



Youth Exchange

# Employment OpportuNEETy



Sirogojno, Serbia

18.02.2017- 28.02.2017

**Why is this adventure life changing?**

**Do you like to travel and explore a country for more than one week for free?**

**Do you like meeting new people from around the world?**

**Would you like to improve yourself and share experiences?**

**Do you want to gain experience that could add value for your dream job?**

**Are you ready to find love?**



**Erasmus+**

is the European Youth Programme for Education and mobility.

It is divided into two parts:

**1.** Study abroad when you are in college (formal education)

**2.** Youth exchanges and European Voluntary service (EVS)(non-formal education) Everyone can participate in an Erasmus+ adventure in many countries.



The programme supports international cooperation and explores the values of youth work and non-formal learning.

We hope that by participating in Erasmus+, Youth Leaders, Young people and Youth Managers would be able to find connection to our priorities and objectives, such as:

- Learning mobility activities,
- Increasing quality in young work,
- Innovation and employability,
- Creating strong links between EU Programme and policy.



**We hope that together we will create great projects with an impact across the youth sector.**



One of the most important things to find the right job is to know  
There are many ways to do it.

**who you are.**

For example:



You can take a test and find some things about you, that you've never been aware of before. It was invented by Briggs Myers and includes four categories. First category defines you as extravert/introvert, the second one is sensitive/intuitive, the third one is about making decisions by thinking/by feeling, and the last category shows if you are judging/perceiving person:

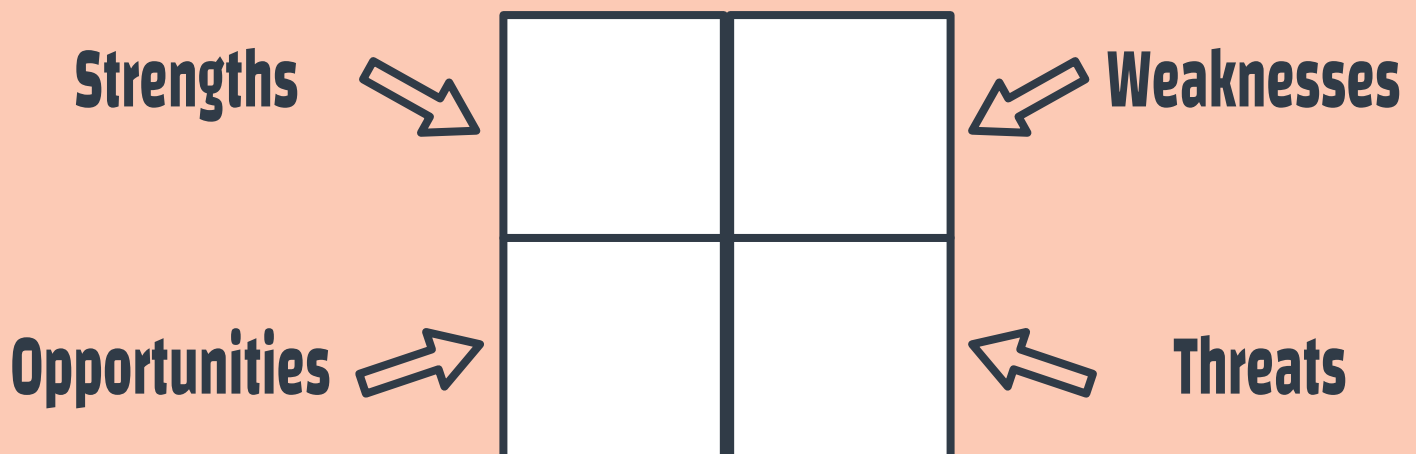
<http://www.my-personality-test.com/personality-type/>

In the conclusion, you can't rely completely on the test, but it could be useful for discovering your personality in wider context.

## What is a 'SWOT Analysis' ?

SWOT analysis is a process that identifies an organization's strengths, weaknesses, opportunities and threats. Specifically, SWOT is a basic, analytical framework that assesses what an entity (usually a business, though it can be used for a place, industry or product) can and cannot do, for factors both internal (the strengths and weaknesses) as well as external (the potential opportunities and threats)

SWOT analysis determines what assists the firm in accomplishing its objectives, and what obstacles must be overcome or minimized to achieve desired results: where the organization is today, and where it may be positioned in the future.



**Strengths** describe what an organization excels at and separates it from the competition: things like a strong brand, loyal customer base, strong balance sheet, unique technology and so on. For example, a hedge fund may have developed a proprietary trading strategy that returns market-beating results; it must then decide how to use those results to attract new investors.

**Weaknesses** stop an organization from performing at its optimum level. They are areas where the business needs to improve to remain competitive: things like higher-than-industry average turnover, high levels of debt, an inadequate supply chain or lack of capital.

**Opportunities** refer to favorable external factors that an organization can use to give it a competitive advantage. For example, a car manufacturer may be able to export its cars into a new market, increasing sales and market share, if tariffs in a country are substantially reduced – the "opportunity" in this case.

**Threats** refer to factors that have the potential to harm an organization. For example, a drought is a threat to a wheat-producing company, as it may destroy or reduce the yield of the crop. Other common threats include things like rising costs for inputs, increasing competition, tight labor supply and so on.

## Communication

Non-verbal communication is about what signals your body language/body posture shows. Here are four do's and don'ts:

### Do's:

- Standing up straight tall (shows self-confidence).
- Chin up (shows that you are present).
- Direct eye contact (shows you are interested and focused).
- Head nodding and slow head nodding (shows you are listening and agreeing).



### Don'ts:

- Sloppy body posture (shows lack of self-confidence).
- Crossed arms (shows you are not interested).
- Conversely clasping or squeezing your hands (shows anxiousness or nervousness).
- Looking down (shows lack of interest).

**Verbal** communication is the use of speech and ways to express yourself verbally. Here are some tips on what you should and should not do:

**Do's:**

- Clarity of speech (intonation and diction).
- Encourage others to participate in your discussion (especially in group work).
- Show warmth and openness.
- Listen carefully and pay attention.

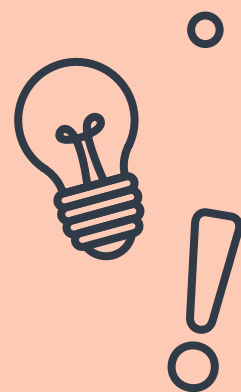
**Don'ts:**

- Do not make any unnecessary sounds when pausing while holding a speech (if you stop while speaking, have a break instead of saying "ehm, ehm, ehm" and then continue).
- Do not speak in the same tone.
- Do not yell.

**A good thing would be to combine both verbal and non-verbal communication in order to express yourself in the best possible way.**

## HOW TO MAKE YOUR CV?

- Have a nice picture with a clear photo
- Write personal information: Name, surname, e-mail, mobile number, date of birth etc.
- Educational background
- Voluntary work
- Soft skills/ personal competences
- Languages
- It skills
- Documents, references, certificates and other diplomas



Another way to make a CV is a Video CV where you rephrase what you wrote in your CV.

- Do it in a creative way
- Be funny
- Be open-minded
- Show your soft skills/ personal competences
- Be optimistic

# Classical questions asked in interviews

One of the most crucial things of getting a job is preparing for the interview. We want to present some classical questions asked in interviews and tips that you can use in order to be more confident in the conversation with the hiring manager.



## 1. "Tell me about yourself"

This question is not as easy as you think. Do not tell your full life story. However, you should keep it simple and specific by telling experiences that are relevant for the job position. Try to include those skills and experiences that you think can be most suitable for the position you are applying for.

## 2. "What do you know about the company?"

Without any doubt, the person who is applying for the job must do a research in advance and explore the main goals and directions of the company to understand the main specifics of the work of the company.

## 3. "What is your motivation to get the job?"

Companies are looking forward to offer the contract for the candidates with passion and interest to get the job. In many cases, this is one of the most important part of the interview. Firstly, have a plan on how to answer the question. Show the employer that you are skilled enough to get this job. This particular position will be one of the most efficient ways to use your skills and knowledge.

## 4. "Why do you think that you are the best candidate for this position?"

You should convince the HR Manager that you are the best candidate for the job because you are well aware of its objectives, goals and culture. You are a good team player and can provide great results.

## 5. Expected salary.

First, there is a need for you to make a research and define the salary that you should be paid for in that specific position. You should show the HR Manager that you are aware of it and that your skills and knowledge are valuable enough to get the high salary. However, it is also needed to show that you are flexible because you want the job, so you are able to negotiate.



# Classical questions asked in interviews

## 6. "What are your strengths and weaknesses?"

For strengths, you should mention your professional skills and show their relevance to the position you are applying for. You should show examples of how you will use them in a professional area. Telling about weaknesses, you should be honest and you should show them that you have some skills that need to be improved. Hence, you may mention that this position will help you become more skilled and develop yourself.

## 7. "Where do you see yourself in 5 year?"

You have to show your hiring manager interest for a long-term career in the company. Employers do not want to invest in a person who will leave that job in a few months. You have to know your possibilities for self-development and you can say that you see yourself in the senior position in that company.

**Brochure developed thanks to cooperation of following partners:**

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