

Strategies for Job Application

Graduating from university and finding a proper job, which is suitable for your features and expectations, needs a strong effort. A great number of people may have qualifications and ability to do the same job but only one person or a few people will deserve that job. To be the person who deserves 'that' job depends on your resume and performance during the job interview.

Career planning

- Determining your interests and working values.
- Collecting information about different jobs and industries.
- Making a research about the company that you are applying for and collecting information as much as possible.
- Preparing and sending your resume (CV) and cover letter.
- Attending the interview.
- Evaluation of offers and making a decision (the job, which is the most suitable for your career plan, must be preferred.)
- Informing the company regarding the acceptance or rejection of the offer.

Resume (CV)

- Information about your identity
- Your purpose
- Education (It should begin from the last school)
- Job experience (It should begin from the last job or apprenticeship)
- Courses, seminars, workshops you attended
- Talents regarding the job (foreign language, computer, etc)
- Free time activities, interest, volunteering activities.
- Reference

Things that should be avoided

- Extra ordinary and dangerous hobbies should not be explained
- Religious beliefs and political views should not be mentioned
- You should be careful while writing the reference, if it is possible, it is proper to write that the reference will be mentioned later.
- You should not mention about your future education plan. (The job interview is about what the candidate can do now)

- Spelling and grammatical mistakes should be avoided.

While going to the job interview;

- You should be on time (don't be late but don't go too early),
- You should be well-groomed and should dress in a formal way.

Women;

- should wear a suit (jacket-skirt or pants-jacket)
should use simple accessories,
- should not exaggerate hair and make up.

Men;

- Should choose a dark suit,
- Hair, beard and moustache should be shaved.

You should take with you to the interview;

- Examples of your previous works,
- A few copies of your resume (CV),
- List of references,
- Certificates, attendance certificates, diplomas, documents and so on.
- A pen and a note paper.

(These documents should be taken with a handbag /briefcase /folder.)

During the interview you should;

- Shake the person's hand confidently with an eye contact,
- Give the message that you are confident and comfortable with your gestures,
- lean back comfortably while sitting
- Never lie. Inaccurate information will be revealed
- Stay away from private issues like politics and religion.
- Just answer the questions asked. Do not discuss about unrelated topics or talk more than needed.
- Be a good listener. Express your listening with verbal and nonverbal messages.
- While listening do not play with anything else like a pen, key chain, buckle and so on.)

After you receive the approval of the other party, you can ask a question. Do not forget, asking questions indicates how you are interested in that position and how high your motivation is.

Frequently Asked Questions During A Job Interview

Why would you like to work in this institution?

Which characteristic of you do you think is suitable for the position?

Why did you choose this profession?

What do you know about our organization / institution?

What are your most positive and strong characteristics?

What are your most negative and weakest characteristics?

According to you, what are the most important thing a working life?

How do your family describe you?

You indicate that you have X skills in your CV. Can you tell us an experience in which you showed your skills?

Of course the answers of these questions will be different for every body; but the most important thing is to convince the person that you are the most suitable person for the position.

What Can You Ask The Employer?

What are the future growth plan of your company?

What is the promotion policy of your company?

What is the overall structure of the department which I will work?

What are the potential career and education plans of the position?

According to which criteria is performance evaluation done?