

Become the Perfect Job Applicant

American University of Central Asia

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The Brief ...

“On February 25, 2010, Kuban Ashyrkulov, Executive Director of International Business Council, and Ian Claytor, General Director of The Celestial Mountains Tour Company and Chairman of the IBC Tourism Committee, will deliver a public lecture on trends and peculiarities of the contemporary labour market. ...”

What I was told ...

- A foreign investor,
- ... who may give his opinion on selecting the best candidate for a vacancy,
- ... explain his view on requirements for potential employee, and
- ... provide some recommendations on how to best present for an employer.

Who am I? ... And Why am I here?

- British (English) ...
- Former Teacher ... and
- Trade Union Official
- ... turned Businessman
 - General Director of a tour company
- Came to Kyrgyzstan in 1995
 - ... for one year
 - ... and still here
- Invited today as
 - a businessman, foreign investor and an employer
 - with 15 years experience in Kyrgyzstan,
 - managing a staff of around 70 people,
 - and as a member of the IBC Management Board ...



What are employers looking for?

There are some common features and similarities ... but remember ...

- Every situation is different
- Every job is different
- Every employer is different
- Every applicant is different

Qualifications

- Knowledge
- Skills
- Experience

How do you
show these?

Personal Qualities

- Honesty
- Reliability
- Flexibility
- Initiative
- Ambition
- Presentability
- ...

How do you
show these?

Remember

You have to “sell”
yourself ...

It's like preparing for
an examination ...

AIDA

- **ATTRACT** attention
- **INTEREST** the client
- elicit **DEMAND**
- **ACTION** the request

Preparation is vital!

The Process

- Advert ...
 - Read, Study, Research:
- Application
 - Form ... CV/Resume ... Cover Letter
- Interview
 - The “exam” ... “Be Prepared”
- Appointment

Advert

Read Study

- look for key words and phrases

Research

- the company, the job, the industry, ...

Application

Application Form:

- Job Specific – what the employer wants to know

CV/Resume:

- CV's can be General – an автобиография

Cover Letter:

- Make it Specific – What's NOT in the CV

References and Testimonials:

Interview

Be Punctual

Be Presentable

Prepare Questions ... and Answers

Have Questions to ask

Know your value ... but ... be realistic

Appointment

If you are offered the job ...

- **Accept**, or
- **Decline**

Now you've met the company, the people ...

Consider the offer ... and decide ...

Do you really want the job?

Конец - Fin - The End

Спасибо

За внимание

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