hair:**
  Should be clean and neat.

- **Shoes:**
  Should be in polished condition.

- **Details:**
  No missing buttons and don't forget to remove external tags and tacking stitches from new clothes.

- **Hands:**
  Clean fingernails.

- **Fit:**
  Clothes should be clean, neatly pressed, and fit properly.

- **Smell:**
  Perfume or cologne should be used sparingly or not at all. Remember that some people have allergies/sensitivities; you'd hate for that to derail an interview. No odours in clothes. Don't smell like smoke.

- **Portfolios/Business Bags:**
  Always wise for holding paper to take notes and to hold other documents you may need to bring and receive. Business-like totes or small briefcases are also appropriate. But if you have no reason to carry a large briefcase, don't; you risk looking silly.
7. Interview Body Language

Pay attention to your interview body language - it plays a critical role in determining how you come across in the job interview! Non-verbal communication accounts for over 90% of the message you are sending to the interviewer.

**Sit properly.** Sit upright but in a relaxed fashion leaning slightly forward at about a 10 to 15 degree angle towards the interviewer. This sends the message that you are an interested and involved candidate.

**Be aware of your hands.** The best thing to do with your hands is to rest them loosely clasped in your lap or on the table, if there is one. Fiddling with hair, face or neck sends the message of anxiety and uncertainty. Body language experts agree that touching the nose, lips or ears can signal that the candidate is lying.

**Do not cross your arms.** Folding arms across the chest suggests a defensive type of position. It sends the message that the candidate is feeling threatened and ill-at-ease and is shutting the interviewer out.

**Place both feet on the floor.** Crossing feet at the ankles or placing them both flat on the floor sends a message of confidence and professionalism. Jiggling or moving the legs creates an irritating distraction and indicates nervousness. Resting an ankle on the opposite knee looks arrogant and too casual, crossing the legs high up appears defensive.

**Maintain direct eye contact.** Keeping direct eye contact with the interviewer indicates active listening and interest. Eyes that dart around suggest dishonesty. Looking down gives the impression of low self-esteem.

**Be conscious of mouth movements.** Pursing the lips or twisting them sideways shows disapproval of what is being heard. Biting your lips suggests nervousness. Try to relax your mouth.

**Position your head.** Keeping your head straight looks self-assured and authoritative, it sends the message that you should be taken seriously.
Do not overdo direct eye contact; too much contact without breaks can make the other person extremely uncomfortable.

The Interview: Body Language Do's and Don'ts

Do:

- Sit up straight, and lean slightly forward in your chair. In addition to projecting interest and engagement in the interaction, aligning your body's position to that of the interviewer's shows admiration and agreement.
- Show your enthusiasm by keeping an interested expression.
- Establish a comfortable amount of personal space between you and the interviewer.
- If you have more than one person interviewing you at once, make sure you briefly address both people with your gaze (without looking like a tennis spectator) and return your attention to the person who has asked you a question.
- Say Goodbye Gracefully After a few well-thought-out questions and answers with your interviewer, it is almost over, but do not lose your cool just yet. Make sure your goodbye handshake is just as confident now as it was going in.

Don’t:

- Don’t wait in reception with your legs stretched out, feet crossed and hands clasped behind your head… this can signal a casual, ‘am I bothered?’ attitude!
- Are you sitting comfortably? Lounging with arms and legs dangling will suggest you’re a little TOO relaxed about an interview you should be taking seriously.
- Try not to show how tense you are. Tightly clutching a handbag or briefcase suggests a nervous candidate, not a confident, cool-headed character.
- Beware of moving your feet up and down repeatedly in a nervous manner – it is a sign of boredom, even if you do not mean it to be.
- Resist the urge to touch your face or play with your hair when you speak, this suggests you are lying.
- Rub the back of your head or neck. Even if you really do just have a cramp in your neck, these gestures make you look disinterested.
• Rub or touch your nose. This suggests that you are not being completely honest.

8. Psychological Aspects

Approximately 80% of the job search is psychological. The edge goes to those who ably combine technical search skills (i.e. having a quality CV) with psychological skills (i.e. communicating effectively, persisting, and managing setbacks).

From little steps to great leaps on the career ladder, it is important for jobseekers to have a right mind-set. Those who get the job not only have the right tools, such as a quality CV, but also good psychological skills. Here are some tips to help prepare you psychologically for the search ahead.

1) Stay positive despite the negatives

➢ There will always be setbacks in life. If you do not pass the interview stage, do not let it get you down.
➢ Focus on the fact that you reached the next stage, and that this experience will help your interview technique in the future.
➢ Persistence is a key. In order to maintain positive momentum consider searching several jobs at the same time so in the event of a negative response from one employer, you already have opportunities with other applications.
➢ Surround yourself with people who know your goals, and who wholeheartedly believe that you can achieve your aims.

2) How important is communication?

➢ Focus just on possible questions and answers and the big picture. This big picture includes establishing rapport with people. Instead of telling and asserting in an interview.
➢ Nonverbal communications sends messages to other people. Your body language tells a tale. Keep tapping your fingers and this suggests impatience. Roll your eyes, and you will come across as immature.
Stock phrases are another common form of error. If you have a constant error, such as saying "you know," that is a distraction.

3) Lack of a crisp, clear, realistic goal
   The first step in any successful job search is to develop a clear, crisp, realistic goal. If you cannot describe what job you are looking for in one or two sentences, then you are not ready to be out there in the job market asking for interviews.

4) Nobody likes being a recruit
   One of the unrealistic expectations of job hunting is that most people feel they must excel in a process at which they are not very good, and if they do not succeed fairly quickly, they believe their lives will be screwed up.
   If you feel this way, you need some realistic data from the job-hunting world; through your network contacts or other job hunters who are further along in their job hunt than you are in yours.
   Be sure to pick positive-thinking, motivated people to help you overcome this common roadblock.

5) It's all about rejection
   How many of us really thrive on rejection? I do not -- do you? The job-hunting process is nothing but a series of rejections with an occasional piece of good news thrown in just to keep you from sticking your head in the oven.

6) Its unpredictable
   The job-hunting process is totally unpredictable except for one thing: If you work hard at it, you will eventually get a job.

7) Self-doubt, defensiveness, and the myth of the perfect job candidate
   Every human being has a weak spot. It may be real or imagined; it may be in your education, your work history, your appearance, your skills, or your background. Maybe you are aware of your weak spot, and maybe you are not.
   A supportive friend or colleague can help you with this. But, whatever you do, you will need to have a clear and objective a picture of who you are and what it is that you have to offer a hiring organization as much as possible.
8) The psychology of entitlement

No matter what type of superior background you feel you have, no matter what credentials you have earned, no matter what prestigious educational pedigree you hold, no matter how wonderful some people say you are, no one is going to come knocking on your door with a basketful of wonderful and exciting career opportunities just because you feel that you are entitled to them.

9) What the Colors of Your Job Interview Clothes Convey

- Research has shown that 85 percent of communication is nonverbal, so choosing what to wear to an interview is clearly an important part of your overall presentation. It won’t make up for weak answers, but it can communicate some positive things about your personality and what you might like to work with.
- In this very competitive job market, give yourself every opportunity to shine in the interview. Knowing what job interview clothes to wear makes a statement about who you are. Choosing the right colors will reinforce that positive impression.
- As is frequently said, you never have a second chance to make a first impression. So, as colour is a vital part of the first impression, it is important to get the colour right.
- A conservative industry, such as banking, accounting, or law, will pay more attention to an applicant in a conservative power colour like True Blue or Charcoal Grey.
- If you are looking for a job in a glamor industry, women can and should wear trendy colours to accent more basic colours, like black, so you let them know that you are aware of the latest trends.
- Avoid colours that are fun for other occasions like sports or vacation wear.
- As your anxiety level is high on a job interview, you want to wear colours that make you feel confident, and confidence-building colours are those that make you look and feel that you are the best.
9. Important Job Hunting Tips

Get organised! Make getting a job your job. It takes time and discipline to get that first graduate job. Allocate part of every day to job hunting. Find out when employers of interest to you recruit.

Focus your search: Start by identifying three job roles on which to focus your search. But you need to be flexible and mobile. Look for jobs in more than one location and remember even if the role you take on initially is not your ideal job at least you are on the career ladder.

Look in the right places: Find out where the jobs you are seeking are advertised. Do not just rely on Google or generic job sites.

Network: Many jobs are not advertised so you need to develop a network of contacts. Approach people in the industry you want to work in and ask them for advice. Do this in person, by phone or email or via LinkedIn, the professional networking website. Nurture your contacts and they may lead to a job.

Consider speculative applications: BUT do not ask for too much in the first contact. If you ask for some unpaid experience or just a meeting to get some advice it is much easier for an employer to say yes. Your initial aim is to get a foot in the door.

Be ready to impress: If you are going to a career fair or have arranged a meeting with an employer make sure you look presentable and have prepared a list of intelligent questions. Ask for business cards and keep in touch.

Clean up your social media presence: (Facebook, Twitter etc.) Make sure social media is working for you, not against you. Join appropriate social media groups such as LinkedIn where jobs are posted.

Seek advice: from professionals, friends and acquaintances who are working in relevant field of your job search and from The Advisers from Career Management Centre 2nd Floor, Lahore Business School.
Lahore Business School, The University of Lahore,
1-KM Defence Road, Near Bhupian Chowk, Railwind Road, Lahore, Pakistan