



MAGAZINE

TURN ON THE EMPLEABILITY

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ARTICLE 1

Key competencies

Key competencies are specific qualities that a company is recruiters have decided are desirable for employers to possess. During interviews and assessment processes, key competencies are used as benchmarks that assessors use to rate and evaluate candidates.

A firm usually isolate several key skills or core competencies to look for in candidates at interview.

You will be graded in terms of each competency based question.

Employers typically use some of the following as their key competencies:

- Teamwork
- Responsibility
- Commitment to career
- Commercial awareness
- Career motivation
- Decision making
- Communication
- Leadership
- Trustworthiness and Ethics
- Results orientation
- Problem solving
- Organisation
- Top technical skills

Graduate recruiters look for specific job skills and competencies. These are what they have judged you need to do the job and work in their organisation. However this is the most common area of confusion for students and graduates when writing a CV or job application or attending an interview. It is when you might find yourself asking: What does commercial awareness really mean? And how can I show my time management skills on a CV?

STEFAN CRISTESCU-Romania

ARTICLE 2

Do's and Don'ts on a CV.

During the process of searching job, knowing how to do a CV is really important. It is not only about writing your experiences and education, but also how to organize it and knowing which are the competences that each company is looking for.

On the one hand, we go to give you some suggestions about doing CV.

First, you need to know that if you want to do a formal CV for Europe, you can use Euro pass for create a good resume. This application have a format that permit all companies understand your CV.

Also, you should consider the volunteering as a experience, for this reason you can put volunteering experiences in the section of job, because the only difference is the salary.

In the beginning of the CV you need to write your name very big, in the top, and add contact information (tlf, email adress), also a brief introduction (3 lines, 1 paragraph, skills, key words).

If you don't know if put first the education or the experience, put first the much better.

When you are writing your experience, you need to include: year, position, company and what the job is about and you need to organize your experience by chronology.

Furthermore, you need to put the languages that you know and indicate which your level. If you want to send your CV to the University you can use the European levels for it but if you go to send it to one company is better is you only put: Basic, middle and advanced because maybe they don't know this nomenclature. Also you need to write your mother tong.

On the other hand, try to avoid putting a photography if the job don't require this. And the same for driving licence or others, and don't forget that you don't have to do a list about your hobbies or characteristics.

TERESA SANCHIS VAROCH-Spain

ARTICLE 3

How to make your future occupational choice

Before you chose the right career, you must learn about yourself. Your values, interests, skills and aptitudes, in combination with your personality type; make some occupations a good fit for you and others completely inappropriate.

Moreover, you can use self-assessments tools, often called career tests, to gather information about your traits and, subsequently generate a list of occupations that are a good fit based on them. Some people chose to work with a career or other career development professionals who can help them navigate this process.

Make a list of occupations to Explore:

First, look for careers that appear on multiple lists and copy them onto a blank page. Title it “Occupations to Explore” your self-assessment indicated they are a good fit for you based on several of your traits, so definitely consider them.

Next, find any occupations on your list that appeal for you. They may be careers you know a bit about and want to explore further. Also, include professions about which you don’t know much. You might learn something unexpected. Add those to your master list.

Explore the occupations on your list:

Find a job descriptions and educational, training and licensing requirements in published sources. Learn about advancement opportunities. Use government- produced labour market information to get data about earnings and job outlook.

Then create a “short list” based on what you learnt from your research so far, begin eliminating the careers you don’t want to pursue any further. You should end up fewer than two or to five occupations on your “short list”.

Then conduct informational interviews:

When you have a few occupations left on your list, start doing more in-depth research. Arrange to meet with people who work in the occupations in which you are interested.

Make your career choice:

Finally, after doing all of your researches, you are probably ready to make your choice. Pick the occupation that you think will bring you the most satisfaction based on all the information you have gathered. “Realize that you are allowed do-overs if you change your mind about your choice at ANY point of your life. Many people change their careers at least a few times”.

Then, identify your goals:

Once you make a decision, identify your long-and short-term goals. Doing this, will allow you to eventually working in your chosen field. Long-term goals typically take about three to five years to reach, while you CAN usually fulfil a short-term goal in six months to three years.

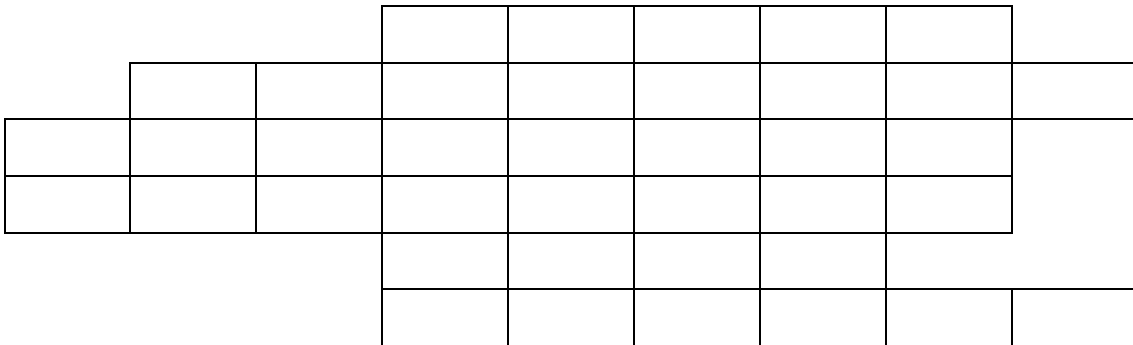
The last step is writing a career action plan. Put together a career action plan, a written document that lays out all the steps you will have to take to reach your goals. Think of it as a roadmap that will take you from point A to B, and then to C and D. Write down all your short-and long- term goals and the steps you will have to take to reach each one.

Ps. INCLUDE any anticipated barriers that could get in the way of achieving your goals and the ways you can overcome them.

GIADA R. CRACCO-Italy

GAME

1. Causing laughter or amusement, humours....
2. Having or revealing an exaggerated sense of one's own important or abilities...
3. Willing to talk and engage in activities with other people; friendly...
4. Large or more plentiful than is usual or necessary...
5. Giving pleasure or satisfaction, pleasant or attractive...
6. Without intervening factors or intermediaries.
7. A persona with whom one has a land of mutual affection, typically one exclusive of exclusive of sexual or gamily relations...



Solution:

			F	U	N	N	Y	
	A	R	R	O	G	A	N	T
S	O	C	I	A	B	L	E	
G	E	N	E	R	O	U	S	
			N	I	C	E		
			D	I	R	E	C	T



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