



# Careers Service

University of Information Technology and Management in Rzeszów

2023

## Vademecum for job seekers

**A COLLECTION OF THE MOST IMPORTANT RULES AND PROCEDURES ON THE LABOR MARKET, JOB SEARCH, PREPARATION AND APPROPRIATE BEHAVIOR DURING INTERVIEWS.**





Creating your future career is a complicated process. Getting to know the labor market, gathering information, preparing appropriate application documents, requires dedication.

Our guide is a collection of the most important rules and procedures that will not only allow you to prepare for the job search process but will also allow you to feel more confident during job interviews. By getting acquainted with the vademecum, you will learn how to dress appropriately, how to behave and what to avoid in order to maximize your chances of getting the dream job.

Enjoy reading,

**Career Services Office**

*“There are no secrets to success. It is the result of preparation, hard work, and learning from failure.”*

- Colin Powell

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# How and where to look for a job?

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Looking for a job is a very important stage in a young person's life. Searching for a job is actually hard work. The entire search process can be lengthy, so it is worth using ready-made knowledge and methods that will help you avoid mistakes and get your dream position. As with any undertaking, it is worth preparing and acting in accordance with the plan. Where to start? Before you start looking for a job:

1. Decide what you want to do,
2. Think about what interests you,
3. Think about what kind of tasks you like to do,
4. Make a list of your interests,
5. Analyze your experience, acquired skills,
6. List your qualifications, i.e. school/university diplomas, completed courses, trainings, certificates,
7. Use tools that help you determine your strengths, e.g. professional aptitude tests.

You should be prepared to look for a job, i.e. you should get to know the local labor market - the employers you want to apply to.

Before you start sending your application documents to employers, think about what kind of job you are looking for. Make a list of companies and positions that match your expectations.

**There are many ways to look for a job.**

## The most effective job search methods:

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1. **Relatives and friends** - start the job search process by informing your relatives (family) and friends. Even meet with a group of friends and inform everyone that if they know about an interesting offer, you will be very grateful for information on this subject. It is also worth talking to your friends about employers, i.e. companies where they work or have worked. Your friends' opinions on various companies will certainly be important to you.

2. **Recruitment and social networking sites** - of course, the largest source of job advertisements is the Internet. You can easily find job portals on the Internet, such as:

- Pracuj.pl
- Praca.pl
- LinkedIn
- Golden line
- OLX
- Facebook

3. **Employment agencies and personnel consulting** - it is worth signing up to the database of such agencies so that recruiters employed in such an agency can contact you as soon as an interesting offer appears - tailored to your qualifications. Running a business in the field of providing services such as job placement, career guidance, personal counselling, temporary work - is a regulated activity within the meaning of the Act of March 6, 2018 - Entrepreneurs' Law (Journal of Laws of 2019, item 1292) and requires entry in the register of employment agencies (National Register of Employment Agencies). A document confirming the entry to the above-mentioned register is a certificate issued by the voivodeship marshal. The register of employment agencies is published at: <https://stor.praca.gov.pl/portal/#/kraz>. This register is publicly available, so before you share your data with such an agency - check whether it has the appropriate certificate.

4. **Career Services Office** - department at universities. Career Services Office cooperate with many employers, organize meetings with companies, and provide career advice. In the job search process, this unit will offer you:

- During individual consultations with a career advisor, you will learn about your professional predispositions, thanks to which you will **plan your professional career more effectively**,
- Under the guidance of a mentor, you will **prepare professional application documents** that will attract the attention of your future employer,
- You will learn the secrets of **effective self-presentation** during the interview,
- You will learn how to use non-verbal communication during **meetings with the recruiter**,
- Practice makes perfect - you will **go through job interview simulations** with us, and thanks to comprehensive feedback, no meeting with the recruiter will be a problem for you,

- You will **meet representatives of international companies** who will present you with cooperation opportunities,
- We will invite you to meetings with HR specialists who will reveal to you the **secrets of the recruitment process** in a given company,
- You will have access to the recruitment portal of the UITM Career Office, where you will find **job offers, apprenticeships, internships,**

5. **Job fairs** - it is worth finding out where and when job fairs are organized in your region (or find a virtual one). Such event is a great opportunity to meet up to a lot of employers during one day and to apply for the offers presented by the exhibitors. If you decide to take part in a job fair, be sure to prepare yourself before the event, i.e.:

- read the list of employers who will be present at the fair,
- choose the companies that interest you the most as potential employers,
- go to the websites of the companies you would like to apply to and find out more about them – this knowledge will certainly be noticed by the recruiter during your interview,
- prepare application documents that you will deliver in person or virtually to exhibitors.

UITM Career Services Office is a founder and holder to the annual Subcarpathian Job Fairs organized in the Podpromie Hall in Rzeszów. Lists of exhibitors and details can be found at: <http://targipracy.rzeszow.pl/>

6. **Employers' websites** - they are a great source of information on the company's development, career development opportunities. Often on companies' websites there is a "Career" tab, where you can learn more about the recruitment processes carried out in a given company. You can also show initiative by calling the company's HR department and asking about vacancies. Even if they don't offer you a job right away, you might get an interesting internship.



# How to prepare for job searching?

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## First:

1. Clearly define your professional goal - what do you want to do? What kind of environment do you want to work in?
2. Plan - how many job offers can you analyze per day?
3. How many employers can you contact?
4. Ask yourself: what can you do? What do you like? What are you like? What are your predispositions?

## Then:

1. Find out which companies are recruiting.
2. Use your network of contacts - inform your family and friends that you would like to change / find a job.
3. Specify your database of dream companies where you would like to find employment.
4. Visit companies' websites.
5. Create a professional profile on social networks (LinkedIn, Facebook).

## What's next?

1. Analyze job offers - this is a source of information about what the employer expects.
2. Prepare application documents:
  - a. The **CV** is a tool in the job search process that promotes and represents the person during their absence. The basic document in the application, which is your professional business card, is the CV. First of all, it must be transparent and matched directly to the advertisement and the position for which you are applying. A well-prepared CV should respond to the expectations of the employer towards the future employee.

\* If you have a problem with getting an aesthetic and clear CV structure, you can help yourself by using special creators, which are often available on the Internet for free.
  - b. The **cover letter** is a collection of evidence showing the strength of the person's motivation to take up the job. The cover letter should be written in your own words, individualized, saying something specific about you. Write what you can offer your employer and why they should hire you. Do not write one cliché letter that you copy

and paste into every single e-mail, because every job is different and requires a separate approach.

3. Prepare for the interview- Remember that during the interview, the recruiter will verify whether you meet the requirements contained in the job offer you applied for, so when sending a CV for a given offer, it is worth saving its content or making a Print Screen of the offer. This will make it easier for you to prepare for the interview, which often takes place even a few weeks after sending your CV, so you may not remember the information contained in it.

# How to write a CV and a cover letter

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Application documents for the job search tool, through which we provide the potential employer with information about us. In the CV, we include our contact details, information about our education, the course of experience in acting and observers. Due to the fact that this is the first contact with the employer to reap the benefits, so that the opinion about you, which your boss made on the basis of documents, was the best. So let's see about how to make the most of this feature.

A CV is like your business card, ensuring that it is professionally presented to the employer that you are the designated candidate for the position you are applying for.

## Writing a good CV- how to do it?

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**Respond to the employer's needs included in the offer.**

A professional CV should be built in such a way that the employer finds the information that interests him the most. How do you know what is important to the employer? Analyze the internship/job/job offer you want to apply for. In it you will find information about who the employer is looking for. Read carefully the section in which the employer has placed requirements for candidates. Do they match your skills? If so, do not forget to mention in your CV that you have them.

### **Correct**

*The company is looking for a candidate who is fluent in creating databases in a spreadsheet. The candidate has repeatedly created databases for the needs of classes at school. Include information about your skills in your CV. The employer, seeing that the candidate has such skills, arranges an interview with him*

### **Incorrect**

*The employer is looking for an employee who is fluent in the use of a text editor. Although the candidate is fluent in the editor, he did not mention this skill in his resume. The employer - on the basis of the CV - recognizes that the candidate does not have this competence and puts the CV aside. The application document is not taken into account, and the job applicant does not proceed to the next stage of recruitment.*

## Don't include more information than necessary.

Remember that the purpose of submitting your CV to the employer is to receive a job offer. The recruiter to whom you send your CV will have less than half a minute to read the information contained in the document. Try to make important information visible to him. Point out or underline the most important information, write specifically. Skip what is not important from the employer's point of view: your parents' names, place of birth, your marital status, gender or the names of your pets

## Always include information which are true.

As the old saying goes, "a lie has short legs". This applies to all walks of life, including your CV. By writing untrue information, you expose yourself to an unpleasant situation when your lie will be discovered by the employer, which means that you will not receive your dream job offer. Even if you really care about your job, but you do not meet all the employer's requirements, lying will not be a good solution. Write the truth. It may happen that the employer will be ready to accept a person without the required competence. Some skills can be acquired very quickly, and the bad impression after being caught in a lie will not be easy to erase.

### Correct

*One of the requirements of the employer was the knowledge of a graphics program. The candidate has used the app before, but knows it at a basic level. He wrote about it in his CV. During the interview, the employer informed the candidate that training in the program was planned for new employees, thanks to which he would be able to develop the competences needed at work.*

### Incorrect

*One of the mandatory requirements in the job offer was a very good command of the English language. The candidate did not know the required language, but in the CV he wrote that he speaks it fluently. During the interview, the employer asked a simple question in English. The candidate was unable to answer them. After several failed attempts to answer, the candidate admitted to lying on his CV. The employer interrupted the conversation and asked the candidate to leave.*

## Describe your strengths

One of the principles of CV preparation is the principle of uniqueness. Show the employer how special you are and what makes you stand out from other candidates. Maybe you have unique and interesting hobbies, you took part in a survival camp, you were a class president, or maybe you participated in a school competition and won the main prize? Write about it. Put yourself in the role of an employer and consider whether you would be better off working with a person who is lazy and has no interests, or with someone who is active and has different passions? For the employer, the fact that you like to spend time actively is a sign that as an employee you will also develop and willingly learn new things.

## Remember the correct order

Your potential employer will be more interested in what you do now, what school you attend than what you did, for example, 10 years ago. Therefore, remember to use reverse chronology in your CV, i.e. start with the most recent information. If you are a first-year student, in the education section, start with this information and only then go to the secondary school you recently graduated from.

### Correct

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**10/2020 – present**      *University of Information and Technology in Rzeszow (...)*

**09/2016 – 04/2020**      *Highschool name XYZ (...)*

### Incorrect

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**09/2016 – 04/2020**      *Highschool name XYZ (...)*

**10/2020 – present**      *University of Information and Technology in Rzeszow (...)*

### Correct

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*The candidate applying for the position of an accountant studied at a secondary school for 4 years. For the employer to have no doubts, the candidate included in his CV the date of commencement of education: September 2016 and the date of completion: April/2020. Thanks to this, the employer knows exactly how long the candidate's education lasted.*

### Incorrect

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*The candidate gained professional experience at the turn of two years. In his professional career, he entered the years 2020-2021. The employer was not sure whether the student worked for two months - from December 2020 to January 2021 or two years - from January 2020 to December 2021.*

## Photo in CV - to add or not?

There is no unequivocal answer to this question. Remember that a lot depends on the job offer you are applying for. If it states that only applications with a photo will be considered, do not forget to include it in your CV. However, before you do that, make sure the photo is appropriate. Do not post a photo

from a vacation, class reunion or so-called selfies. Take care of an appropriate, non-distracting background, e.g. a bright, smooth wall. Dress smartly and ask someone to take your picture. You can use the services of professional photographers who specialize in business photography.

## How long should a CV be?

The length of your CV depends on your professional experience. If you are just starting your adventure on the labor market, you can safely limit yourself to one page. During your professional career, you will add more points, which will certainly increase the volume of your CV. When you decide that your several years of experience no longer fit on one page, you can easily expand your document to two pages. Remember, however, not to lead to a situation where there is only one sentence on the second page, or when the text takes up less than 1/3 of the page. Releasing a blank or nearly blank page is seen as unprofessional. A three-page CV is acceptable if you hold high management positions in your career and the scope of duties and responsibilities is so wide that placing all information on two pages would affect the readability of the document.

## What a good CV should include?

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Okay, now that we know the general rules of preparing a CV, let's get down to the details. The application document, which is the CV, consists of several sections, thanks to which we can easily organize information about us. Arranging the information in the right order will also make it easier for the recruiter to find the information they are interested in faster.

### Personal and contact details.

In this section, we provide information such as: our name, postal code and city where we live, e-mail address and telephone number.

#### Phone number.

Save the phone number as follows:

xxx-xxx-xxx (e.g. 123-456-789)

you will make it easier for the employer to contact you. Dividing the number into 3 parts of 3 digits makes the number more readable, reducing the likelihood that the employer will dial the number incorrectly.

#### E-mail address.

For both the email address and phone number, you need to be sure that the details provided are correct. Even the smallest mistake can deprive you of a chance to be invited for an interview.

## Create a professional email address

- A. Use the first letter of your first name and surname, e.g. ANowak@
- B. Don't use your nickname in e-mail, e.g. ninjaboy@
- C. Do not use diminutives of your name, e.g. annuulka@
- D. Create an e-mail on a domain that is professional
- E. Avoid numbers in the email address, e.g. ANowak5547882

### Education.

In this section that the employer will find information about your education. Remember to include up-to-date information. If you have recently started your education at a new school, do not forget to write about it in your CV. Without this information, your future employer will assume that you have completed your education at a lower level.

### Experience.

In this section you will find information about whether you have already worked somewhere or whether you have completed an apprenticeship. At the initial stage of your professional career, every professional experience is important - if you worked in a restaurant, looked after your neighbor's child or picked fruit during the holiday season, do not omit it from your CV. An employer who will take your document in hand will see a person who is enterprising, not afraid of challenges and new experiences.

If you haven't had a chance to work yet, you can remove this section from your CV. In this case, focus on other activities, e.g. membership in an equestrian club, membership in the student council, participation in competitions, etc.

### Foreign languages.

In this section - as the name suggests - we will post information about foreign language skills. Remember to specify, in addition to the language you know, the level of your knowledge, e.g. A1, A2, B1, B2, C1, C2 or basic, good, intermediate, etc. If you have problems with assessing your skills, ask your foreign language teacher. If you have obtained language certificates, list them. Start your list with the language you know best. At the bottom of the list, write down the one you're just starting to learn.

### Training, workshops.

Have you taken part in an interesting training or workshop, or have you obtained a valid certificate? Inform your potential employer about it. Participation in this type of activity shows that you like to develop your passions and are eager to learn new things. Write who was the organizer, what was the

topic and specify how many hours the training or workshop lasted. Do not forget to provide specific dates (month and year in which the workshop took place).

### **Additional information.**

Do you have a driver's license? Do you use graphics programs or are you good at office applications? Write about it, as in the case of foreign languages, try to objectively assess your skills. Remember that this information can be easily verified by the employer, e.g. by asking you to prepare graphics in the program you mentioned or to format the text during the interview. Do not exaggerate, an overestimation of skills may be perceived negatively by the employer.

### **Interests.**

This section is most often overlooked by candidates. Quite wrong. Thanks to the information contained in this part of the CV, the employer will be able to get to know you better. Find out what you like to do in your free time, what you are passionate about and interested in. These topics often serve as a stress reliever during an interview. The employer may ask you what you like, and you will have time to calm your breath and collect your thoughts while talking about your passions. Interests also affect our image - we will imagine a person who loves chess differently than someone who dances ballet or practices extreme sports. Our passions are also information for our employer about whether, for example, we like working in a team (when, for example, we play team games) or we prefer an individual style.

### **Data processing agreement.**

This part of your resume should not be skipped. It is in it that you should include consent to the processing of your personal data. Without your consent, the employer cannot process your telephone number, i.e. they cannot call you to invite you for an interview, nor can they write you an e-mail. Therefore, even though you have a professionally prepared CV, you may not receive an invitation to the next stage of recruitment.

You can find the content of consent to data processing, e.g. in the job offer, internship or on the website of the company you are applying for. In this situation, rewrite or copy exactly what the employer suggested. If there is no such information on the website or in the job offer - you can use the current clause in force in the year in which you apply for a job.

Below you will find two clause templates that you can use in your CV:

*I consent to the processing of my personal data by (company name) for recruiting for the position I am applying for.*

*I consent to the processing of my personal data for the purposes of the recruitment process in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals regarding the processing of personal data and on the free movement of such and the repeal of Directive 95/46/EC (GDPR).*



## Cover letter

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A cover letter, as the name suggests, should motivate the employer to consider your application positively and invite you for an interview. So, make sure that the information in your cover letter corresponds to the needs of the employer. Remember that the cover letter is a formal document addressed to your potential employer. Therefore, it should contain elements of an official letter, i.e. your name, contact details, city and date of its creation. The letter should be addressed to the appropriate person or department dealing with recruitment in a given company. Use formal language. Don't use abbreviations or slang. Write in your own words and do not copy letters available on the Internet.

### Part I.

In the first paragraph, inform the employer for what position you are applying for and how you know that recruitment is underway. If you found an offer on the website, you can link it. Many companies conduct several recruitment processes at the same time, therefore the information about which offer you are responding to will help you match your candidacy to the position you are applying for.

### Part II.

In the next paragraph, describe why you are the right candidate for this position. This is where you can expand on the information in your CV. If you were a member of the student council in high school and took part in organizing a school trip, describe it. Indicate the duties you performed and what impact you had on the course of the entire process. Prove to the employer that these tasks allowed you to gain knowledge and experience that you will use in your new workplace.

However, remember not to rewrite exactly what you wrote in your CV. The cover letter gives you the opportunity to supplement the information contained in the Curriculum Vitae. Repeating the same thing can be considered unprofessional.

In your cover letter, pay attention to what the employer will gain by choosing you over other candidates. What skills and experience do you have that can distinguish you from other people involved in this recruitment process? Have you had a success you want to brag about? Inform your employer. This is your chance to present yourself from the best side.

### Part III.

At the end of the cover letter, thank you for taking the time to read your application, express your hope that you will be invited to an interview during which you will have a chance to present your skills.

## Most common mistakes.

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Application documents are your first contact with the employer. The first impression you make may determine whether you get an interview invitation. Show your best side and make sure that your CV and LM are your professional showcase.

Before you send your documents to the employer, check what mistakes are most often made in the CV and LM. Be sure to analyze your application in this respect. Do not send the application right after it is ready, if you can, print the documents and take a break. Read them carefully after a few hours or the next day. A fresh look will make you find errors faster. If, however, today is the last day of recruitment, ask one of your relatives to read your documents and indicate errors, thanks to which you will be able to correct them and send them to the employer.

### **Here are 15 things to avoid when writing a cover letter <sup>1</sup>:**

- Not following instructions
- Using the wrong format (avoid being too artistic or wordy)
- Describing why you are looking for a new position
- Using the same cover letter for every application
- Writing without first researching the company and position
- Discussing irrelevant work experience or a lack of experience
- Failing to highlight your strongest or most relevant skills
- Focusing on job duties instead of achievements
- Talking about salary expectations
- Failing to provide support for claims
- Not optimizing your cover letter with keywords
- Repeating information from your resume
- Using the wrong tone or style
- Failing to include a strong call-to-action in your closing
- Forgetting to proofread before submitting your cover letter

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<sup>1</sup> More details regarding emails you may find on: <https://www.indeed.com/career-advice/resumes-cover-letters/what-not-to-put-in-a-cover-letter>

# How to reach the recruiter during the recruitment process?

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Most applications are sent to employers electronically, i.e. by:

1. Internet portals
2. Email,
3. Employers' websites or employment agencies.

**Below you will find universal rules regarding netiquette when looking for a job, i.e. the basics of electronic communication with the recruiter:**

1. First, in the title of the message, put the name of the position you are applying for. A clear headline will make the recruiter's work easier and will immediately show your good organization.
2. Save sent documents in PDF format, thanks to which you will avoid accidental editing of text opened on a foreign computer. For greater order, also enter your name in the file name.
3. At the end of the email, you can write a short reason why you should be invited for an interview, for example<sup>2</sup>:

*Dear XYZ,*

*with reference to the advertisement for the position of XYZ, I am attaching my CV. I will be happy to tell you more about my experience during the interview.*

*Yours Sincerely, Jane Doe,*

567-456-78

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<sup>2</sup> More details regarding emails you may find on: <https://www.grammarly.com/blog/may-concern-use-properly/>; <https://www.linkedin.com/pulse/4-sample-emails-sending-your-resume-hr-gs-kumar->; <https://www.writeexpress.com/coverl02.html>.

Remember to pay attention to correct punctuation and spelling.

**Before sending the message, read it again and check if there are any typos.**

1. Keep your correspondence flowing - reply to the recruiter's messages within 1 day.
2. Do not use strange e-mail domains, use professional domains, e.g. and containing your name in the name.
3. During correspondence, use the formal phrases "Dear Ladies and Gentlemen", "Dear Madam".
4. Do not send your CV to many recipients at the same time - unfortunately, this will prove your low motivation to work in a given company, and yet you want to show the employer that you care about this job.

**Rules of telephone conversation with the recruiter.**

If you are looking for a job - always keep your phone close to you. Someone can call you at any time and it's worth picking up right away.

**Always use honorifics when talking to recruiters:**

- "Please, tell me more..."
- "Can I ask who the interview will take place with?"
- "I will be grateful if we can organize another interview on Friday after 3 pm"

**If the conversation includes your interview invitation, be sure to write down the exact date, time and address of the meeting.**

# How to prepare for a remote and stationary interview?

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If you are on a job interview in business, it means that your candidacy has passed the first stage of selection- it means that you're on a half way to get a job of your dreams! Remember being prepare will help you to minimize the anxiety before the conversation. It will also increase your chances on the application way.

**Before the interview, carefully read the advertisement you applied for.** Recall what is the range characteristic of this feature.

**Take some time to explore the company's website** - learn about its goals and expectations of you as a candidate. Know the faith and faith of the company. Also follow the company's profile in social media and on recruitment portals - thanks to this you will learn about current and planned events in the company.

**Check your online image** – check what information about you a potential employer can find online. Enter your name in Google and track all the websites you visit. Check if you don't have compromising photos on various portals. Many candidates still have an open Facebook profile. Lock your private social media profile. Check that your privacy settings are sufficient for your protection. Also check if you follow a fan page that confirms your discrediting. If you have a profile on LinkedIn or Goldenline, pay attention to whether all information from these portals is consistent with what you send in your CV.

**Plan your way to the company** - because in principle you cannot be late, because such a gaffe may disqualify you as a candidate. You also can't get in too early because you're seen as a person who can't function well with his time. it is best to act about 10 minutes before the scheduled talk time. In this way, we managed to get used to the new environment and familiarize ourselves with the rules prevailing in the company. It is believed that we know the way to the places where the interview takes place. Not left the same.

**Prepare the appropriate outfit** - the day before the interview, the exam for the position you are applying for and the rules of self-presentation.

## Stationary job interview.

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On the day of the interview, be polite from the moment you arrive at the company – you never know who is watching you. From the receptionist to the person in the elevator, these people are likely to be asked about the candidate's first impression. Body language is very important. You should smile and be polite. Do not cross your arms, yawn, slouch or lean on your elbows.

Turn off your mobile phone before talking. If you forget to turn off the sound and your phone rings during a meeting, turn it off immediately and apologize to the caller. It is worth applying the following rules:

- Think positively when going into an interview.
- Be open and smile.
- Remember that a handshake says a lot about your personality.
- Do not sit down until asked to do so.
- Control your gestures.
- Listen carefully, do not interrupt.
- Be concise and clear.
- Be confident.
- Don't speak too fast or too slow.
- Choose the right words.
- Show interest, such as making eye contact or asking questions.

### Avoid these common mistakes...

- Using jargon or technical details can give the wrong impression.
- Do not try to pretend to be someone you are not or lie about your character traits.
- Your answers must be closely related to your professional sphere.
- Don't criticize your previous colleagues and employers.
- Don't avoid answering questions.
- Always tell the truth.
- Let the interviewer control the meeting.

## How to prepare to remote interview?

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### **You can't think that a remote job interview is a simpler and less formal meeting.**

This is not true, as is the thesis that during a remote conversation it is easier to hide the lack of preparation or avoid difficult or unfavorable questions. Paradoxically, due to the limitation of external stimuli, the camera's eye directs attention to issues that would be harder to catch in the case of a traditional conversation.

### **Take care of the surroundings** - when preparing for a remote interview, you should not forget

about the proper preparation of the environment in which you will conduct the interview with the recruiter. It is important that this is a room that allows you to isolate yourself from others, where you can close the door and talk in solitude and peace. This will minimize noise and other distractions that could disrupt the interview and cause additional stress. An important issue is also the setting of the computer and the area that the camera will record. Of course, the most important point is you and you should be in the center of the frame, but you should not forget about the space just behind you. It is good to choose a place where will be empty space behind your back - preferably a light wall. If this is not possible, it is worth taking care of such a frame, which will include as few elements as possible, potentially distracting the interlocutor's attention, i.e. photos, images or inscriptions, etc.

### **Dress appropriately** - Appropriate clothing is an important aspect of any interview. A remote

interview, e.g. via Skype, is still a job interview, so it is worth taking care of a professional appearance. Important issue is the holistic view of clothing. Sometimes it may seem that since you will be visible only from the waist up in the frame, only this part of the outfit must be formal. However, this kind of thinking can be very unreliable, especially in unforeseen moments, when you have to get up from the chair and correct the falling camera, move the speaker or close the blind. For a face-to-face interview organized at the company's headquarters, no one would rather go dressed in a shirt with a tie and tracksuit bottoms. Therefore, you should not dress like this for a Skype interview.

### **Pay attention to the technical aspects** - usually an interview is stressful for candidates,

especially when they are very interested in a given offer and want to present themselves in the best possible way. If the recruitment process is conducted remotely, possible technical problems are an additional source of stress. During a video interview, we are somehow addicted to devices that do not always work flawlessly. However, there are some technical aspects that you should pay attention to before the conversation. Checking if the webcam is working and recording the image correctly is the first step you need to take. Half an hour before the scheduled time of the conference, turn on the computer and check the image settings. It is equally important to check that the microphone you will be using is recording good quality sound.

Of course, even the most predictable and accurate person will not be able to prepare for all random situations, such as a sudden lack of electricity in the apartment or a failure of the Internet network. You should be aware that such things happen and are beyond our control. If you encounter a similar situation on the day of the interview, you should inform the recruiter as soon as possible - directly and honestly - that the interview cannot take place at this particular moment. Remember that there is always a person on the other side who is aware that such accidents happen. You can always ask for a different date for the interview and it will not be considered incompetence. On the contrary, an immediate response and open communication will confirm your commitment and willingness to continue participating in the process.

## FAQ on job interview.

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### The most common interview questions:

- What do you know about our company?
- Why do you want to change your job? Why do you want to work with us?
- What motivates you to work?
- How was the cooperation with previous superiors?
- What are your professional goals? What do you want to do in the next 5 years?
- Tell me something about yourself.
- What are your strengths/weaknesses?
- Who do you like to work with? Do you work effectively in a team?
- What are your financial expectations?
- What makes you different from other candidates?
- What would be the ideal company for you?
- Why did you decide to respond to our job offer?
- Why should we hire you?
- What did you like most about your previous job?
- What do you consider your greatest success? / What is your greatest professional achievement?

More sample questions can be found in the Verbal and non-verbal communication during the job interview chapter.



# Verbal and non-verbal communication during the job interview.

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## Communication- what's that?

**Communication is the process by which we convey our message to another person.**

**The purpose of communication is for the recipient of the message to interpret it well and understand it in the way we - the senders - want.** For this purpose, we use appropriate words, tone of voice and gestures. We try to speak loudly and clearly looking the recipient in the eye. During this process, we may also encounter factors that will make it difficult for us: ignorance of the recipient's language, noise from the street drowning out our speech, or the recipient's lack of attention. Think of a time when you were understood in a different way than you intended. How did you feel then, was it easy for you to explain that you had something else in mind?

Just like in everyday conversations with parents, colleagues or teachers, we should also communicate in a job interview in such a way as to skillfully convey information about us so that it is well understood by the employer. We use both verbal and non-verbal communication for this. In the former we use words, in the latter we use gestures, facial expressions, tone of voice, clothing, posture, etc.

Before we start discussing the details and rules of communication during an interview, think about the fact that the invitation itself is already an honor. Your CV has been selected from many other application documents. Your knowledge and experience have been noticed by the Employer and it is you who wants to get to know you better. So make sure you don't ruin a good impression during the interview. How you will answer questions and what you will communicate with gestures or facial expressions may affect the decision the employer will make towards you.

Before you go to an interview, think about what the employer might ask. Re-read the offer you are applying for. What requirements did the employer indicate? What is expected from the candidate? Find out about the company. What industry does it operate in? Try to find as much interesting information as possible that you can use during the interview.

## Examples of questions that may arise during the interview.

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### Tell us something about yourself?

You don't have to recite your entire life story. Focus on the information you want to convey to the employer. Say something about your features that may be interesting for the employer from the point of view of the job offer. Support these answers with a brief justification. It is good to prepare 3-4 sentences about yourself, practice them before you go to the interview.

### What do you know about our company?

By answering this question, you will be able to demonstrate your knowledge about the company. Briefly describe what you found out about the workplace. What values does the company cherish? Perhaps caring for the natural environment is just as important to you as it is to the company? Tell us why you think the company will be the right place for you and what it will gain by hiring you for this position.

### What are your three strengths?

At first glance, the question seems simple. However, without prior preparation of the answer, it may surprise us so much that we will not mention a single advantage. When answering, indicate your three advantages that will be helpful in performing your future duties. If you are an urgent, responsible and punctual person, confirm it with appropriate arguments. Describe situations in which you used these features.

### What are your weaknesses?

List those character traits that will not affect the quality of your duties. Is there anything you don't like about yourself that you're working on and want to improve? Tell recruiter about it. We all have flaws and the employer knows it. Show that you know your weaknesses but are trying to work on it. Avoid answers like being lazy or leaving everything to the last minute. The employer will perceive it negatively and will assume that you will approach your professional duties in the same way.

### Why should we choose you?

In answering this question, focus on the benefits that the employer will obtain by employing you. Think about what sets you apart from the candidates. Have you been awarded in an art competition? Do you take part in sports competitions and achieve high results? By talking about it, you will confirm that you are persistent in your resolutions and that you are not afraid of hard work to achieve your goal. Emphasize in your answer that by employing you, the employer will gain a responsible, committed employee who will perform his work thoroughly and conscientiously.

## What are your plans for the next 5 years?

In answering this question, it is worth focusing on issues related to professional development. What do you want to achieve in the position you are applying for? How do you want to deepen your knowledge and develop your skills to become an even better employee? Remember not to come up with unrealistic goals, an ill-considered answer may make the employer not take you seriously. Also, watch out for the bold statement that in five years you want to take the position of the head of a given department or president of the company you are applying for. Although this is an ambitious plan, it may be perceived negatively by the employer.

## How do you prepare for important exams?

In response to this question, the employer will look for information on how you treat serious commitments. Will you start preparing for the meeting with the client 5 minutes before, or will you start earlier to be better prepared for possible negotiations, etc.

## How much would you like to earn?

Prepare well for this question. Before you start negotiating your salary, check the reports available on the market how much people working in the position you are applying for earn. Also find out what the national minimum wage for a full-time job is. In addition to market data, consider the amount of remuneration that will be appropriate for you to pay for all financial obligations, add to your statement also the costs of food and the amount you spend on pleasure. Before you start negotiations, write down your strengths and real benefits that the employer will have from employing you.

During the conversation, you can give the salary range, but you should remember that it should not be too wide, i.e. do not offer the employer a range of PLN 2,000 to PLN 5,000. The difference in salary will be too high and the employer will think that you do not know how much you want to earn. It is also important whether you enter the net or gross amount.

## What questions do you have for us?

After finishing asking questions, the employer may ask what you want to know about the company, position or scope of duties. If not already mentioned, you can ask for details about your position, when a decision on the selection of the candidate will be made and whether you can expect an answer even if it is negative. Asking questions to the employer is perceived as interest in the offer, but it is important that the questions are balanced and cultured.

# The importance of body language during job interview.

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## Greeting

Wait for the employer to reach out first. He is the host of the meeting. The situation when you are the first to shake hands can be perceived as an attempt to take control of the conversation. Make sure your handshake is firm, but not too firm. It is also not worth shaking the Employer's hand for too long, too long a handshake can be perceived negatively. During the handshake, make eye contact and smile. During the pandemic, contact with the other person is limited. It may therefore happen that the Employer greets you with a word and indicates a place where you can sit.

## Posture

After taking a seat, try to control your movements, body language reveals much more than words. Sit up straight and comfortably, put your hands on your knees and wait for the recruiter to start the conversation. Try to control your posture at all times, don't swing in the chair, don't click the pen. Many times, during stressful situations, we are not aware that our behavior may take the interlocutor's full attention and instead of focusing on what we say, he will observe our nervous movements. Also, remember not to lie down on a chair like a lounge. You will be perceived as a person who does not care about work and has a disrespectful approach to the interlocutor.

## Eye contact

Try to maintain eye contact with the recruiter throughout the interview. However, instead of looking your interlocutor in the eye all the time, try to pay attention to his gestures as well. Constantly staring into someone's eyes may be perceived as aggressive, insistent behavior. Do not avoid your eyes, it may be perceived as an attempt to conceal certain information or a lie. Shifting gaze or closed eyes will not make a good impression. The recruiter will think that you are bored with the conversation and end it faster.

## Gestures

When answering questions asked by the recruiter, try to emphasize what you say with gestures. An uncovered palm, facing up, shows that you have nothing to hide and you are sincere in your statement. Folding your hands on your chest, on the other hand, may indicate that the question asked by the Employer embarrassed you and you do not feel comfortable. This is the so-called closed position, when we subconsciously try to shield ourselves from uncomfortable questions. Try to control your gestures, excessive gesticulation can be perceived as aggressive behavior, tapping your hands on the table as impatience.

## Paralanguage

During a conversation, it is important not only what you say, but how you say it. Your tone of voice, pace, rhythm of speech, or how loud or soft you speak will affect the recruiter's assessment of you. If you speak too loudly, you may be perceived as shouting, but if you speak too softly, you may be perceived as a shy person. Try to speak clearly and not too fast. The employer may have difficulty understanding what you are saying if you speak at the speed of light.

## What not to do on the interview?

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- A. **Do not interrupt the employer during the interview** - wait to answer the question until the employer has finished the question. **Interrupting is seen as rude behavior.**
- B. **Don't talk negatively about your former employer, colleague or teacher.** The employer may think that you will say the same about them.
- C. **Don't talk about controversial topics such as religion or politics.** Your interlocutor may have a different opinion on these topics and disagree with your opinion. Such a discussion may end up in an argument, which may result in you not getting a job offer.
- D. **Do not complain.** Constantly whining about the fact that your bus was late, that there were traffic jams on the way to the interview will not leave a good impression about you. You will be perceived as a person who does not like anything. Remember - the purpose of the conversation is to present yourself from the best side.
- E. **Try not to repeat the same information several times in one answer.** Repeating the same thing over and over again can be perceived as verbal bluff to prolong your speech when you have nothing more to say.
- F. **Don't be overly enthusiastic about the company and your future boss.** This can be perceived as fawning and a desire to influence the recruiter's decision through exaggerated praise and feigned politeness.

Interviews are demanding, so in addition to well-prepared answers to potential questions, you should also read about the company and control your body language.

**Remember that every conversation is different, so it's important to be yourself.**

Be confident in your abilities and base your answers on your surroundings. Even if you don't know something, say so. The employer may appreciate your honesty and consider you a suitable candidate.

**Good luck!**

# Self-presentation during an interview.

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*You Never Get A Second Chance To Make A First Impression*

One of the tools of social influence is our self-presentation behavior. What are these behaviors?

These are activities aimed at exercising control over the image of oneself, shaped in the minds of other people during contact with them. We work on how we are perceived by others, and we do it all our lives. We create our image through our appearance, clothes, behavior, the way we talk and through the actions we take. We manage this impression whenever we are in the presence of other people. We can have several images - the professional one at work, the personal one among friends, at home, etc.

Our image consists of:

- A. External appearance (our figure/body, clothing, hairstyle, etc.),
- B. Style of communicating with others (through words and body language),
- C. Qualifications, skills, experience, own successes, achievements, achievements (e.g. professional, artistic, scientific),
- D. Lifestyle: the quality of our relationships with others, the way we spend our free time (e.g. our interests, music we listen to, books we read), place of residence, material possessions.

Appearance will be discussed in the next chapter of the guide. However, there are a few more aspects worth noting. In addition to the type of clothes we are wearing, for example, colors matter.

Colors affect our behavior, so it is important to choose the right one for our appearance.

**Red** is the color of dominance, attracting attention as well as having a strong emotional impact on us. It communicates such features as rapacity, passion, openness to challenges, passion. It is most often conspicuous, which is why it is considered the most aggressive color. So, it can be used with great caution.

**Blue** is the opposite of red, in our opinion it is the color of peace, it does not arouse bad emotions, but rather trust and self-control. It is also associated with intelligence. It will work great as a color of a shirt / blouse.

**Yellow** is considered the color of joy and warmth (due to its association with the color of the sun and gold). We pay less attention to it than to red, but thanks to its equally good visibility, it can be remembered. As an addition, it will be perfect for people with an optimistic attitude towards life. In a pastel variety, it can also be the color of a blouse or shirt.

**Green** is associated with hope, youth and creativity. It describes people who approach life in a very realistic way. It is also attributed to knowledge, intuition or durability. Good for accessories (e.g. a scarf, jewelry), in pastel variations as the color of shirts or blouses, for women in dark green can also be a jacket.

**Black** is most often associated with sadness and mourning. It is considered a color for people which are individual. It can be associated with seriousness, courage and full professionalism and luxury. In everyday clothing, it is better to stop at shoes or a handbag in this color - it is better to avoid black suits or costumes (variants of this color are better, such as graphite, dark gray, gray).

**White** is associated with coolness and purity. White perfectly neutralizes other colors and rarely occurs without a combination with others. This color symbolizes wisdom, knowledge, good and truth, and rejuvenates. Good as a color for shirts or blouses.

**Pink** can ease fears and growing conflicts; has a soothing effect. In the stereotypical reception, it can be considered a frivolous color and often associated with femininity. Recommended in pastel varieties for blouses or shirts.

**Orange** associated with positive energy and health. It can evoke various emotions because it is made of a combination of two other colors: yellow and red. It symbolizes balance, a sense of security, warmth and independence. In this case, moderation in using it in clothing is also suggested.

**Brown** is the color of stagnation and nostalgia. It does not motivate us to act, it has the opposite effect. It is a symbol of people who do not want to improve their fate but leave it as it is. Therefore, it is worth using it carefully in clothing. Of course, the shade of brown is also important - the brighter, warmer it is, the closer it is to red.

**Navy/ dark blue** will be associated with intelligence, leadership skills, responsibility and self-sufficiency. Perfect for accessories (purse, scarf, jewelry), but it will also work in the color of a suit or suit. In combination with red accessories, it creates a great business image.

## Gestures.

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Our gestures, in addition to verbal communication, are the basis for conveying information to the other person about what we really mean. That is why it is worth using appropriate gestures that will emphasize our image, and avoid those that can spoil it.

What not to do?

- do not cross your arms over your chest, even if it is very comfortable, because such an attitude may be interpreted by some as closed and distrustful;
- do not tap your fingers on the top of the table or desk, do not snap a pen, do not bend papers, do not crack your knuckles, do not bite your nails;
- do not point with one finger (better with the whole hand);
- do not clench your fists - show open hands more often in gestures;
- do not wave your arms excessively;
- do not touch or pat anyone;
- keep your hands away from your face (do not rub your forehead, nose, eyes, scratch your head, etc.);
- if you sit at a table/desk - keep your hands on the tabletop, not under it;
- if you have documents or a briefcase with you - do not cover yourself with them during the conversation.

## Body posture, way of walking.

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The way we move is also part of our self-presentation strategy. It will always work:

- upright silhouette (back),
- even, calm gait - without making small steps and without taking "seven-mile" steps,
- raised head (but without lifting it too high),



- sitting on the entire chair so that your back is always straight (if the backrest of the chair makes you sit almost semi-reclined - do not lean back, sit straight).

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## Facial expressions

The most important thing is a smile. Smiling people are always assessed more positively in the first impression than sad people. Show with your face that you are a rather cheerful person - this will give you some "positive points" to start with. Practice it because sometimes it's hard to smile when you're stressed, and that's often the case in a job interview.

The second important element in the first impression is eye contact. Look your interlocutor in the eye when you greet them and during the conversation. Looking at the interlocutor signals interest, respect for the other person.

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## Words, expressions, phrases.

There are a few rules to follow when meeting an employer for the first time:

- say hello! Say "good morning" - this formula is the safest; avoid greetings "welcome", "good day to you" or similar;
- introduce yourself! Say your name clearly and loudly (in that order); say "my name is (insert your name here)".
- speak not too fast, but loud enough. Use "keywords", i.e. phrases used in a given industry, related to the job for which you are applying;
- always have answers ready for questions like "tell us something about yourself",
- always highlight your assets, strengths, achievements; even if you talk about your flaws, show how you fight them.

# Rules of Savoir Vivre during the job interview.

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*Kindness costs so little and can buy so much.*

— Charles-Maurice de Talleyrand

**Let's do a little test first.**

In the following survey, choose only one answer.

**1. Can I wear a short-sleeved shirt under a jacket for an interview?**

- a. yes
- b. no
- c. only in summer

**2. Can I wear a tie with a short-sleeved shirt to an interview?**

- a. yes
- b. no
- c. sports tie only

**3. A woman in business should not wear long hair:**

- a. true
- b. false
- c. maybe, but they should be fastened

**4. When you enter a job interview, you say hello to the committee and:**

- a. you extend your hand first to greet
- b. you wait for the employer to extend his hand to you in greeting
- c. it doesn't matter who reaches out first

**5. When greeting, the first bows:**

- a. a superior to a subordinate
- b. subordinate to a superior
- c. a better educated person

If you have doubts about the answers to any of the above questions, it is worth reading this chapter of the guide. Here you will find information on how to make yourself known as a person of high personal culture. Knowledge of the rules of *savoir vivre* is one of the basic competences not only in professional but also in personal life. Practicing these principles gives us self-confidence and allows us to behave freely in various situations. After all, good manners are extremely practical - they often give simple, precise answers to complicated matters. What characterizes a well-educated person? Below is a list of the characteristics of such a person. Go through it and see if you have these qualities. If you feel deficiencies somewhere, in this guide you will find many tips on how to develop such qualities in yourself.

## Characteristics of a well-bred person.

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- always takes care of the wardrobe (clothes) and hygiene,
- smiles often,
- is kind and polite,
- is verbal,
- is modest (but knows her strengths),
- is discreet,
- is punctual,
- controls prejudices,
- has the ability to listen,
- controls bad mood,
- controls body language.

This is the basic canon of behavior of a cultured person. In addition, it applies to relations with the employer **Business etiquette**. It concerns such areas as:

- appearance, presence, clothing;
- behavior in special situations, e.g. during greetings, presentations, farewells;
- forms of behavior at work,
- communicating over the phone and on the Internet;
- eating and table manners, e.g. during business meetings.

In the first contact with the employer, i.e. during job interviews, you should take care of the right appearance, behavior and communication.

## Appearance

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Our appearance is one of the elements of communicating who and what we are to the environment. We are visual creatures and pay attention to clothing. The employer will always expect that the external appearance of his employees will confirm and strengthen the company's image, will be its extension. That is why it is important how you dress both for the interview and on the first day at work. Many companies have a dress code, i.e. a specific set of rules regarding the appropriate matching of clothing to the occasion. Sometimes it is very detailed and precise, and sometimes only contractual. For example, in a bank you will meet guidelines on what an employee should look like, and in an IT company, the outfit can be almost completely arbitrary. However, our clothes will always reflect our attitude towards the environment, superiors and co-workers. The way we look is also an element of our self-presentation, i.e. how we want others to evaluate us (e.g. as professional people in their profession, optimistic, wealthy, athletic people, etc.)

### The external appearance consists of:

- a. care for the body and hygiene,
- b. professional dressing style,
- c. body language<sup>3</sup>.

## Body care and hygiene.

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This is the basic element of the external appearance. Well-groomed hair - clean and properly combed. In the case of long hair, it is better to tie or fasten it for the interview (mandatory for men). Women should wear light makeup on their face and nails – one that looks natural. Men should be neatly shaved, and if they wear a beard, it should be well-groomed. It is also worth getting the right fragrance - rather fresh, light scent (we leave the heavier, sweet ones for the evening). Clothing should be clean, ironed and without any tears or damage. Shoes must be cleaned and polished, with well-groomed heels.

## Professional dressing style.

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An interview is a business situation, so it requires a business (professional) dress code. A professional style of dressing is the ability to choose your appearance appropriately to the situation. The rules of savoir vivre in business define different types of clothes - depending on the occasion and time of day. Stands out:

- **sports outfit** (casual) - for unofficial meetings, weekend meetings, conferences;
- **office attire** - for men it is usually a suit or jacket<sup>4</sup>, for women - a costume; clothes should be in subdued colors;
- **official attire** (jacket) - for men it is a dark suit with a tie, for women - formal dresses without a neckline;
- **evening attire** (formal/black tie) – men will wear a tuxedo, tuxedo shirt, bow tie and black patent leather shoes; women, a long dress and obligatory high heels.

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<sup>3</sup> You can read more about this in the chapter "Verbal and non-verbal communication during an interview"

## A business, professional style of dress for women is<sup>4</sup>:

1. Standard costume (skirt or trousers plus a jacket), in subdued colors, e.g. in shades of gray or navy blue, "warm" browns, ashes, dark greens;
2. White or pastel-colored blouse (avoid transparent blouses), buttoned up, without necklines;
3. Tights or stockings (even in summer);
4. Elegant and covered footwear, rather high heels (but selected high heels);
5. Modest jewelry,
6. Accessories: handbag, belt, etc. (selected properly)

## A business, professional style of dress for men is<sup>5</sup>:

1. Suit (jacket plus trousers) in subdued colors, such as shades of grey, graphite or navy blue (it is better to avoid black on a daily basis);
2. Light shirt - white or in one of the pastel shades, always with long sleeves,
3. Tie with classic patterns or subdued patterns, darker than a shirt<sup>6</sup>,
4. High socks in a dark color matching the color of the suit,
5. Covered black shoes (for a dark suit) or full brown shoes (for lighter suits). Very modest jewelry (cufflinks or tie clips, watch),
6. Accessories: briefcase, briefcase for documents, wallet and trinkets.

## Basic polite phrases and forms.

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Meeting your future employer is the time to make a good impression. Knowing the rules of behavior will always come in handy, including:

- knowledge of the official hierarchy,
- knowledge of the rules of titles and introductions,

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<sup>4</sup> More details regarding woman's business look: <https://www.lovetoknow.com/life/style/what-is-professional-business-attire-women>;

<sup>5</sup> More details regarding men's business look: <https://www.placement.com/learn/what-is-business-professional-attire-and-is-it-still-a-thing>;  
<https://ca.indeed.com/career-advice/career-development/business-attire-men>; <https://www.nimble-made.com/blogs/news/business-professional-attire-for-men>

- knowledge of the rules of bowing and shaking hands.

In the professional world, there is only one **division when it comes to hierarchy** (i.e. "who is more important") - superiors (bosses) and subordinates (employees). This division, in turn, is related to the rules of greeting, shaking hands and introducing. The general rule in bowing is that the subordinate bows first (that is, says, for example, "good morning") to the superior. The situation is similar in the case of an interview - the candidate is lower in the hierarchy, so he is the first to greet the potential employer when entering the interview. It is different with shaking hands - here the first hand is extended by the superior to the subordinate. Therefore, if you come for an interview with a potential employer, wait until he shakes your hand in greeting.

**The handshake** should express our self-confidence, so it should be relatively strong (but without exaggeration - we never crush someone's hand).

Make sure your hand is dry and warm. What if the legislator is a woman? Should you kiss her hand in greeting? Absolutely not! In business relationships, we do not kiss hands (or other parts of the body). In business, a handshake is the only permitted touch in a relationship with another person.

Another issue is **introducing yourself** - when we enter the interview, we should say hello and say our name (name and surname). When introducing ourselves, we avoid mentioning our titles (e.g. "I am magister Piotr Nowak" or "My name is count Jann Doe"). If our title is related to the function we have, then our presentation should look like this: "My name is Tomas Krol. I'm a sales manager at company XY" or "My name is Joanne Doe I am the head of the marketing department at XY company", or "My name is Alice Mroz and I am the deputy president of the YZ foundation".

## Netiquette.

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During the pandemic, remote meetings with the employer have become quite common. The same rules apply here as in face-to-face conversation. We should also dress smartly and behave appropriately for a meeting via messenger, an application for online chats. Take care of calmness during the conversation (so that no one from your surroundings will disturb you), dress "from head to toe", check your connection.

The rules also apply to communication by e-mail. When you send a message to an employer, e.g. your CV, remember to:

- always include a subject in the message (e.g. "application for the position of a sales representative", "response to a job offer"),
- start the e-mail with "Dear Ladies and Gentlemen" and not with "hello" or "good morning",
- briefly describe the purpose of contacting us
- end the e-mail with the words "sincerely", "sincerely" and signing your name and surname,
- never send an attachment alone without the content in the e-mail,
- do not make language mistakes (check, read before sending).



# Make your career plan

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A career plan is a list of your career, and the actions you need to take to to achieve them. Career plans will help you to become a strong job candidate.

## Steps to an effective career plan.

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### Identify your options.

Develop your career options list by exploring your interests, skills and values through self-assessment. Narrow your focus by browsing job information, looking for relevant companies that interest you and whether they have open job applications. You can narrow the list even further by taking part in experiences such as tracking, volunteering, and internships.

### Prioritize.

It is not enough to list options and potential actions. You have to set priorities. Set up your importance hierarchy. What are your most important skills? What are you most interested in? What is most important to you?

### Make comparisons.

Compare the most promising career options (choose the best job offers) with a list of priority skills, interests and values. If you already know what is most important to you, you need to determine what job, development path, will best match your hierarchy.

### Consider other factors.

Search deeper. Take into consideration not only personal preferences, but also the needs of the labor market. Check what qualifications are necessary to perform the selected job. Think about whether you have all of them or maybe there is something else you need to work on. Perhaps you need courses or training to get required skills. Will your choices affect you and those around you? Gather information from friends, colleagues, teachers and family members. Consider the potential outcomes and barriers for each final option.

## Set “SMART” Goals.

Now that you’ve identified your career options, develop an action plan to implement this decision. Identify specific, time-bound goals and steps to accomplish your plan. Set short-term goals (to be achieved in one year or less) and long-term goals (to be achieved in one to five years).

**Specific** — Identify your goal clearly and specifically.

**Measurable** — Include clear criteria to determine progress and accomplishment.

**Attainable** — The goal should have a 50 percent or greater chance of success.

**Relevant** — The goal is important and relevant to you.

**Time bound** — Commit to a specific timeframe.

## Create Your Career Action Plan.

It’s important to be realistic about expectations and timelines. Write down specific action steps to take to achieve your goals and help yourself stay organized. Check them off as you complete them, but feel free to amend your career action plan as needed. Your goals and priorities may change, and that’s perfectly okay.

## Find a company which interests you.

Search for a company that fits your plan. Look on the Internet, if something interests you, write down the names of companies. This will be a clue for your Career Advisor, which path you should follow and how best to help you in your choice.

**You have done it all?**

## Meet with a Career Advisor.

If you created your career plan, you have mapped out your skills and experience. You set the hierarchy of priorities and collected the most necessary information, come and meet our Career Advisors. We will help you to improve what you prepared, highlight what else needs to be done.

# Summary.

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Remember!

Only you can create your future. The Career Office is a department that supports students in the job searching process. We will answer your questions, guide you through the way, help you find more companies, advise you, etc. However, your career depends only on you. Your hard work and preparation.

*Tomorrow's successes start with today's small actions.*

**Follow the instructions in this vademecum and design your own success.**