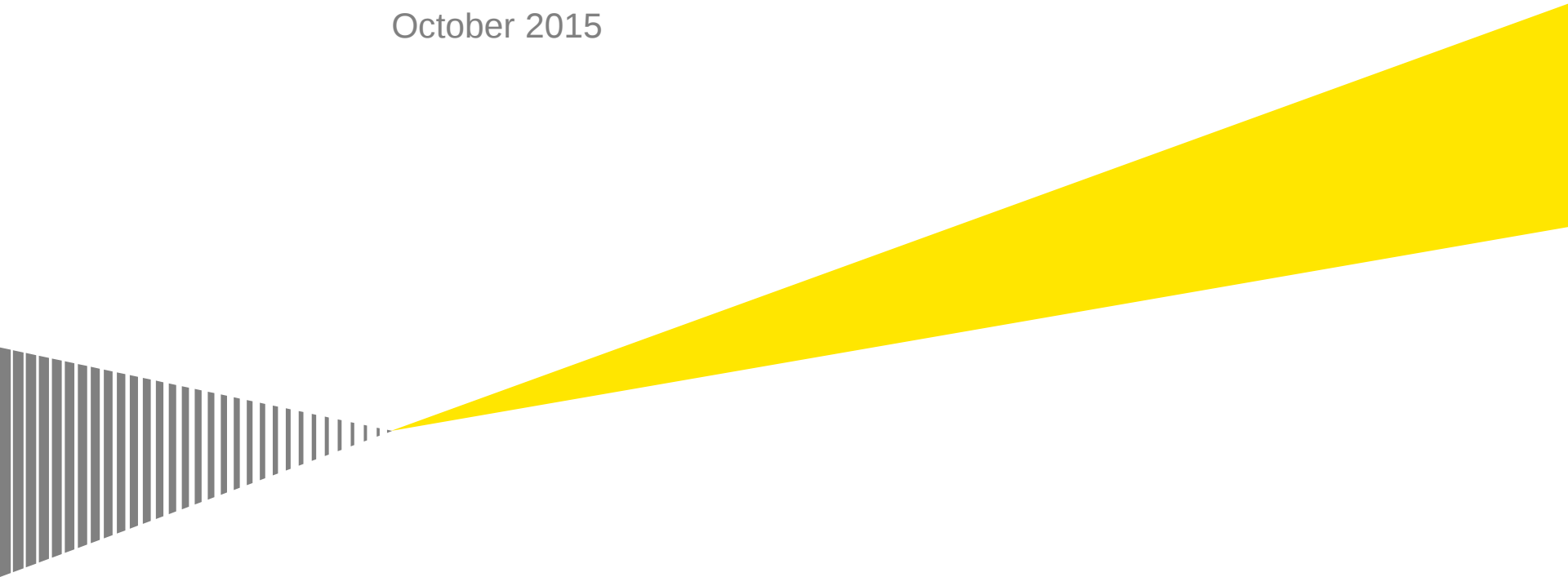


Preparation for Applying Jobs

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

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 EY

January 2015 – Present
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

Keller Graduate School Of Management Of DEVRY University

GPA 3.67

June 2011

Chicago, Illinois

Bachelor Of Science, Psychology

University Of Illinois At Urbana Champaign

GPA 3.33 | UIUC International Student's Scholarship Award

2008

Urbana-Champaign, Illinois

Psychology Transfer Program

Parkland College

GPA 3.72 | Parkland International Student Award

2006

Champaign, Illinois

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



Search for people, jobs, companies, and more...

HomeProfileConnectionsJobsInterests

Earn a Master of Tax Law - Full scholarships for 2014-15 at Loyola's Top 10 gradu



Setio Prabowo

Associate Director at Ernst & Young
Greater Jakarta Area, Indonesia | Management Consulting

CurrentErnst & Young

PreviousMoores Rowland, Grant Thornton

EducationUniversitas Jenderal Soedirman

ConnectSend Setio InMail



 <https://id.linkedin.com/pub/setio-prabowo>

Background

 Summary

Not all companies know how to effectively and efficiently deal with risks that may threaten their business.

As a risk and performance improvement consultant, I have helped many of these companies in assessing their risks; developing risk mitigation program; and improving performance of risk mitigation and operational activities.

During my 13+ year journey, I have led or involved in risk and performance improvement projects such as enterprise risk assessment, business process and control improvement, revenue assurance program implementation, cost optimization program development, and capital project review and manajemen.

Starting as a financial auditor, now I am expanding my services to my client – mostly from power and utility, mining, and telecommunication industries – to help with their strategic initiatives such as strategic planning and merger and acquisition.

I enjoy working either in a large team or in a smaller environment. Leading 40 professionals with various backgrounds and nationalities, delivering training for more than 100 attendees, and acting as head of internal audit were experiences I found to be challenging and fun. As fun as playing soccer and photography - my spare time activities well, maybe not exactly the same though :)

So, if you want to discuss about risk, performance improvement, something more strategic - or just have a chat about soccer and photography, please do reach me.

 Experience

Senior Manager
Ernst & Young
August 2004 – Present (10 years 9 months) | Indonesia



How to Look for Jobs via LinkedIn – Step 1

The screenshot shows the LinkedIn search interface with the search term 'ernst and young'. The search results are filtered to show 323,217 results. The left sidebar contains navigation links for Home, Profile, Connections, Jobs, and Interests. The search filters on the left include Relationship (All, 1st Connections, 2nd Connections, Group Members, 3rd + Everyone Else) and Location (All, United States, United Kingdom, Greater New York, India, Netherlands). The search results list several profiles, including Regina Riani, Anang Yudiansyah, Buddy Setiawan, Bagus Abimanyu Lulu, Dyka Aji Nuswantoro, and Shanty Ida Simanjuntak. Each profile includes a photo, name, current position, location, and a 'Connect' button. A 'Who's viewed your profile?' section is visible on the right, along with a 'Try Premium' button. The bottom of the page shows a 'LinkedIn Ads' section with the text 'Are your customers on LinkedIn?'.

Search results for **ernst and young** (323,217 results)

Some search results have been filtered to improve relevance. [Show all results](#)

Who's viewed your profile?
See the full 90 day list with LinkedIn Premium.
[Try Premium](#)

LinkedIn Ads
Are your customers on LinkedIn?

Search Filters:

- Relationship**
 - ☒ All
 - ☐ 1st Connections (2)
 - ☐ 2nd Connections (191)
 - ☐ Group Members (88)
 - ☐ 3rd + Everyone Else (32938)
- Location**
 - ☒ All
 - ☐ United States (100888)
 - ☐ United Kingdom (26781)
 - ☐ Greater New York ... (20050)
 - ☐ India (19737)
 - ☐ Netherlands (13682)
 - [+ Add](#)
- Current Company**

Search Results:

- Regina Riani** (2nd)
Senior Manager at **Ernst & Young**
Greater Jakarta Area, Indonesia • Financial Services
[1 shared connection](#) • [Similar](#) [Connect](#)
- Anang Yudiansyah** (2nd)
at PT DEX Solutions Indonesia
Banten Province, Indonesia • Management Consulting
[1 shared connection](#) • [Similar](#) [Connect](#)
- Buddy Setiawan** (2nd)
IT Risk & Assurance at **Ernst & Young**
Greater Jakarta Area, Indonesia • Information Technology and Services
[1 shared connection](#) • [Similar](#) [Connect](#)
- Bagus Abimanyu Lulu** (2nd)
Audit Senior Manager at **Ernst & Young, Jakarta**
Greater Jakarta Area, Indonesia • Accounting
[1 shared connection](#) • [Similar](#) [Connect](#)
- Dyka Aji Nuswantoro** (2nd)
Senior at **Ernst and Young**
Greater Jakarta Area, Indonesia • Management Consulting
[2 shared connections](#) • [Similar](#) [Connect](#)
- Shanty Ida Simanjuntak** (2nd)
Secretary to Equity Partner at **Ernst & Young Jakarta**
Greater Jakarta Area, Indonesia • Accounting
[1 shared connection](#) • [Similar](#) [Connect](#)

How to Look for Jobs via LinkedIn – Step 2

The screenshot shows the LinkedIn search interface. The search bar at the top contains the text "Human Resources EY Indonesia". The left sidebar lists various filters: Profile Language, Nonprofit Interests, Groups, Years of Experience, Function, Seniority Level, Interested In, Company Size, Fortune, When Joined, and Search like a Pro. The main content area displays three search results. The first result is for Yosua Hara Rizky Pakpahan, a 1st degree connection, who is a People - Recruitment Team at EY Indonesia. The second result is for Evelyn Mustika, a 2nd degree connection, who is a Human Resources Consultant & Productivity Implementer. The third result is for Kristin Wowor, a 2nd degree connection, who is a Human Resources Associate. Each result includes a profile picture, name, degree, current position, location, and a button to interact (Message, Connect, or Invite Sent). The right sidebar shows a LinkedIn Ad and a Cultural B Training V Contact G Premier T.

in®

Human Resources EY Indonesia

Advanced

23

Profile Language

Nonprofit Interests

Groups

Years of Experience

Function

Seniority Level

Interested In

Company Size

Fortune

When Joined

Search like a Pro

Find key people in half the time with Premium Filters

Learn more

Education: Universitas Katolik Indonesia Atma Jaya

Yosua Hara Rizky Pakpahan 1st

People - Recruitment Team at EY Indonesia

West Java Province, Indonesia • Human Resources

12 shared connections • Similar • 176

Past: People - Learning & Development Intern at EY

Ernst and Young or EY is known globally as one... for Ernst and Young Indonesia (EY) employee in Jakarta...

Message

LinkedIn Ad

Brand client stop playing agencies. change no

Evelyn Mustika 2nd

Human Resources Consultant & Productivity Implementer

Greater Jakarta Area, Indonesia • Management Consulting

7 shared connections • Similar

Past: Operation Manager Swarovski & Human Resource Manager at PT...

...Swarovski stores in Indonesia, purchasing... and customer retention program. Human Resource Manager...

Current: Senior HR Consultant at EY

Connect

Kristin Wowor 2nd

Human Resources Associate

Greater Jakarta Area, Indonesia • Human Resources

5 shared connections • Similar

Past: Human Resources Intern at EY

Invite Sent

Cultural B Training V Contact G Premier T

How to Look for Jobs via LinkedIn – Step 3

[Home](#) [Profile](#) [Connections](#) [Jobs](#) [Interests](#) [Business S](#)

[Add Connections](#) [Colleagues](#) [Alumni](#) [People You May Know](#)

 **Invite Poerbaningrat to connect on LinkedIn**

How do you know Poerbaningrat?

☐ Colleague

☐ Classmate

☐ We've done business together

☒ Friend

☐ Other

☐ I don't know Poerbaningrat

Include a personal note: (optional)

Dear Poerbaningrat,

My name is Pandu. I am a recent graduate from XYZ University. I would like to connect with you professionally.

Regards,
Pandu

Important: Only invite people you know well and who know you. [Find out why.](#)

[Send Invitation](#) or [Cancel](#)

How to Look for Jobs via LinkedIn – Step 4

The screenshot shows a LinkedIn profile for **Ratih Sesa Putri**, who is a **People - Recruitment Associate** at **Ernst & Young Indonesia** in the **Greater Jakarta Area, Indonesia**. The profile includes a profile picture, a blue **Send a message** button, and tabs for **Relationship** and **Contact Info**. Below these are sections for **Background** and **Experience**. The **Experience** section lists her role at EY from October 2013 to the present (1 year 7 months).

Overlaid on the profile is a **Send Ratih Sesa Putri a message** dialog box. The dialog box contains the following fields and options:

- To:** Ratih Sesa Putri (with a link to [Include others on this message](#))
- Subject:** A text input field.
- A large text area for the message body.
- Buttons for **Send Message** and **Cancel**.

In the background, to the right of the profile, there is an EY logo and the text **Share our job openings with you**.

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

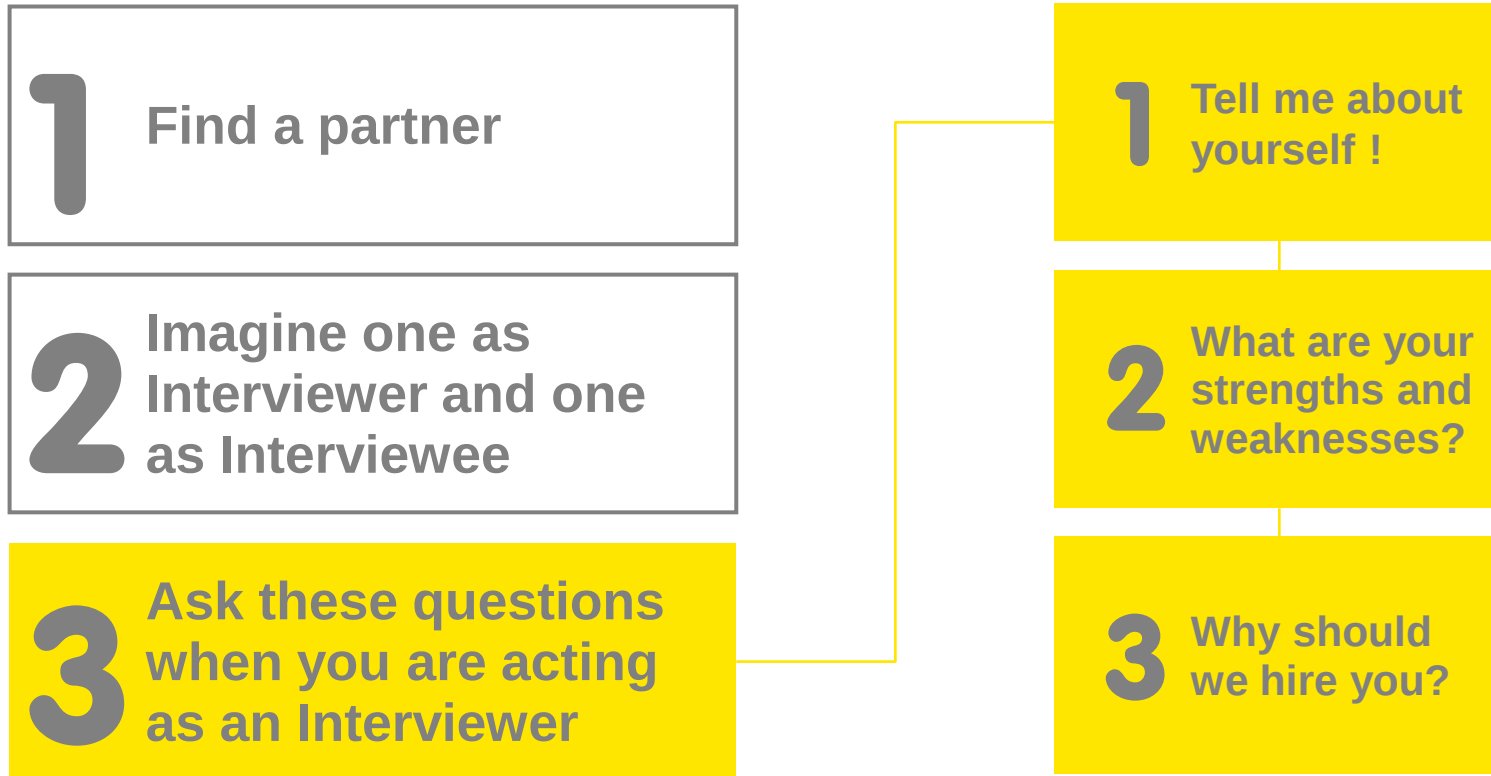
- ▶ English Test
 - ▶ Practice as many as you can
 - ▶ Buy the book or do online practices

- ▶ Technical Test
 - ▶ Basic Accounting Test
 - ▶ Logical Reasoning

HR Interview



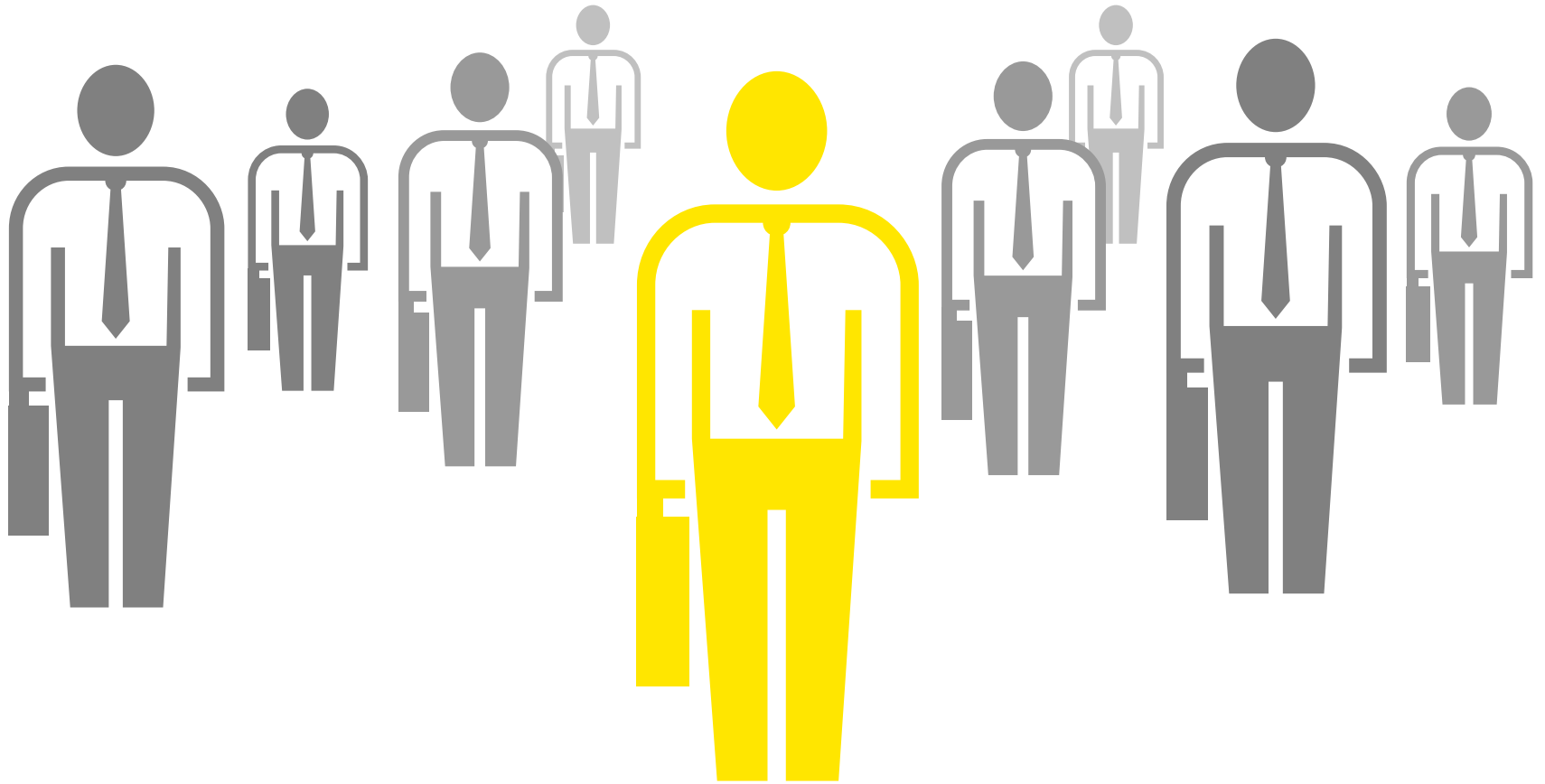
Introduction



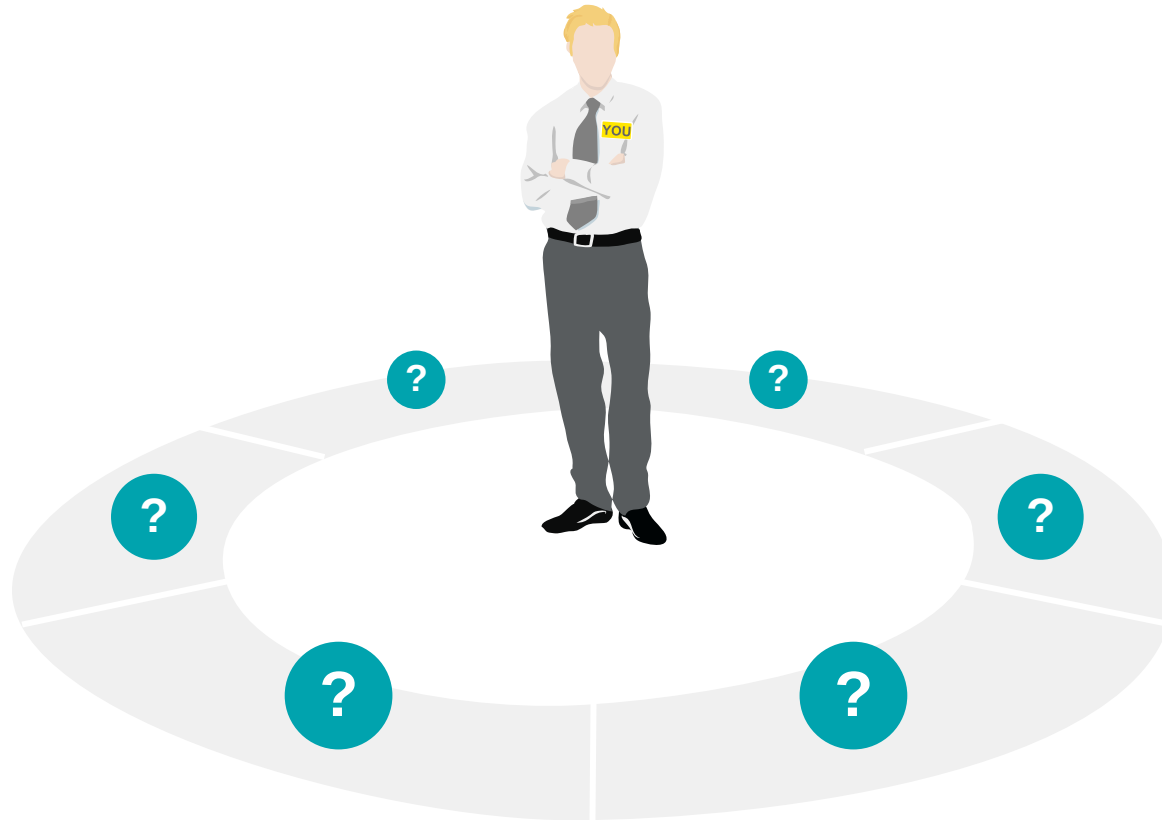
A bright yellow, multi-pointed starburst shape is centered on a solid gray background. The starburst has approximately 16 points of varying lengths, creating a jagged, explosive appearance. In the center of this starburst, the word "POW" is written in a bold, dark gray, sans-serif font.

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!



About EY

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

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