

A Guide to Job Hunting

Forward

Nowadays competition among job seekers in the labour market is keen. To succeed in job hunting , besides possession of suitable qualifications, a good job hunting skill is also essential.

This booklet, titled “A guide to Job Hunting”, aims at helping job seekers grasp basic skills on job hunting and facilitate them to find a suitable job. The booklet consists of various information on job seeking tips, how to write application letter and resume, points to note for job interview and tips to avoid job traps, etc. By outlining points to note on vacancies searching and skills on job interview, it helps job seekers overcome obstacles in job hunting and secure suitable employment.

Employment Information and Promotion Programme
Labour Department

Choose your career

Know yourself and the market well

What kind of job I am looking for? To answer this questions, job seekers should first of all know more about themselves and the current labour market situation. By doing this, they can avoid wasting their precious time and missing the chance of employment.

Know yourself

Know yourself is the first step towards success in job hunting. Job seekers should clearly understand their own characteristics and job preference, and to choose their job accordingly.

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

Know the current labour market and industry situation

Besides knowing yourself, job seekers should acquaint themselves with the current job market situation, so as to set up a practical target for job hunting.

To cope with the changing situation, job seekers should know more about the current requirements in the labour market. They can obtain the latest market information through various channels including newspapers, electronic media as well as Internet.

In addition, job seekers should pay attention to the recruitment method, entry requirements as well as prospects and potential for long-term development of various trades and industries. By doing this, they can equip themselves well and face the challenges ahead.

Ways to Collect Vacancies Information

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

a) Employment Services of Labour Department

Labour Department provides free and easy-to-use employment services to help job-seekers to find a job. The Department provides comprehensive employment services to job seekers through Job Centres, Interactive Employment Service website and Telephone Employment Service.

Interactive Employment Service website: www.jobs.gov.hk
Telephone Employment Service Hotline: 2969 0888

Job seekers can make use of facilities installed at Job Centres including telephones, fax machines, “Job Explorer” touch-screen Vacancy Search Terminals, computers with Internet functions, to look for suitable vacancies, draft application letters and resumes. Registered job seekers can seek employment through referral at Job Centres or by calling the Telephone Employment Service Hotline. If employers choose to disclose their contact means, job seekers can apply for the job direct. Furthermore, job seekers may consider joining the Job Matching Programme if they want to have a more personalized service.

b) Newspapers and magazines

- ◆ Recruitment advertisements on newspapers and magazines

c) Internet

- ◆ Interactive Employment Service website www.jobs.gov.hk
- ◆ Recruitment websites: vacancies information in both public and private sector
- ◆ Some companies will post up job openings in their own websites
- ◆ Civil Service Bureau (www.csb.gov.hk) provides information on Government job vacancies

d) Private employment agencies

- ◆ Provide referral services to job seekers
- ◆ Under the Employment Agency Regulations, an employment agency is not permitted to charge the job seeker commission more than 10% of his/her first month salary if he/ she has successfully secured a job through the arrangement of the agency.

e) Job fairs/recruitment days/employment exhibitions

- The Labour department organizes job fairs at different locations throughout Hong Kong 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 organize their own recruitment days. Job seekers should submit their applications/ attend interviews at the designated dates, time and venues.
- Vacancies information of various companies/ industries will be displayed during exhibitions.

f) Referrals by your family members or friends:

You can seek job referral assistance from your family members or friends who may have knowledge on companies with job openings.

g) Recommend yourself to potential employer

- If there are posts of a trade/ company which you are interested to join, you may recommend yourself to potential employer even though no vacancies of the posts are advertised at that moment.
- You can first have an understanding of the business and structure of the company through its website and annual reports. After confirmation of the title and post of the staff in charge of recruitment, you can send your application letter and resume to apply for the job direct.

Apply for vacancies

Normally job application methods such as telephone for appointment for interview, submitting application letter and resume are provided in the recruitment advertisement. If you come across suitable vacancies, do not hesitate to submit your application at once.

Contact employer direct by phone

When phoning the person in charge for recruitment, you should:

- choose a restful environment to contact the potential employer, and use pen and paper to jot down simple notes
- introduce yourself in brief and explain the purpose of calling
- state clearly the position you are applying for and the source of the vacancy information.

- be calm, polite and confident.
- take note of the details such as the date, time, venue of the interview, the contact person and the documents needed etc. if you are granted an interview

Don't hang up the phone first at your side,. You should let the potential employer hang up first.

Writing application letter and resume

When the recruitment advertisement is released, the person responsible for the recruitment will receive thousands of application letters and resumes daily. Solely possession of the qualifications and requirements needed is not enough. To stand out among your competitors and secure for an interview, your potential employer would have a good impression on you if you have prepared a well-written application letter and resume.

Before writing...

You should

- understand the qualifications and requirements of the post for preparing a tailor-made application letter and resume.
- list your qualifications first
 - such as academic background, working experience etc. for your reference in preparing your resume so that you will not miss those important information..
- prepare clean white paper and envelope
 - for writing application letter and resume.
 - Such documents to be printed out by printer or typewriter.
- Refer to templates of application letter and resume to choose the style which suits you most.

When writing...

Application letter and resume

- The letter should be confined to one to two page.

- Font size and spacing of lines should be suitable.
- Specify those qualifications and experiences which are relevant to the post.
- Express your career goal to persuade your potential employer that you are the most suitable candidate.
- Don't exaggerate the facts as overstated and incorrect information would make people doubt your integrity and bring adverse impact on your job application.
- Prepare your resume by using the computer and print them out with printer as it looks tidy.
- Don't use correction fluid or eraser to correct typo mistakes. Print it again if there are typo errors.

Application letter

- Be concise and to the point. Sentences and paragraphs should not be too long.
- Set out the information which the potential employer most interested at the front part.
- Explain you are the best candidate for the position and persuade them to grant you an interview.
- Pay attention to the grammar and avoid erroneous characters.
- Please sign your letter before sending out.

Resume

- Should be tidy and systematically presented.
 - Use point form and use different sized headings.
- The time sequence should be consistent
 - It is a usual practice that information such as education and working experience will be presented in reverse order.
- Be consistent with the information you have mentioned in your application letter.
- Highlight the skills and professional qualifications which are relevant to the post.
- Young job seekers lacking working experience may include extra curricular activities in the resumes so that potential employers could have more understanding on their ability as well as personality.

Before Sending out....

- Please double check the grammar, personal information as well as employer information.
- If you are preparing several applications at the same time, make sure that the correct letters and resumes are put into the correct envelopes.

- Attach copies of certificates.
- Keep a copy of the document for reference in case your are granted job interview.

Ho Siu Ling (何小羚)
*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
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- 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(課程乙)	C	地理	E
	數學	E	電腦	D
	經濟	E		

工作經驗

2005 年 5 月至 8 月 臨時文員 (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

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

15th September 2005

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 2005, 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

二零零五年九月二十一日

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

Attending the interview

Interview is a two way process. To job seekers, interview is a good chance for them to “sell” themselves to the potential employers and get the job. To employers, it is the process to observe and to assess whether the candidates have the abilities to take up the job and whether they are suitable to work in their company. Also, job seekers can take the opportunity to know more about the duties of the post, the potential employers’ expectations as well as the company culture. Job seekers can assess their suitability for the job and its compatibility with their expectations.

The fact that you are invited to attend an interview shows that your qualifications meet the basic requirements of the company. You should take the opportunity to make good preparation. You should present the best of you during the interview as your good performance would convince your interviewer that you are the most suitable candidate.

Format of the interview

Individual interview

- It is the most common format of interview.
- Interviewee will be interviewed by one or a group of interviewers.

Group interview

- Several interviewees will be asked to discuss on some topics or to answer interviewers’ questions one by one.
- Discussion topics may not be related to the post you apply for. The discussion may focus on current affairs.
- Potential employers aim at assessing candidates’ analytical ability, presentation skills, ability to adapt themselves to changes as well as leadership etc.

Skills Test

- To examine whether the candidates possess the knowledge and skills required for the job, tests on items such as Chinese and English typing, computer operation and a trial on some of the work procedures set out in the duties.
- Usually in use for the posts which require practical skills.

Preparation for the Interview

“Inner” part

- Collect information on the post and company, such as job nature and requirements, development and prospects of the trade etc.
- Take a look at your personality, abilities, strengths and weaknesses with regard to the requirements of the post. Be prepared to answer questions which interviewers may raise, having regard to your strengths and weaknesses
- Practice the skills which are relevant to the post you apply for (such as Chinese and English typing, computer software application, etc.)
- Read again the information on the application letter and resume in order to avoid inconsistency.
- Prepare for answers to questions commonly asked by interviewers. Frequent practice will enhance your confidence and reduce the chance of failures due to nervousness.
- Pay attention to current affairs and hot topics.
- Prepare some questions about the organization and the position, to be raised by you at the end of the interview.
- Sleep early at the night before the date of interview.
 - Sufficient sleep will keep you in good spirits, and enhance your confidence and ability to handle emergency
- If you are late for the interview, it will adversely affect your state of mind and the impression which the interviewers form on you.
 - You should plan the route for traveling to the location of the interview before hand, having regard to the traffic situation there.
 - It is desirable to arrive 15 minutes before the scheduled time. It makes you feel relaxed and ready for the interview.

“Objects” part

To attend an interview you should bring:

- Hong Kong Identity Card
- Ball pen
- Resume, both original and copies
- Documents of academic qualifications , both original and copies
- Proof of working experience, both original and copies (such as reference letter and resignation letter, etc)
- Photographs of passport size
- Employer’ s address and telephone number

- Mobile phone

Main points

- Prepare all the necessary documents such as proof of academic qualifications and working experience. Categorise them systematically.
 - It makes you hand in the required documents in an orderly way to your interviewers.
- Don't bring with you too many personal belongings or things which are not related to the interview.

Appearance

- Neat and tidy
- Dress code should be simple, appropriate, be commensurate with the job you apply for and the culture of the company
- Should not dress too trendy or too colourful. The interviewers would think that you are immature and unstable.
- Ladies should avoid too much make-up and dressing with too many accessories.
- Gentlemen should shave before attending the interview.

Performance at Interview

When you arrive at the company...

- Remember to turn off your mobile phone and pager.
- Explain the purpose of your visit to the staff politely, and wait patiently.
- If need to fill in the application form, please make reference to information in the resume and complete it carefully.
- Don't wander around, and don't touch or use belongings of staff of the company.
- Don't show your impatience and lack of spirits when waiting for the interview.

When you enter into the interview room....

- Knock on the door before you come in. Keep smiling and greet the interviewers politely.

- Whether to shake hands or not depends on the signal given by the interviewers. Shake hands with appropriate force.
- You must not sit unless the interviewer invites you. Be seated properly.

When interviewing...

- Keep calm and smiling. Don't be too reserved.
- Be friendly and polite, but need not be too humble.
- The tone, volume and pace of your speech should be proper. The pronunciation should be clear and the tone be affirmative.
- Don't cross your arms in front of chest. Avoid letting people think you are defensive and protective
- 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 people feel stressful.
- Avoid actions such as playing with fingers, rubbing hands, patting your hairs. It makes people think that you are immature, lack of patience and have little confidence
- Listen to the questions of the interviewers carefully. Answer the questions precisely and clearly. Don't make it too simple by simply answering "yes" or "no". You should present the key points clearly.
- You should nod where appropriate when listening to the interviewers to show your interest on the topic and agreement with the interviewers.
- When in group discussion:
 - Should join the discussion actively, don't be too passive
 - Should listen carefully to what the others say, and ready to respond or answer their questions promptly.
- Don't interrupt others' conversations or questions.
- When introducing your abilities and experience, use concrete examples to strengthen your persuasiveness and credibility. Don't provide incorrect information to defraud the interviewer.
- At the end of the interview, you can ask one to two question about job duties, training and promotion, showing that you have great interest in applying for the post.
- At the end of the interview, thank the interviewer sand say goodbye to them before you leave.

Most frequently asked questions at the interview

1. Please introduce yourself.
 - Should focus on information related to the post.
2. What are your strengths?
 - Should focus on skills and experience which are relevant to the post.
3. What is your weakness?
 - Highlight one to two weakness which has little adverse impact on the job you apply 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?
 - Should focus on those hobbies which are related to the job nature.
 - Draw the attention of interviewers your strengths and achievements.
5. Please talk about your working experience.
 - Give examples to explain your job duties and support the achievements and experience you have attained.
 - If you lack working experience, you can talk about the training and skills you have received, and link them up with the jobs you apply for.
6. Why do you apply for this position?
 - Explain the reasons why you are interested in the post, joining the organization and trade.
 - You may state the required qualifications and experience which you have already possessed. It is one of the reasons you apply for the job.
 - Explain how the post and organization suit your interests, your expectation and opportunity for further development etc.
7. How much do you understand about our company? Why do you want to join our company?
 - You can present your knowledge of the company and the trade to show that you are interested in the job.
 - Before the interview, remember to collect and study information related to the company and the trade.
8. Are you willing to work shift/ work overtime/ travel to and from the Mainland?
 - No hard and fast rule in your reply as it depends on individual circumstances, 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 so

frequently?

- If you have some objective reasons such as company close down, you can tell the interviewers direct, but remember don't tell lies.
- The reason must be positive.
- 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.
- It is worthwhile to mention 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 criticise your previous employers and colleagues. For the previous jobs, don't show your dissatisfaction on the need to work overtime and the posting requirements as the interviewers may have a negative impression on you.

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

- Briefly describe your plan for further study, especially those plans related to the post you apply for.
- You can emphasize that you are willing to pursue study in courses which are relevant to the post you apply 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. Situational questions: How would you handle a customer who makes trouble out of nothing? How would you handle conflicts between you and your boss/colleagues?

- This question is raised to test your ability to respond to changes. It relates to the real working environment.
- You can try to answer this question by using professional skills and common sense gained from your past working experience.

12. Current affairs: such as hot topics, government policies.

- Let interviewers know your point of view.
- Please be rational and objective when expressing your opinions
- If interviewer doesn't agree with your view points, don't argue it immediately. You should discuss with them peacefully.

13. What is your expected salary?

- If you have done research on the salary trend in the labour market and you set your bottom line, you can state your expected salary.
- However, having considered factors such as employee's benefit, annual leave,

training and promotion prospects etc, you should be flexible in discussing with your potential employer.

14. Do you have any question to ask?

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

Follow up and evaluation after interview

Follow up after interview

- You can contact the employer direct to follow up the result of your interview.
 - If you know the closing date for of confirmation of suitable candidates for the job, you can telephone the employer to follow up the result two to three days after the closing date. Alternatively, you can contact the employer after a reasonable period of time.
 - Don't contact the employer too soon and too frequent.
 - Even though 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 issue thank you letter or e-mail to the potential employer for granting you an interview.
- You can jot down information and issues which have been discussed at the interview for reference since some potential employers may organize a second round of interview for candidates.

Evaluation after interview

Even though you have not secured your employment after interview, you should not lose your heart and confidence. Each interview is a good opportunity to develop and sharpen yourself. 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 interview, you should conduct an evaluation on the following:

1. Have you been fully prepared for the interview?
2. Do you behave politely and use appropriate body language?
3. Do you display your confidence? If not, how to improve?
4. Have you grasped the chance to present your strengths and working experience?
5. Which kind of questions is the most difficult to handle during the interview?

6. If you think your answer is not good, how to answer them in a better way?
7. Which part of the interview you are doing fine?
8. What are the areas for improvement?

Beware of Employment Traps

Rogues, seeing through the eagerness of job-seekers in finding jobs, defraud money or other benefits from job-seekers by various tactics. To prevent loss, job-seekers should always stay calm and cautious to these employment traps.

Tactics commonly used by rogues

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.

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.

Illegal work

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

Charging additional fees

Some modeling agencies or dubbing companies, claiming that they can refer job applicants to be models in commercials, singers or film stars, etc., induce applicants

to pay fees for training courses, beauty service or audition, or to pay recommendation fees or deposits. They probably do not refer any jobs to them and pocket all the fees afterwards.

Some Rogues will induce job seekers to pay unreasonable fee such as registration fee, data processing fee, administration fee and work pass fee by claiming they are recruiting some posts.

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.

Detecting Employment Traps

Be realistic and sensible

When you search for jobs, always remember to be pragmatic. Don't believe in job advertisements requiring barely any experience or qualifications but offering a good sum of money. Neither should you believe in things like "quick money". You should have general knowledge of the company background, scope of duties and the trade or industry concerned before applying for a job.

Be vigilant during interview

Ensure your personal safety during an interview. If the interview process is too simple and scamp, such as offer jobs immediately after interviews; some even offer jobs by simply requesting, you should pay double caution to this. Job seekers should not readily produce personal information and important documents to others, especially those documents which is not related to the job. Beware of employers who persuade you to transfer to other jobs which you are not familiar with.

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.

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.

Seek assistance

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

After you have mastered the job hunting skills, your chance to successful placement will be increased significantly.

After you have found work, the process of job hunting is ended. It means that you have entered a new stage in your career. When taking up the new job, you should take note of the following:

Accept the offer

- Before accepting the offer, you should fully understand your job duties, working hours, conditions of employment and employee's benefit etc
- Before signing the contract, you must go through it carefully. Make sure that you understand the terms of contract and the conditions of employment; 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 future reference..

Facing the new jobs

To adapt to the new working environment and be familiar with the new job, as a newcomer, you should pay attention to your attitude:

- A good impression at first - you should be punctual, positive and friendly and dress neatly and appropriately.
- Be honest, humble and maintain good relationship with your colleagues
- Devoted to your work and be willing to learn.
- When come across difficulties in work, don't hesitate to ask your superior or your colleagues.
- Emphasis on teamwork, get along with your colleagues well and build up a good relationship.

A good beginning is not enough. Always improve yourself to gain experience, to learn more to enhance your career 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 Citizen's Easy Link".**

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