Preparation for Applying Jobs

October 2015

Building a better
working world

Today's Topics

- Creating Effective CV
- How to Look for Jobs Effectively
- Written Assessment
- HR Interview:
  - Introduction
  - Personal/Character Assessment
  - Conclusion
- Technical Interview/Group Interview
- User Interview
- Offering Stage

Creating Effective CV

Creating Effective CV

- Biodata
- Education
- Professional Experiences
- Extracurricular Activities
- Skills

Biodata

Curriculum Vitae

Biodata

Full Name	: Pandu Dewa Sunu
Place/Date of Birth	: Jakarta, 01 September 1986
Age	: 27 years
Marital Status	: Single
Citizenship	: Indonesia
Address	: Jln. H1 (Bambu II) no. 47A Srengseng RT. 002/06 Jakarta Barat 11630
Indonesia Phone	: 021 – 584 3414
Mobile Phone	: 0896 – 1377 9378
Email	: Pandusunu@gmail.com

Professional Experiences

Professional Experiences

Assistant Director – Recruitment January 2015 – Present

EY Jakarta, Indonesia

Global Accounting & Consulting Firm

- Liaise with Service Line leaders to determine the annual FTE planning and ensure the FTE numbers are submitted to Finance on time
- Inform the approval of FTE budget plan to Asset Management, AWS-OSS and IT
- Ensure the adherence to the recruitment policy as well as EY Global's standard
- Ensure the recruitment progress is in line with the firm's demand(s)
- Manage Senior level Recruitment
- Determine candidate qualifications by interviewing candidate, analyzing responses, verifying references and comparing qualifications to job requirements
- Evaluate candidate by discussing job requirements and candidate qualifications with Service Line Managers/leaders and interviewing candidate on consistent set of qualifications
- Negotiate salary, prepare offer letter and resolve any queries if any from candidate
- Ensure all documents required by the firm are complete & submit them to People Transaction
- Ensure that weekly and monthly recruitment reporting are generated on schedule
- Ensure the recruitment team is given proper training to develop their technical skills as well as soft skills
- Update job and market knowledge by participating in educational opportunities, reading professionals publications, maintaining personal networks and participating in professional organization.

Extracurricular Activities

Organizational Experiences

Head of Public Relations Divisions in BEM (Student Executive Board) Faculty of Psychology Universitas Indonesia (January – December 2012)

- As representative and spokesperson for the students in Faculty of Psychology UI
- Establish and maintain cooperative relationships with the faculty board and other external parties
- Organize visitations from other faculties, universities, schools and other external parties
- Organize events related to maintaining the relations of Faculty of Psychology UI with partners
- Manage and supervise the daily tasks for 8 public relation staff

Music Director in RTC UI FM (2010-2012)

- As the representative and spokesperson for the students in Faculty of Psychology UI
- Establish and maintain cooperative relationships with the faculty board and other external parties
- Organize visitations from other faculties, universities, schools and other external parties
- Organize events related to maintain the relations of faculty psychology UI with partners
- Manage and supervise the daily tasks for 8 public relation staffs

Various Committee Experiences in Fakultas Psikologi, Universitas Indonesia (2009 – 2013)

- Numerous organizational and committee experiences, in both faculty and university level, ranging from staff to supervisor level with various job descriptions and roles.

Education

Education

Master Of Human Resources Management June 2011

Keller Graduate School Of Management Of DEVRY University Chicago, Illinois

GPA 3.67

Bachelor Of Science, Psychology 2008

University Of Illinois At Urbana Champaign Urbana-Champaign, Illinois

GPA 3.33 | UIUC International Student's Scholarship Award

Psychology Transfer Program 2006

Parkland College Champaign, Illinois

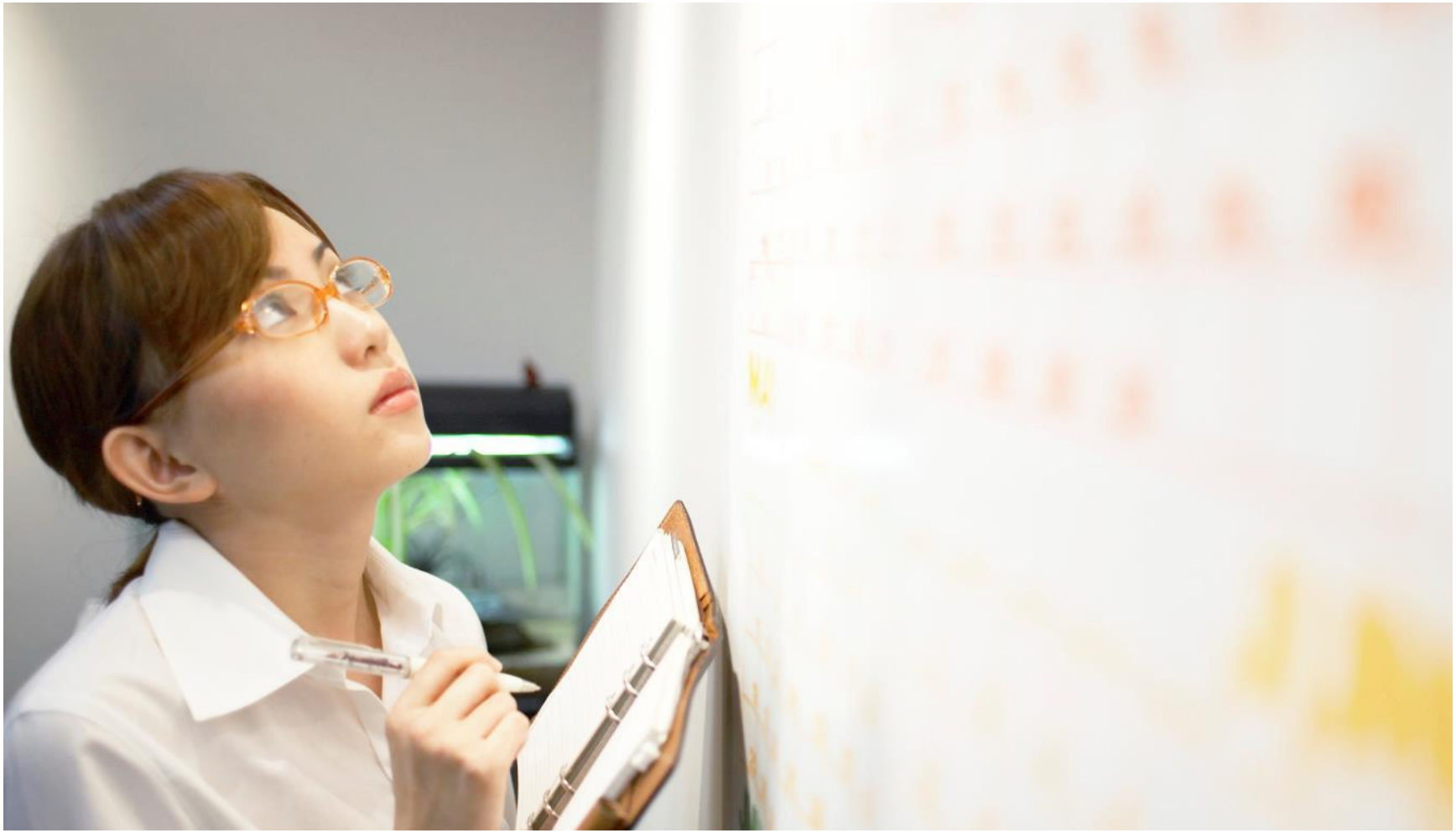
GPA 3.72 | Parkland International Student Award

Skills

Specialized Skills

- Relevant course work: Compensation and Benefits, Training and Development, Strategic Staffing, Employment Law, Negotiation, Labor Relations, and Human Resources Planning.
- Software Skill: SAP HR (PA/OM), PeopleSoft, Taleo, SPSS, ADP, QuickBooks and Microsoft Office (Word, PowerPoint, Project, Outlook and Excel).
- Fluent in English and Indonesian.

How to Look for Jobs Effectively

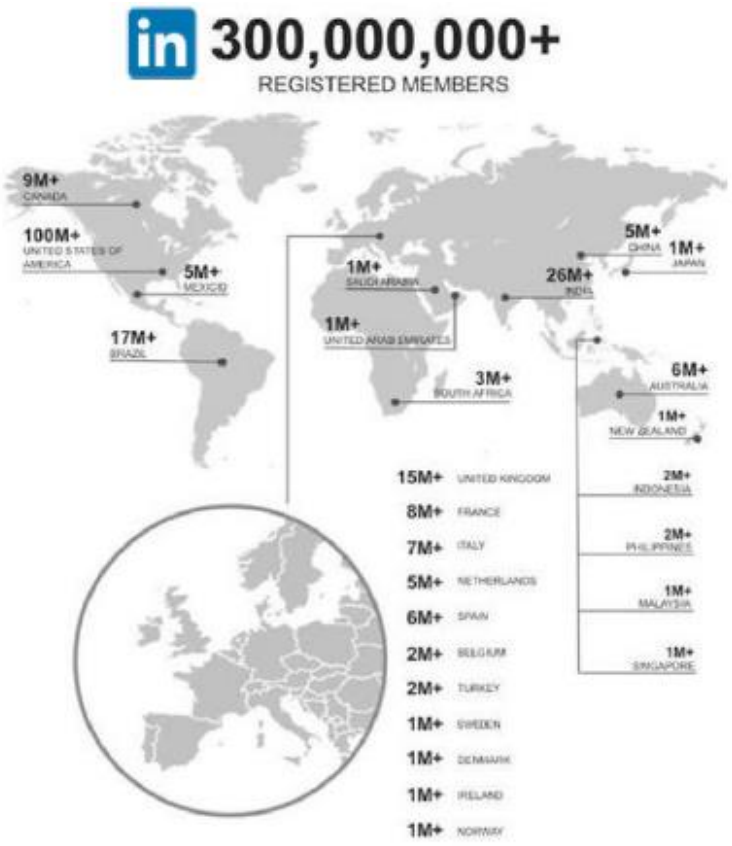


How Do You Look for Jobs?

- Jobs Expo:
  - JobsDB /Jobstreet, Career Builder
  - Campus Job Expo
- Building to Building (CV Dropping)
- Campus Career Center
- Company's website
- Social media sites:
  - Jobstreet /JobsDB
  - Facebook/Twitter
  - LinkedIn

Why LinkedIn?

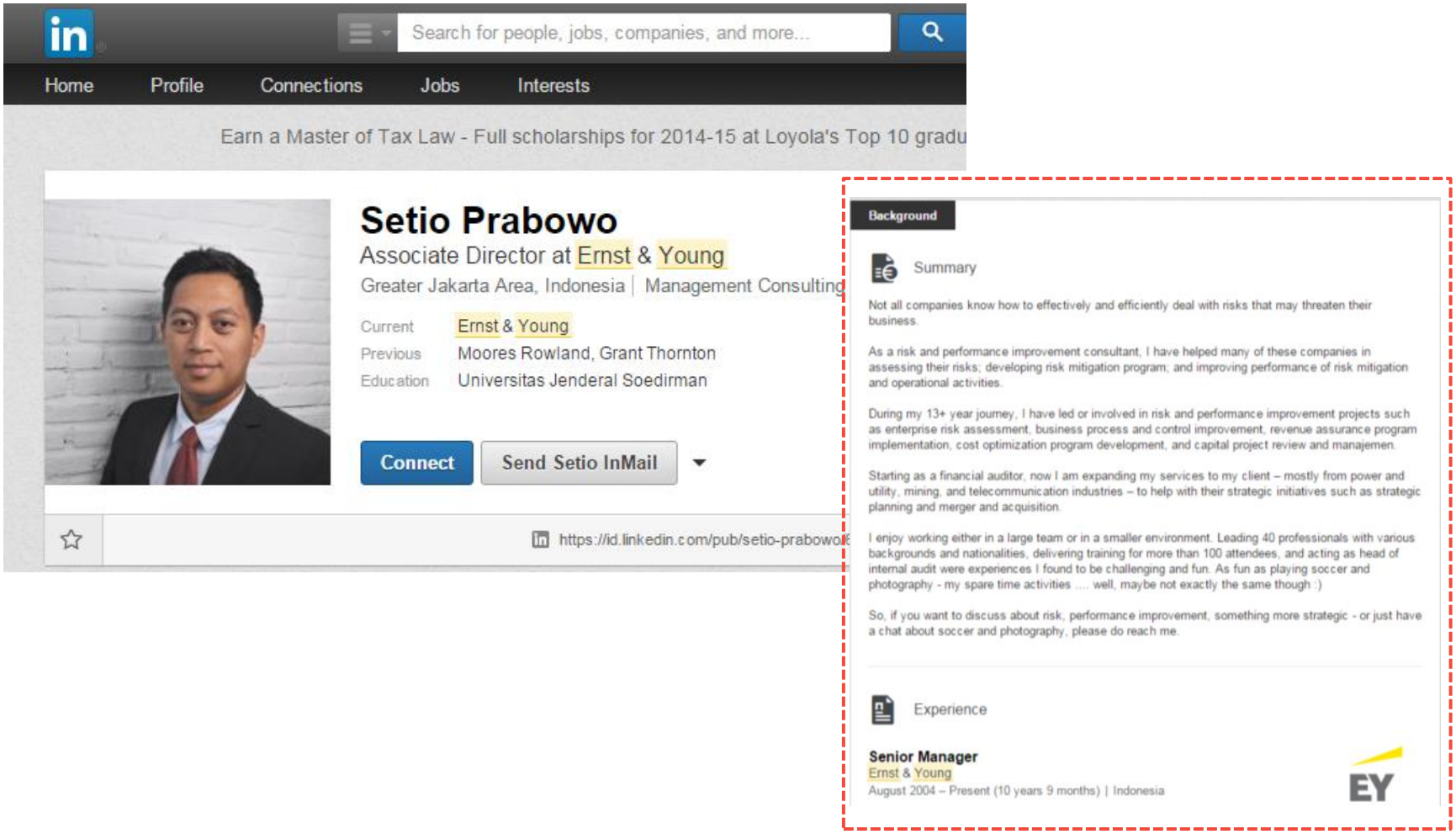
- Largest professional network worldwide
- Over 300 million members
- Number 1 choice for professional content
- What's in it for you:
  - Know the key people in the company that you are looking for
  - Stay connected with the network that you aim
  - Join professional groups where you can do personal branding
  - Make contact with 1000's of professional whom you don't know



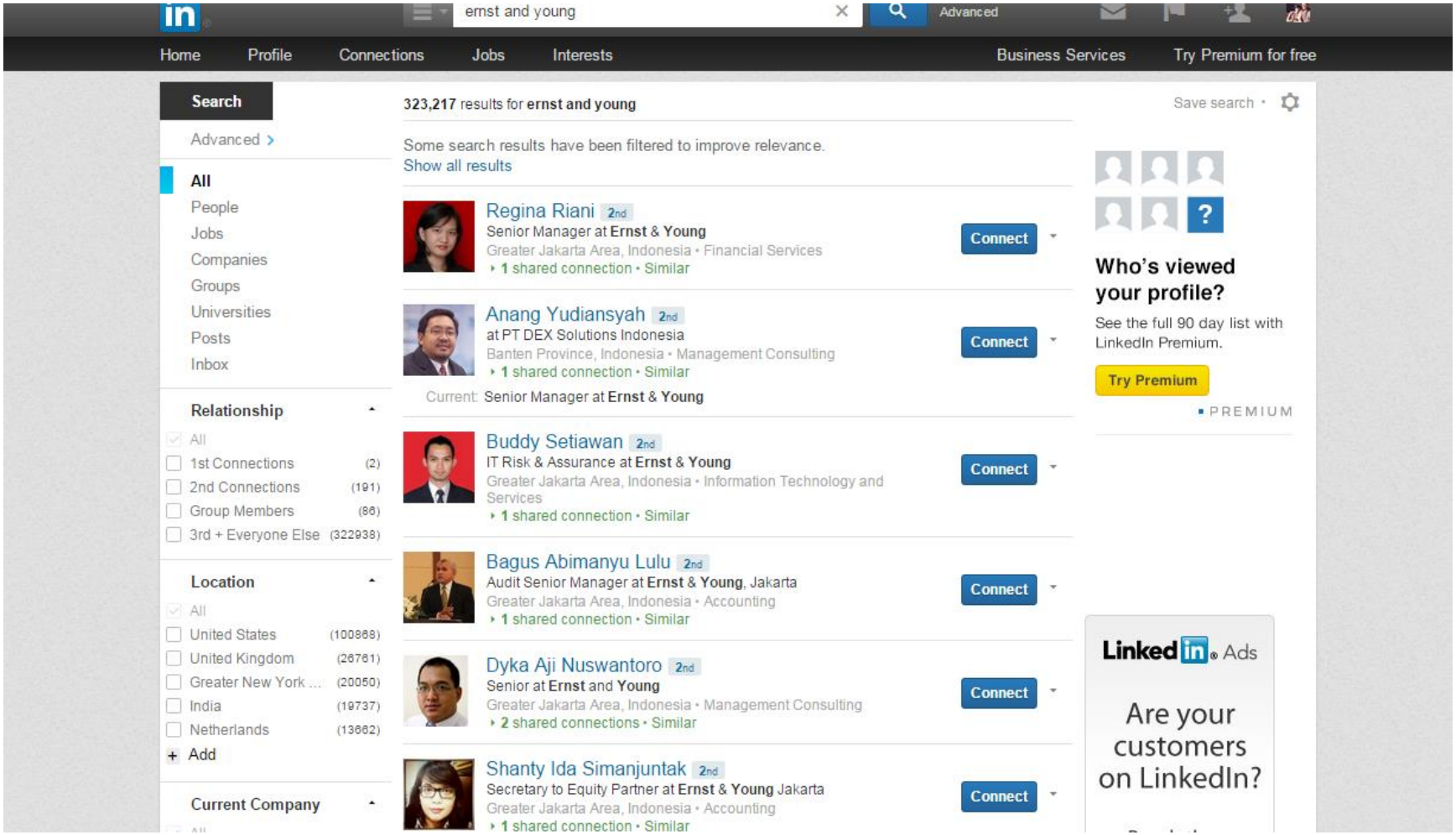
Creating Your LinkedIn Account

- Go to www.linkedin.com
- Register your name and email address.
- Upload your most updated CV and photo.

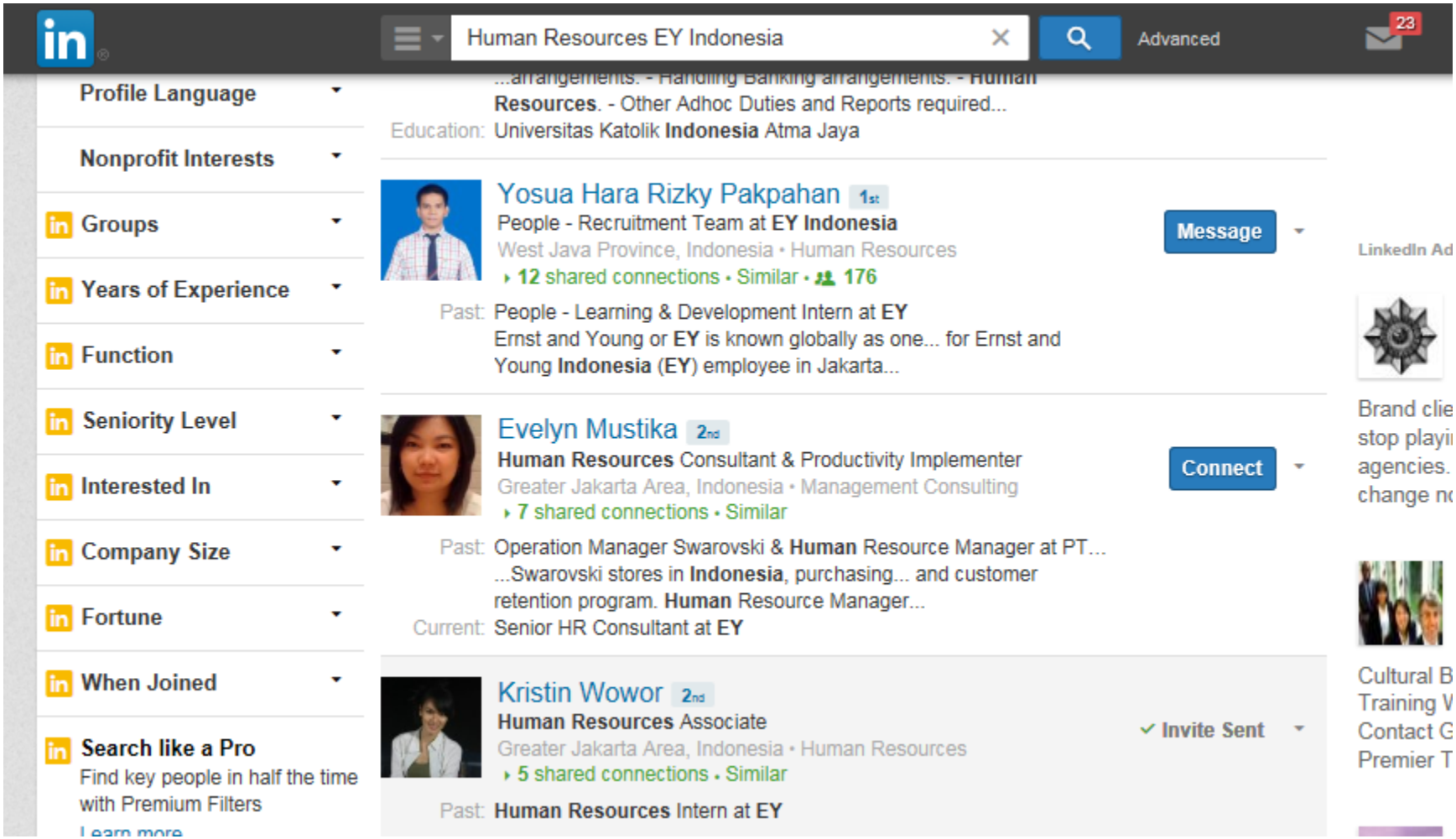
Home Profile



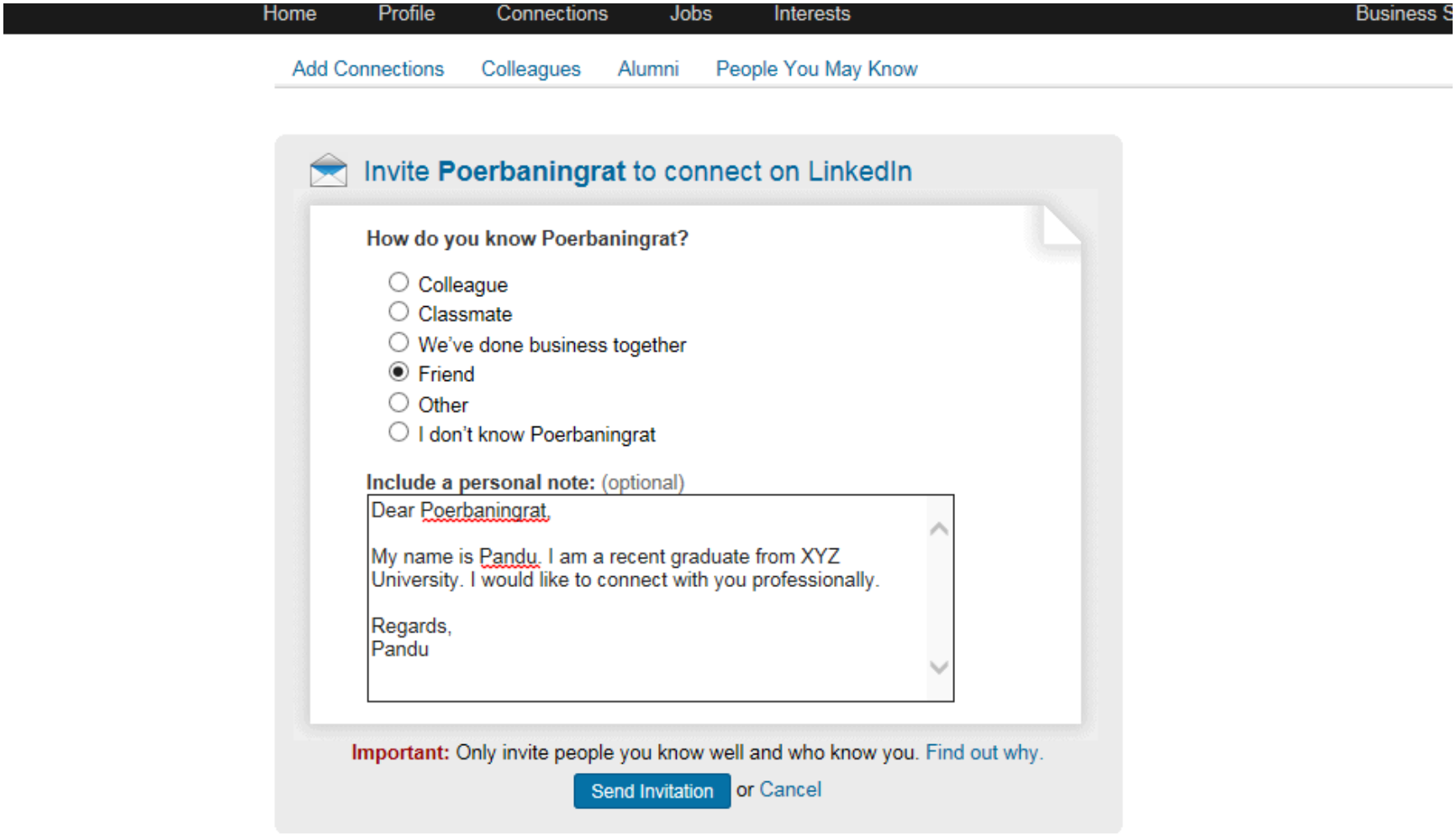
How to Look for Jobs via LinkedIn – Step 1



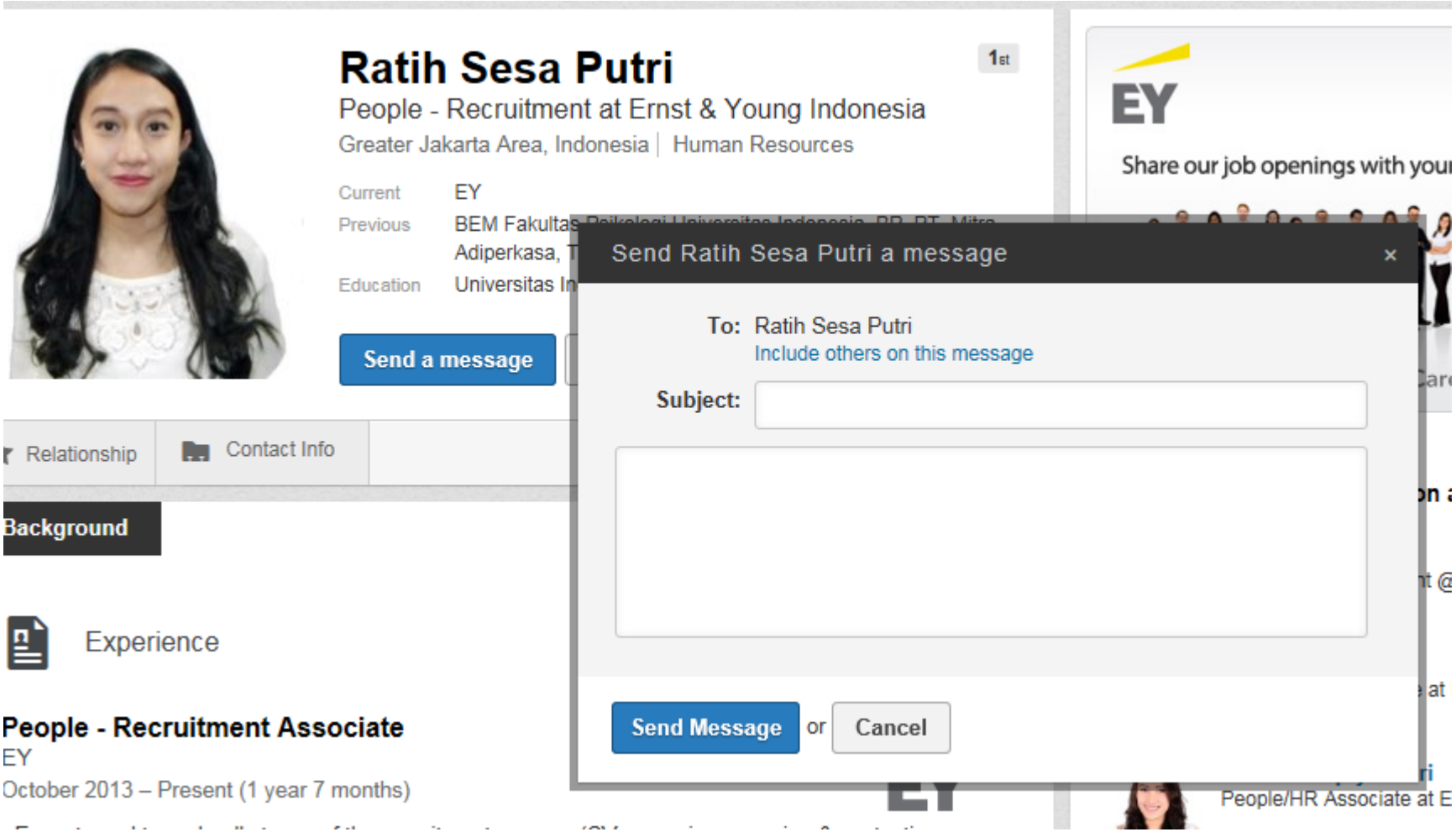
How to Look for Jobs via LinkedIn – Step 2



How to Look for Jobs via LinkedIn – Step 3



How to Look for Jobs via LinkedIn – Step 4



Written Assessment

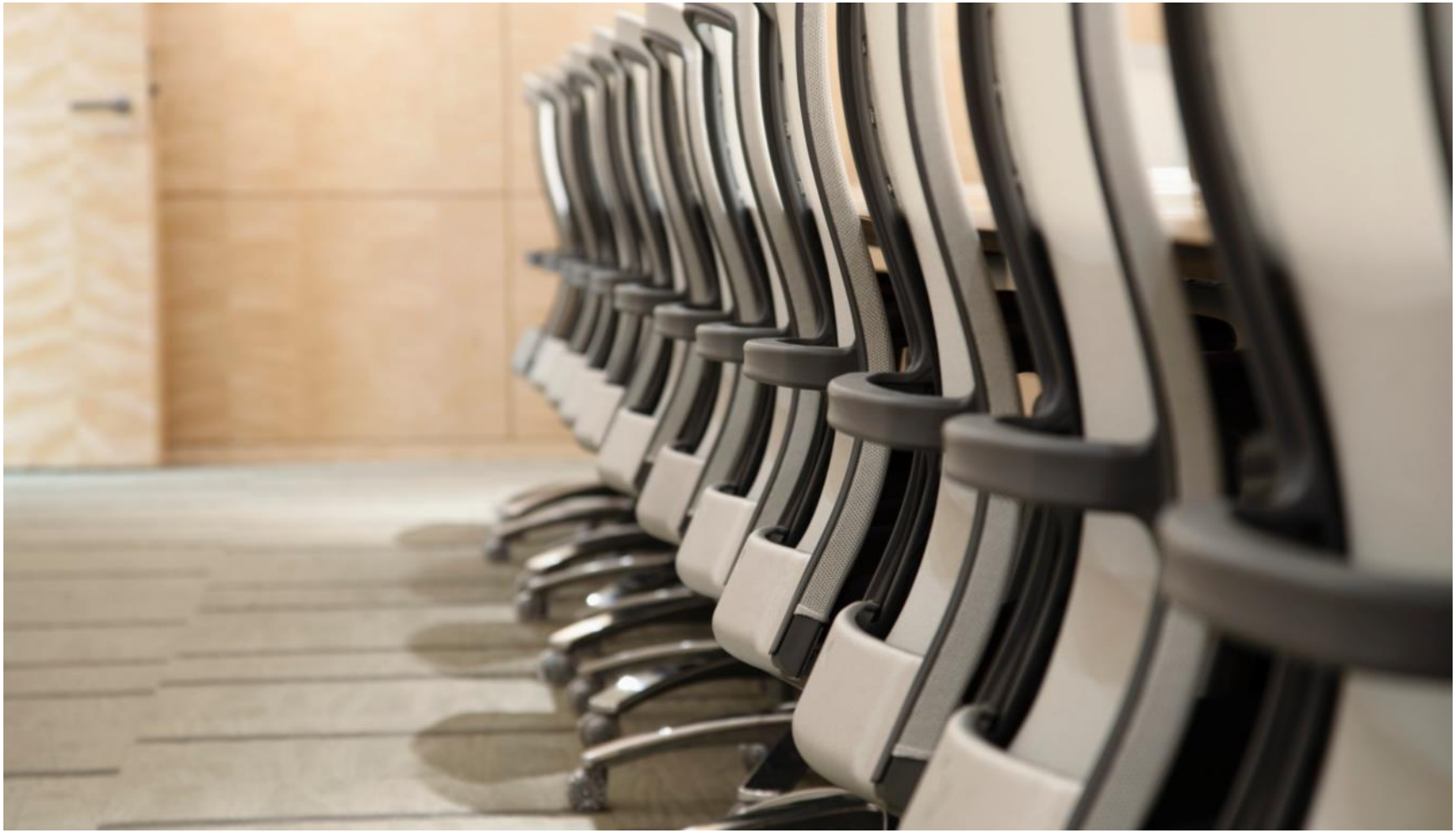
Written Assessment

- Psychology Test
  - Abstract
  - Basic Logic
  - Personality test
- English Test
  - Grammar
  - Reading
  - Listening
- Technical Test (depends on subjects)
  - Accounting test
  - Logic test

Written Assessment – How to Prepare

- Psychology Test
  - Buy books at your local bookstore
  - Go to online resources and do the practice
- English Test
  - Practice as many as you can
  - Buy the book or do online practices
- Technical Test
  - Basic Accounting Test
  - Logical Reasoning

HR Interview



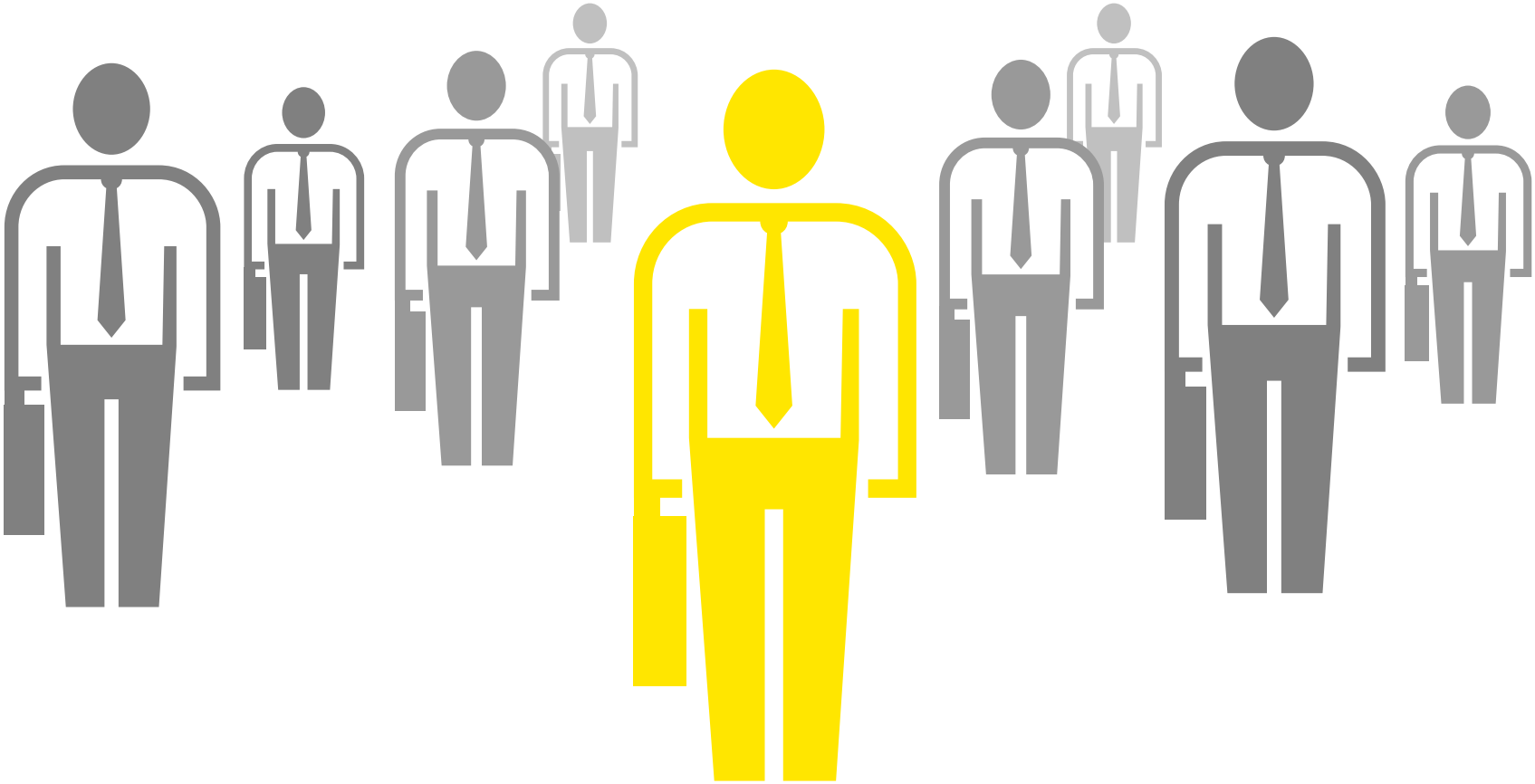
Introduction

1. Find a partner
2. Imagine one as Interviewer and one as Interviewee
3. Ask these questions when you are acting as an Interviewer

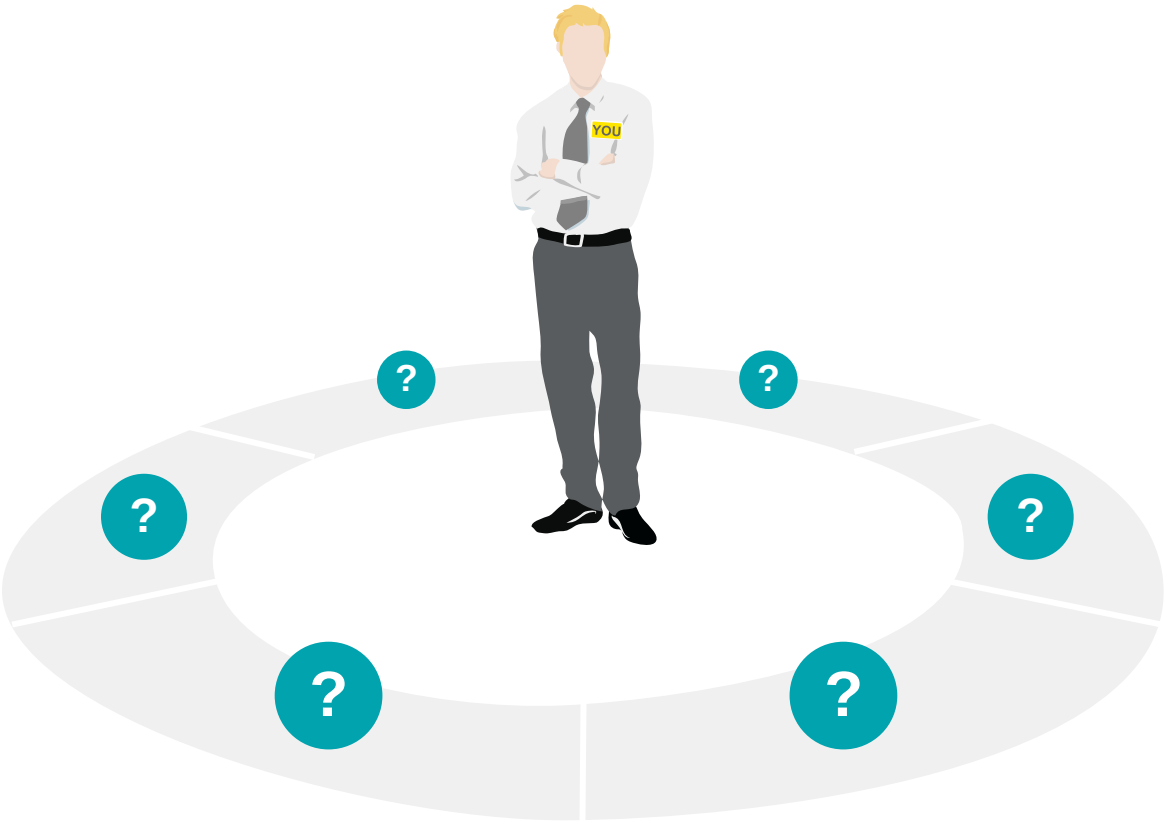
1. Tell me about yourself !
2. What are your strengths and weaknesses?
3. Why should we hire you?

POW

Exclusive Brand/Personal Brand



What is Your Brand?



HR Interview

- Interview: to have a conversation and get insight about something/someone
- Time to answer interview question: approximately 2 minutes
- Dress code: business formal/business casual
- HR Interview – What they are looking for:
  - Analyzing your character & the way you think
  - Analyzing your potentials
  - Analyzing your Fittingness
- Interview process:
  - Introduction : getting to know you
  - Personal/character assessment
  - Conclusion: assurance

#1 Role Play : Getting to Know You

What You Need to Know During This Stage – Introduction

- Impression is everything
- Pay attention to your gestures
- Provide detailed and structured answers
- Maintain eye contact

#2 Role Play : Personal/Character Assessment

What You Need to Know During This Stage – Attitude & Behavior

- Give a statement and example
- When giving examples use STAR method
- STAR method:
  - Situation: explain your situation
  - Task: what was your action? What was the challenge?
  - Action: what was your action towards it?
  - Result: what was the result ?
- Explain it slowly
- Be consistent with what you think, say and do

#3 Role Play: Conclusion - Assurance

What You Need to Know During This Stage – Conclusion

- Confidence to resell your personal brand
- Sell Yourself
- Don’t forget to ask questions
- Ask the interviewer’s name card
- Send ‘thank you’ email to follow up

Group Interview or Presentation

Topics For Debate

- In the world of Consulting, Clients are always the king

What You Need to Prepare

- Confidence is the Key

- What we are looking for:
  - Quality of your answer
  - Communication skills
  - Consistency
  - Team player

User Interview

What You Need to Prepare

- Confidence
- Prepare to give specific answer
- Create and promote your personal brand
- Most important: Practice!!

Offering Stage

What You Need to Know About This Stage - Offering

- This is the stage where you ask about your salary & benefits
- For Fresh Graduates mostly unnegotiable
- If you want to negotiate, you need to explain your distinctive values that match the company's needs (ex: 2 years of working experiences)

Thank You!

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