

A Guide to Job Hunting

Forward

The current job market is highly competitive. To stand out from all the job-seekers and to succeed in job hunting, apart from having ability and learning, you are also required to have good job-hunting skills.

Through this Guide, we hope to help job-seekers understand and grasp these basic skills, thereby facilitating them in finding a good job. Topics covered in this Guide include tips on job hunting, skills on writing application letters and résumés, points to note before and during an interview, and how to detect employment traps etc., which will assist job-seekers to gradually master the skills of job hunting as well as attending interviews, to overcome all the hurdles and achieve the goal of getting a job.

Employment Information and Promotion Programme
Labour Department

Job Hunting

Know Yourself and Know Others

“What kind of work should I look for?” The so-called “know yourself and know others” means job-seekers must first understand themselves and the prevailing labour market situation to avoid wasting time or missing any employment opportunities.

Know yourself – Understand yourself

This is the first step in job hunting. Job-seekers should clearly understand their own characteristics and job preference, and choose their job accordingly.

You can know yourself more through different aspects like personality, interests, ability, merits, qualifications, job preference and job expectation. Knowing yourself well will not only help job seekers set up their career goal and choose a suitable job, but also facilitate them in answering questions about themselves in the interview.

Know Others – Understand the prevailing labour market and industry situation

Apart from understanding themselves, job-seekers should monitor and analyse the prevailing job market situation, so as to set up a practical target for job hunting.

The market situation is changing. To get employed, job-seekers should have the current requirements in the market and make adjustments accordingly. They can obtain the latest market information through different channels including newspapers, magazines, electronic media as well as Internet.

In addition, they should also keep abreast of the development of various trades and industries, and have a better understanding of their recruitment channels, entry requirements for various positions as well as prospects and potential for long-term development. In doing so, they can equip themselves well and face the challenges ahead.

Ways to Collect Vacancies Information

By making good use of various job-searching channels, job seekers can have access to vacancies information and raise their chance of success. They can collect vacancies information through the following:

- ◆ **Employment Service of Labour Department**

The Labour Department provides free and user-friendly employment service to help job-seekers find suitable jobs. It makes a comprehensive range of services available to job-seekers through its Job Centres, Interactive Employment Service website and Telephone Employment Service.

Interactive Employment Service website: <http://www.jobs.gov.hk>

Telephone Employment Service Hotline: 2969 0888

Job-seekers can make use of facilities installed at the Job Centres including telephones, fax machines, user-friendly vacancy search terminals and computers with Internet functions to search for suitable vacancies and prepare résumés and application letters. Job-seekers may seek job referrals from the Job Centres or Telephone Employment Service Centre, or approach employers directly if they choose to open up their contact means. Those job-seekers who need intensive and personalised employment service may consider joining the Job Matching Programme.

- ◆ **Newspapers and magazines**

- Recruitment advertisements from private and public organisations

- ◆ **Internet**

- Interactive Employment Service website: <http://www.jobs.gov.hk>
- Employment websites - job vacancies of private and public organisations
- Some companies also post up job vacancies on their websites.
- Government job vacancies are uploaded onto the Civil Service Bureau website (<http://www.csb.gov.hk>)

- ◆ **Private employment agencies**

- Job referrals for job-seekers
- According to the Employment Agency Regulations, the maximum commission that an employment agency may receive from a job-seeker should not exceed 10% of the first month's wages the job-seeker receive after he/she has secured a job.

- ◆ **Large-scale Job fairs/recruitment days**

- The Labour Department regularly organises large-scale job fairs at different locations where employers accept direct job applications. Job-seekers attending the job fairs may submit several applications at one time. Some employers will conduct instant job interviews as well.
- Some companies organise their own recruitment days. Job-seekers should

submit their applications/attend interviews at the designated dates, time and venues.

- ◆ **Referrals by your family members or friends**
 - You can seek job referral assistance from your family members or friends

- ◆ **Recommend yourself to potential employer**
 - Write to companies or industries for posts you are interested in even if they have not placed any recruitment advertisements.
 - You may learn about the business activities and structure of a company from its website and annual report. After confirming the name and the post title of the staff in charge of recruitment, you can write to apply for a suitable post with your résumé attached.

Job Application

Application procedures such as application via telephone, interview by appointment and submission of an application letter and résumé are usually set out in recruitment advertisements. In case of a suitable vacancy, an application should be promptly submitted without hesitation.

Contact employer direct by phone

When calling the person in charge of recruitment, you should:

- ◆ choose a quiet place to contact the potential employer, and use pen and paper to jot down simple notes
- ◆ briefly introduce yourself and explain the purpose of calling
- ◆ state clearly the post you want to apply for and the source of vacancy information
- ◆ be calm, polite and confident
- ◆ jot down carefully the details like date, time and place of interview, contact person and the documents needed to bring along if you are granted an interview
- ◆ stay on the line and let the potential employer hang up first

Writing application letter and résumé

After a recruitment advertisement is placed, the person responsible for recruitment will receive a lot of application letters and résumés daily. To secure for an interview, apart from possession of the qualifications as required by the employer, you should submit a well-written application letter with a résumé which will help you stand out from the other

applicants and make a good impression on the potential employer.

Before writing...

You should

- ◆ understand the qualifications and requirements of the post for preparing a tailor-made application letter and résumé
- ◆ list your qualifications first
 - * such as academic background, work experience etc. for your reference in preparing your résumé so that you will not miss important information
- ◆ prepare clean white paper and envelope
 - * for writing application letter and résumé, which should be printed out by typewriters or printers
- ◆ refer to templates of application letters and résumés to choose the style which suits you most

When writing...

Application letter and résumé

- ◆ They should be confined to one to two pages
- ◆ Appropriate font size and line spacing
- ◆ Specify your strengths and qualifications which meet the requirements of the post
- ◆ Express your career goals to your potential employer that you are the most suitable candidate
- ◆ Don't provide false information
 - * Exaggerated or false information will raise questions about your integrity, resulting in the loss of faith in you. This will have an adverse effect on your job application
- ◆ Use computer and printer for a final printout
 - * This will give an impression of neatness and orderliness
- ◆ Don't make amendments with correction fluid or eraser
 - * Make a new printout in case of typos and omissions

Application letter

- ◆ Concise and to-the-point; avoid long sentences and paragraphs
- ◆ Put down first the information that is matter of interest and important to the potential employer
- ◆ State that you are the most suitable candidate for the post and persuade them to grant you an interview
- ◆ Pay attention to grammar and watch out for typos or wrong words
- ◆ Remember to sign personally

Résumé

- ◆ Neat and orderly arrangement
 - * Use point form and headings
- ◆ List qualifications in consistent chronological sequence
 - * Usually start with the most recent ones when listing qualifications like academic qualifications and work experience
- ◆ Put down information relevant to what is mentioned in the application letter
- ◆ List skills and experience/professional qualifications relevant and vital to the post you apply for
- ◆ Young job-seekers lacking work experience may consider incorporating information on extra-curricular activities in the résumé to give the employer a more comprehensive understanding of their personality and abilities

Before sending out...

- ◆ Check again whether the grammar, information of yourself and the employer are correct
- ◆ Make sure the application letter and the résumé for a post are put in the right envelope if a number of posts you are applying for at the same time
- ◆ Enclose copies of certificates
 - Keep a copy of the document for reference in case you are granted an interview

Flat A, 23/F
2000 Queen's Road,
Wai Chai, Hong Kong

15th September 2008

Miss Jacqueline Lau
Director of Human Resources
The Perfect Group
Room 4018, Perfect Tower,
1 Island Road, Hong Kong.

Dear Miss Lau,

Application for the Post of System Analyst (Ref: 390505/SA/SP)

With reference to the advertisement in the Success Morning Post on 14th September 2008, I am writing to apply for the post of System Analyst.

I have been working in Compute Mind Limited for five years during which three years were on system management. One of my recent job was to develop a Local Area Network having 500 users. I was responsible for planning and implementing the project, including feasibility study, hardware configuration, and network engineering. I have strong aspiration and commitment to develop my career further in the profession.

I have proven experience in application system development and possess strong system analytical skills, good communication skills and capability to work under pressure. As System Analyst with your company, I would bring a focus on the effectiveness and efficiency of the company's IT team.

I enclose a resume with details of my employment history and education background for your kind reference. I look forward to having an opportunity for an interview in which I can further present my suitability for this position.

Thank you for your time and consideration.

Yours sincerely,

Yung Chi Kit, Stephen

Encl.
Resume

九龍尖沙咀廣東道 178 號
大志商業中心 32 樓
翹楚國際有限公司
人力資源部經理
王曉盈小姐

王小姐：

應徵秘書

本人從星光日報九月二十日的招聘廣告得悉 貴公司聘請秘書，現特來函應徵。

本人完成中五課程後，在香港商科學院修讀秘書文憑課程，於 2003 年畢業並考獲優異成績。本人曾接受打字、速記、會計、商務函件處理、及電腦軟件和資訊科技應用等工作技能訓練，現已考獲多項專業認可資格。

自商科學院畢業後，本人隨即加入天下有限公司，擔任總經理的秘書。本人主要負責各項辦公室事務，包括接待客人及安排會議等，從中汲取了不少辦公室管理的經驗，同時亦獲得僱主對本人工作表現的好評。天下有限公司的業務遍及東南亞，本人因此亦經常需要與不同國家的客戶接觸，從中培養了良好的溝通技巧及組織能力。倘若有機會加入 貴公司工作，本人定能為 貴公司作出貢獻。

隨函謹附個人履歷及學歷證件副本，懇請閱覽，並希賜予面試機會。

專此奉達。敬候

鈞安

應徵者李詠怡謹啟

二零零八年九月二十一日

附件： 一、履歷表
二、香港中學會考證書副本
三、香港商科學院畢業證書副本

Ho Siu Ling (何小玲)
*Flat A, 10/F., High View Mansion,
Hong Kong Lane, Hong Kong.*
Contact numbers: 9000 XXXX / 2323 XXXX
E-mail address: siulingho@xxx.com.hk

POSITION APPLIED FOR

Administrative Officer

EMPLOYMENT HISTORY

- 12/2003-Present Assistant Administrative Officer, Hong Kong Company Limited
Job duties
- ❖ handling office administration and general affairs of the group
 - ❖ preparing documents and reports related to leasing of property
 - ❖ assisting in project administration and coordination
 - ❖ participating in office renovation and relocation
- 7/2002-12/2003 Administrative Assistant, BCB Company Limited
Job duties
- ❖ providing administrative and secretarial support to the Admin & HR Department
 - ❖ handling daily business correspondence
 - ❖ organizing and coordinating appointments and meetings

EDUCATION AND ACADEMIC QUALIFICATIONS

- 2000 – 2002 Associate of Business Administration, Hong Kong School of Commerce
- 1998 – 2000 St. Marvel College (Form 6 – Form 7)
- Hong Kong Advanced Level Examination (2000)
- | | | | |
|------------------------------|-----|----------------------------|-----|
| Use of English | (E) | Business Studies | (D) |
| Chinese Language and Culture | (D) | Mathematics and Statistics | (E) |
| Economics | (D) | | |
- 1993 – 1998 Novel Secondary School (Form 1 – Form 5)
- Hong Kong Certificate of Education Examination (1998)
- | | | | |
|-------------------------------|-----|-----------------|-----|
| Chinese Language | (C) | Economics | (C) |
| English Language (Syllabus B) | (D) | Geography | (C) |
| Mathematics | (C) | Chinese History | (D) |
| | | History | (E) |

LANGUAGES AND SKILLS

- ❖ Proficient PC knowledge in MS Word, Excel, PowerPoint and Chinese Word Processing
- ❖ English typing speed 50 w.p.m.

REFERENCES

References are available upon request

履歷表

個人資料

姓名：尹浩恭 (Wan Ho Kung, Steve)
地址：香港同昇街同昇大廈十九樓 A 室
電話號碼：9113 XXXX / 2112 XXXX
電郵地址：stevewan@xxx.com.hk

申請職位 文員

學歷

2000 – 2005 香港協一中學 (中一至中五)

香港中學會考成績

2005	中國語文	D	生物	E
	英國語文(課程 C 乙)		地理	E
	數學	E	電腦	D
	經濟	E		

工作經驗

2005 年 5 月至現在 文員 (高昇貿易公司)

課外活動

2003- 2004 中文學會幹事
2000- 2005 香港紅十字會青年團團員

技能

中英文打字：中文每分鐘 40 字，英文每分鐘 50 字
電腦技能：MS Word, Excel, PowerPoint
語言能力：流利廣東話、英語及普通話

上任日期

可立即上工

諮詢人

因應要求奉上

Interview

An interview is a two-way process. It is a good opportunity for a job-seeker to show off to the potential employer and “sell” himself for employment. To employers, it is also the process to observe and assess whether the candidate is competent and sincere in taking up the job and whether he is the right person to work in the company. Through the interview, the job-seeker can also find out the job duties, the requirements of the employer and the corporate culture so as to assess whether he is competent to take up the job and how best the job meets his expectations.

If you are invited to attend an interview, that means that you have preliminarily met the requirements of the company and the post. You should make good use of the chance, get well prepared and demonstrate your strengths as far as possible to convince the interviewer that you are the most suitable candidate.

Interview formats

Individual interview

- This is the most common format of interview.
- Interviewee is to answer questions raised by one or more interviewers.

Group interview

- Several interviewees will be asked to discuss on some topics or to answer interviewers’ questions in turn.
- The questions may not be related to the post you apply for but may be mainly concerned with current affairs.
- Potential employers generally aim at assessing candidates’ analytical ability, presentation skills, ability to respond to changes and leadership.

Skill tests

- The purpose is to assess whether the candidate has the knowledge and skill required for the job. Such tests may include Chinese and English typing, computer operation and performing some work procedures of the post you apply for.
- Skill tests are often applied to work of more practical nature.

Other tests

- Chinese and English writing tests, mathematics tests, aptitude tests, etc.

Preparation for the interview

“Inner” part

- ◆ Gather information about the post and the organization, such as job nature and requirements, development and prospects of the trade, etc.
- ◆ Assess your own personality, abilities and strengths and weaknesses with regard to the requirements of the post. Be prepared to answer the interviewers’ questions, having regard to your strengths and weaknesses.
- ◆ Practise the relevant skills related to the post you apply for, e.g. Chinese and English typing, computer software application, etc.
- ◆ Reread the information given in the application letter and the résumé to avoid inconsistencies.
- ◆ Prepare concrete answers to popular questions to be asked during the interview, and practise more so that you are more confident and less likely to be nervous leading to poor performance in the interview.
- ◆ Pay attention to current affairs and hot topics.
- ◆ Prepare some questions about the post and the employer’s organization and raise them to the interviewers before the end of the interview.
- ◆ Go to bed early the night before the interview.
 - ◆ Sufficient sleep will keep you in high spirits, enhance your confidence and ability to respond to changes.
- ◆ Being late for a job interview is undesirable. It upsets you and leaves a poor impression on the interviewer.
 - ◆ Plan the route and find out the traffic condition of the place of interview beforehand.
 - ◆ Arrive preferably 15 minutes before the scheduled time to allow yourself time to relax and get prepared for the interview.

“Objects” part

To attend an interview, you should bring:

- ◆ identity card
- ◆ résumé, both original and copies
- ◆ documents of academic qualifications, both original and copies
- ◆ proof of working experience, both original and copies (e.g. reference letter, resignation letter, etc)
- ◆ passport photos
- ◆ employer’s address and telephone number
- ◆ mobile phone

Key points

- ◆ Get ready important documents like proof of academic qualifications and working experience and categorize them systematically.
 - To give the interviewer a good impression, make sure that you can produce the documents in good order for his inspection.
- ◆ Don't bring with you too many personal belongings or things which are not related to the interview.

Appearance

- ◆ Be neat and tidy, natural and poised.
- ◆ Dress code should be simple, appropriate and commensurate with the job you apply for and the culture of the company.
- ◆ Do not dress too trendy and colourful, lest it gives an impression of immaturity and imprudence.
- ◆ Women should avoid too much make-up and dressing with too many accessories.
- ◆ Men should be clean shaven.

Interview performance

Upon arriving at the company...

- ◆ Remember to turn off your mobile phone and pager.
- ◆ Tell the staff politely the purpose of your visit and wait patiently.
- ◆ If asked to fill in a job application form, you should refer to the résumé as far as possible and complete it carefully.
- ◆ Do not walk around or touch or use any items for staff in a carefree manner.
- ◆ Do not appear to be impatient and tired while waiting.

When entering the interview room...

- ◆ Knock on the door before you come in; smile and greet the interviewers in a polite manner.
- ◆ Let the interviewer decide whether to shake hand or not; shake hands with appropriate force.
- ◆ Sit down when invited or prompted by the interviewer; be seated properly.

During the interview...

- ◆ Keep calm and smiling; don't be too reserved.
- ◆ Be sincere and polite, but not too modest or humble.

- ◆ The tone, volume and speed of your speech should be proper. The pronunciation should be clear and the tone be affirmative.
- ◆ Do not cross your arms in front of the chest, lest you give an impression that you are adopting a self-protective and defensive approach.
- ◆ Keep appropriate eye contact with the interviewers.
 - ◆ Maintain eye contact with the interviewers to show your confidence and your respect to them.
 - ◆ Don't stare at interviewers. It makes them feel stressful.
- ◆ Listen carefully to the interviewers' questions; answer them precisely and clearly. Don't make it too simple by saying "yes" or "no". You should present the key points clearly.
- ◆ You should nod where appropriate when listening to the interviewers to show your interest in the topic and agreement with the interviewers.
- ◆ Don't interrupt others' conversations or questions.
- ◆ When introducing your own abilities and experience, use concrete examples to strengthen your persuasiveness and credibility. Don't provide incorrect information to defraud the interviewers.
- ◆ At the end of the interview, you may ask one to two questions about job duties, training and promotion prospects, showing your interest in applying for the post.
- ◆ You should thank the interviewers and say goodbye to them before you leave.

Questions frequently asked at the interview

1. Please introduce yourself.
 - The information you provide should be job relevant.
2. What are your strengths?
 - Focus on skills and experience which are relevant to the post.
3. What is your weakness?
 - You should choose the easier way by mentioning just one or two weaknesses that have little adverse effect on the job you apply for and has no relevance to the requirements for the post.
 - Whether there are strengths and weakness depend on point of view. You should speak from a positive angle when talking about your weaknesses.
4. What are your hobbies and leisure time interests?
 - Focus on those hobbies and interests that are related to the job nature.
 - Draw the attention of interviewers to your strengths and achievements.

5. Please talk about your work experience?
 - Give examples to explain your job duties and support the achievements and experience you have attained.
 - If you do not have any work experience, you can talk about the training and skills you have received, and link them up with the job you apply for.

6. Why do you apply for this job?
 - Explain the reasons why you are interested in the post, joining the organisation and trade.
 - Possessing the qualifications for the post should be one of the reasons you apply for the job. You may elaborate on this point.
 - Explain how the post and organisation suit your interests, your expectation and opportunity for further development, etc.

7. What do you know about our company? Why do you want to join our company?
 - You can talk about what you know about the company and the industry to show your interest and your enthusiasm for it.
 - Before the interview, remember to collect and study information related to the company and the trade.

8. Are you willing to work shift/overtime or travel to and from the Mainland?
 - You can give a reply based on your actual situation, but don't be preoccupied with your gains and loss.
 - Unless you have practical difficulties, you can indicate your willingness under reasonable circumstances.

9. Why do you want to quit your previous job? Why do you change your job frequently?
 - Speak out frankly if you have any objective reasons to change jobs, e.g. closing down of the company, but remember don't tell lies.
 - Give positive reasons.
 - If your reason for resignation is for further development, such as exploring opportunities for career development, learning new working experience and skills, you can tell the interviewers direct.
 - You should emphasize how the experience and knowledge gained from the change of jobs could apply to the job you are applying for.
 - When giving reasons for change of employment, don't criticize your former employers and colleagues. For previous jobs, don't show your dissatisfaction on the need to work overtime and the posting arrangements as the interviewers

may have a negative impression on you.

10. Do you have any plan to pursue further studies in the short future?

- Briefly describe your study plan, in particular those plans related to the post you apply for.
- You can also stress that you are willing to pursue study in courses that are relevant to the post you are applying for.
- Employers would think you are ambitious if you tell them you have plans for further study, but don't exaggerate. Don't tell lies.

11. Hypothetical questions : How would you handle a customer who makes trouble out of nothing? How would you handle conflicts between you and your boss/colleagues?

- These questions are raised to test your ability to respond to changes. They relate to the real working environment.
- You can try to answer these questions by using professional skills and common sense gained from your past working experience.

12. Questions on current affairs, e.g. hot social topics, government policies, etc.

- Let interviewers know your viewpoints.
- Be rational and objective when expressing your views.
- If the interviewers do not agree with you, don't argue it. You should calmly discuss the issue with them.

13. What is your expected salary?

- If you have done a research on the salary trend in the market and you have set your bottom line, you may state your expected salary.
- However, you should be flexible in negotiating with your potential employer by taking into account other factors like employee's benefit, annual leave, training and promotion prospects.

14. Do you have any questions to ask?

- You should grasp the chance to ask some questions which are related to the company and the post, showing your interest and sincerity for the job.
- Avoid asking questions on employee's benefit.

Interview follow-up and evaluation

Follow-up after interview

- After the interview, you may follow up with the employer about the result of your

interview.

- If you know the closing date for confirmation of suitable candidates for the job, you may telephone the employer to follow up the result a few days after the closing date. Alternatively, you may contact him after a reasonable period of time.
- Don't contact the employer too soon and too frequent.
- Even if you have not been selected, you can take the opportunity to show your gratitude to the potential employer for granting you an interview.
- Where appropriate, you can send thank you letter or e-mail to the potential employer for granting you an interview.
- As the employer may arrange for a second round of interview, you can jot down information and issues which have been discussed at the interview for reference.

Evaluation after interview

Don't be discouraged even if you have not been offered an appointment after an interview. Each interview is a valuable experience and a chance to learn. We should conduct self-evaluation after each interview. By doing this, we can improve and equip ourselves in the coming interviews. It will enhance our performance and increase the chance of success in future interviews.

After the interview, we should conduct an evaluation on the following aspects:

1. Have you been well prepared for the interview?
2. Did you behave politely and use appropriate body language?
3. Did you display confidence? If no, how to improve?
4. Have you grasped the chance to present your strengths, expertise and working experience?
5. Which kind of questions is the most difficult to handle during the interview?
6. If you think your answer was not good, how to answer them in a better way?
7. Which part of the interview you were doing fine?
8. What are the areas for improvement?

Beware of employment traps

Some bad elements take advantage of job-seekers' eagerness to find jobs and cheat them out of their money or other benefits. As their tricks come in different forms, job-seekers should always stay alert and be cautious about searching for jobs so as to avoid these traps and personal losses.

Common employment traps

Irregular transfer of posts

Some rogues offer good money to recruit clerks, transcribers, cleaners etc. for their "foreign exchange investment companies" or "sales companies". They then encourage their staff to invest or to transfer to investment posts. After the staff give out money for investment, the rogues claim that there are losses in the investment and take the money.

Illegal work

There were cases where job-seekers were engaged in illegal work like unlawful fund-raising, loan-sharking activities and selling of pirated goods. The job-seekers were then made scapegoats by the lawbreakers during prosecution of the Police.

Charging unreasonable fees

Some swindlers invent reasons under the pretext of recruitment to impose unreasonable fees on job seekers in the name of different charges, such as registration fee, data processing fee, administration fee and documentation fee, etc.

Talent Scout Scams

Some people introduce themselves as representatives from modeling agencies or dubbing companies. They will approach passers-by and claim that they have great potential to be models in commercials, singers or movie stars, thereby inducing them to pay fees for training classes, beauty services or fitness courses, or camera charges, recommendation fee or deposits. However, no jobs may be referred eventually and the money paid will not be returned.

Vice traps

Many entertainment establishments are in fact vice operations. Job-seekers are often attracted by the good salary and sign the contracts before they get to know the real job nature.

Big spending on purchasing goods

Beware of sales jobs with good salary and high commission. If you do not wish to be a sales representative, don't be persuaded to purchase goods blindly. While you want to be a direct dealer or agent, you should first find out the structure of the company and acquaint yourself with the goods for sale. If you find that the job involves hierarchical sharing of commission (i.e. pyramid selling) or that the prices of the goods are higher than the market prices, you should refuse to accept the job.

Theft of Personal Data

Some people, under the pretext of recruitment, solicit important personal data from job seekers, such as information on bank accounts and credit cards, etc. The personal data obtained will then be used for application for loan from banks or financial institutions in the name of the job seekers, who in the end will have to bear the responsibility of repaying the loan.

Luring Job Seekers to Pursue Further Studies

Some swindlers invent reasons under the pretext of recruitment to induce job seekers to pay fees for training classes or other courses during interviews. You should be highly alert to these scams.

Detecting employment traps

Be realistic and sensible

Be pragmatic when you search for jobs. Don't believe in job advertisements requiring barely any experience or qualifications but offering a good sum of money. Check if the salary offered and the job requirements are realistic and commensurate with the market level. You should have general knowledge of the company background, scope of duties and the trade or industry concerned before applying for a job.

Be alert when attending interviews

Bear your personal safety in mind when going for an interview. Heighten your vigilance if the interview is conducted too hastily or you are offered a job right away without any interview. Don't readily produce any important personal information or documents to others, especially those documents which are not related to the job. Don't be easily convinced to change to a job that is different from what is described in the job advertisement and unfamiliar to you.

Examine the contract terms and additional conditions carefully

While you sign the contract, read carefully all the terms, including those stipulated in the staff handbooks. Don't sign contracts immediately if there are terms that you are not clear about or those that are unfavourable to you, in which case you should request to

take away the contract for detailed study. Companies generally allow job applicants to take away the contracts for consideration.

Check whether the scope of duties matches the descriptions in the advertisement or interview

If you are offered a job, check whether your duties are consistent with the descriptions set out in the job advertisement or discussed during interviews. Moreover, be alert if your boss persuades you to transfer to other jobs relating to investment, buying and selling. Refuse such unreasonable demands and never perform illegal duties. If you commit any duties against the law, you may bear a criminal record that will ruin your whole life.

Don't make payments or produce important documents readily

Ask for the purpose if you are required to pay fees. In normal practice, companies do not require their employees to pay anything. Moreover, you should not readily produce important documents such as your Identity Card, bank cards and cheques, etc.

Don't sign documents readily

To prevent loss, do not sign any contract or authorization such as bank authorization if you are in doubt.

Seek assistance

Keep abreast of current affairs and beware of the tricks of swindlers. Acquaint yourself with the rights and benefits of an employee. If you have any doubts, consult your family or friends. Seek advice or assistance from related bodies such as the Police or the Labour Department when necessary.

Conclusion

Mastering interview skills will greatly enhance your chances of getting employed.

After you have found a job, the process of job hunting comes to an end. It means that you have entered a new stage in your career. When taking the new job, you should take note of the following.

Acceptance of appointment

- Before accepting an appointment, you should fully understand your job duties, working hours, terms of appointment, employee's benefit and so on.
- Before signing the employment contract, you must go through it carefully. Make sure that you understand the terms of contract. If there are unfair contract terms, you may suggest amendments.
- After signing the contract, you can ask the employer to provide you with a copy of the signed contract for future reference.

Facing new jobs

Make an effort to adapt yourself to the working environment as soon as possible. Pay attention to your attitude towards work when you first take up the new job.

- A good impression at first - you should be punctual, positive and friendly and dress neatly and appropriately.
- Be sincere and humble; maintain good relationship with your colleagues.
- Devoted to your work and be willing to learn.
- Don't hesitate to ask your superiors or your colleagues when coming across difficulties at work.
- Place emphasis on teamwork, get along well with your colleagues and build up a good relationship.

You will be able to take up the new job competently after a period of adaptation.

With a good start, you should make unremitting efforts to learn and improve yourself, to gain more experience and pursue further studies. This will enhance your career development for a bright future.

**Labour Department's Interactive
Employment Service**

<http://www.jobs.gov.hk>

Telephone Employment Service Hotline

2969 0888

Labour Department's Telephone Enquiry Service *

2717 1771

***The hotline is handled by "1823 Call Centre".**

Telephone numbers of the Labour Department's Job Centres

Hong Kong East Job Centre	2591 1318
Hong Kong West Job Centre	2552 0131
North Point Job Centre	2114 6868
Kowloon West Job Centre	2150 6397
Kwun Tong Job Centre	2342 0486
Kowloon East Job Centre	2338 9787
Sha Tin Job Centre	2158 5553
Tai Po Job Centre	2654 1429
Sheung Shui Job Centre	3692 4532
Tsuen Wan Job Centre	2417 6197
Tuen Mun Job Centre	2463 9967
Yuen Long Job Centre	3692 5750