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CAREER DEVELOPMENT GUIDE

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1. THE PURPOSE OF THE GUIDE

The purpose of the career development guide is to provide the necessary information for students of Haxhi Zeka University to choose their career as easy as possible. The guide provides practical ideas on how to choose the right career, how to prepare a CV and effective motivation letter, how they can improve the way they submit themselves to the employer / institution in order to get the job they want, etc.

The objectives of the guide are to inform students about:

- Creating the opportunity for an easier career choice;
- Setting priorities;
- Preparation of CV;
- Motivational letter writing;
- Preparation techniques for a job interview;
- Networking;
- Presentation skills and Self-assessment exercises.

1.1 What is Career Development?

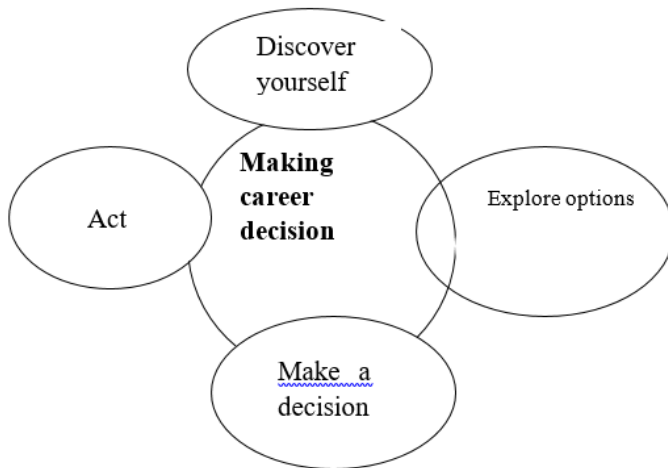
There are many definitions regarding career development by different authors. However, the most used and accepted definition defines career development as a progress and actions undertaken by a particular person throughout his / her life in relation to a particular occupation. Career development describes the ongoing process of a person who manages life, learning, and work during his life. Includes skills and knowledge development that enable individuals to plan and make well-informed decisions about education, training and career choice. It is important to note that career development applies to people of all ages. As young students and professionals we have to consider that career choice is both an option and a responsibility.

A career is a portfolio of projects that:

- You learn new skills;
- Offers you new experiences;
- You develop new skills;
- It expands your peer circle.

2. CREATING THE OPPORTUNITY FOR THE EASIEST CHOICE OF CAREER

2.1 Planning Your Career



2.1.1 Step 1: Discover Yourself

Ask yourself:

- Where am I now?
- Where do I want to be?
- What are my strong points?
- What are my weak points?

The best way to get into the career path that suits you is by knowing yourselves better. This will help you evaluate your options, make clear decisions, and identify the most valuable opportunities.

2.1.2 Step 2: Explore new opportunities

Discovering professional or study opportunities can be an interesting and valuable process. Therefore, the more you ask the better it is for you. Identify and organize opportunities based on how valuable they are for you and how much they will help you focus on making the right decisions.

2.1.3 Step 3: Make e desicion

Making a valid decision comes as a result of an assessment that needs to be made by comparing the opportunities and taking into account your personality, values, interests and expectations.

The final purpose of making a decision is to choose the opportunities that offer you satisfaction and success. Predict potential challenges and obstacles that may arise along the way and adapt to them.

2.1.4 Step 4: Act

An action plan helps you to determine your purpose, and to achieve the necessary steps to cope with the challenges you may face. This will be useful for planning and continuing your studies, looking for work, or continuing your personal development. For each of your options, specify the purpose, the necessary steps, and the potential challenges. Reviewing your action plan from time to time helps you progress further.

3. SETTING THE PURPOSES

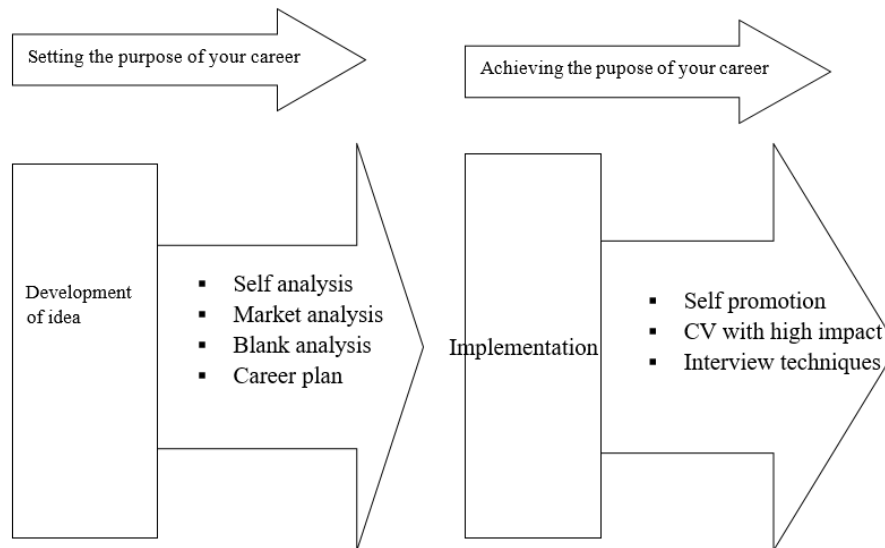
3.1 What makes you special?

- Determine your strengths, values, purposes, and networks.
- Evaluate your favorite work and style of communication.
- How do you determine success?
What do you want to know about?

Think about how you can communicate and present this through:

- Your business card
- Online profile (eg LinkedIn)
- Cv's
- Interview

3.2 Setting and achieving your career purposes



4. PREPARING YOUR CV

4.1 What is a CV?

CV Acronym means the curriculum vitae expression, which means a short story of your life / career. The purpose of using it is to persuade the human resource manager or specialist to call you for an interview where you can more specifically demonstrate your skills and personality.

Adjust your CV – Evaluate the job description and organize the information in your CV to highlight the knowledge, skills and abilities your employer is seeking. Employers spend about 30 seconds to 2 minutes to watch your CV. Make sure your most important experiences attract readers' attention easily.

4.2 What to do and what not to do?

What to do:

- Design your descriptions by focusing on your achievements, using action verbs to show clearly the skills you have been using.
- Try quantifying results in your descriptions, such as: "I developed a marketing campaign that added club membership by 25%
- You need to be correct, without writing mistakes or grammatical errors.
- The writing should be clear and accurate, Use Times New Roman, Arial;
- Avoid using the pronoun "I", and abbreviations.
- Grammar and typography should be perfect.

- Use word of action as planner, organizer, developer;
- Do not write on the front and back of the paper - each page of the CV should be on a special paper. It's good to put your name in the "footer" area so that it appears on every page of the CV.
- Be positive - emphasize your strong points, those that can impress your reader on your CV.

What not to do:

- Do not make margins and font sizes too small: margins not smaller than one inch and letters size not less than 10.
- Do not include personal pronouns (eg me, me, us).
Do not include the physical features in your CV.

4.3 What to include in your CV?

<p>Personal details</p>	<p>Name. Adress. Telephone numbers, E-mail, Webpage links</p>	<p>Professional development</p>	<p>Mention the conferences and contests you have attended. List any specialized training, for example about health and safety, guest lecturers or other jobs you attended.</p>
<p>Education</p>	<p>Sort chronologically starting from the bottom. Refer to projects, research. Emphasize specific interests / achievements. Include the results of what you have learned. Emphasize achievements and responsibilities.</p>	<p>Extra curricular activities</p>	<p>Mention all commitments in clubs and associations. Mention similar activities. Emphasize every role of leadership and responsibilities.</p>

Work experience	Sort chronologically starting from your last experience. Do not put the non-relevant experience. Be specific about your experience.	Skills	Computer skills: Packages you know to use and the level of competence. Languages: level of competence
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There is no single form of CV regulation. The form you choose should present your strengths. You can find different forms of CV on the Internet as well.

For

example: <https://europass.cedefop.europa.eu/documents/curriculum-vitae>

5. HOW TO WRITE A MOTIVATION LETTER FOR A JOB + EXAMPLE

Writing the perfect Motivation Letter for your job application can be a challenging endeavor. Therefore, we created a short guide and a professional example to help you when asking yourself “How to write a Motivation Letter?”

Firstly, make sure to write a dynamic Motivation Letter, since you have on average just 20 seconds to impress the recruiter or employer reading it. Keep your Motivation Letter short and precise, maximum 1 page, preferably a little bit under.

Some formulas can guide you on how to write a perfect Motivation Letter, but remember that each one of them has to be unique for that particular job. It is important NOT to write one that gives the impression that was sent to dozens of other entries.

The most important points to include in your Motivation Letter are:

1. Your name and contact details
2. The name of the company you are applying to and its address
3. Date of sending the application
4. Dear Sir/Madam, (or their name if it is known)
5. Content (this will be explained in more details)
6. Sincerely, (or similar)
7. Signature

How To Structure the Content of Your Motivation Letter?

There are two ways in which you can structure the content in your Motivation Letter

1. Having 3 paragraphs: An Introduction, the Body, and a Conclusion.

2. Having 3 to 7 shorter paragraphs that are concise and express relevant information for the position you are applying for. Try to include between 1 and 3 sentences per paragraph in this format.

Whichever structure you choose, try to focus your content on the following ideas, which will increase the chances of your Motivation Letter being read and getting that long awaited interview:

Step 1: Identify the problem

Firstly, it is important to understand that they are looking for someone to solve a problem or to increase the team. Read all the recent news about the company and find as much as possible why do they have this particular opening. Show in the first part that you are aware of the problem/challenge they are facing to have the recruiter's attention.

Step 2: Offer the solution

You need to offer them the solution, which has to be: YOU. Think about all the skills, achievements, education that makes you the perfect candidate to solve their challenge. Focus on all the awesome benefits they will get by hiring you.

Step 3: Close with confidence

Similar to the opening, the closing part of your Motivation Letter is critical and needs to communicate confidence, proficiency and a high interest towards the company. A great example would be: *"I would love to find out more about the X department/company and how could I help as fast as possible."*

By focusing on these points in your Motivation Letter, you will have already shown them how passionate and hardworking you are without mentioning it.

5.1 An example of Motivational Letter

[Name of employer]

[Address of employer]

[Employer Telephone Number]

Date: [MM/DD/VVVV]

Ref: [Job title that you are applying for or reference number if it is declared]

Dear Mr/Ms

I am writing to apply for the programmer position advertised in the XX As requested, I enclose a completed job application, my certification, my resume and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I have successfully designed, developed and supported live-use applications.
- I strive continually for excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at xxx@gmail.com or by cell phone, xxxxxxxx

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely

6. INTERVIEW

6.1 What is an Interview?

When you split the word 'interview' you get two words, 'inter' and 'view'. This roughly translates to 'between view' or seeing each other. This means that both the groups involved in an interview get to know about one another. An interview can be defined as a gentleman conversation between two people or more where questions are asked to a person to get the required responses or answers. People involved in an interview: Usually two groups or two individuals sit facing each other in an interview. The person asking questions is the interviewer and the person answering the questions is the interviewee.

Objectives of the interview:

So, why are the interviews carried out? In what way does it help the interviewer zero in on the right candidate? Let us find out what are the objectives or goals of an interview.

- It helps to verify the information provided by the candidate. It helps to ascertain the accuracy of provided facts and information about the candidate.
- What the candidate has written in the resume are the main points. What other additional skill set does he have? All these are known by conducting interviews.
- It not only gives the interviewer information about the candidate's technical knowledge but also gives an insight into his much needed creative and analytical skills.
- It helps in establishing the mutual relation between the employee and the company.
- It is useful for the candidate so that he comes to know about his profession, the type of work that is expected from him and he gets to know about the company.
- It is beneficial for the interviewer and the interviewee as individuals, because both of them gain experience, both professionally and personally.
- It helps the candidate assess his skills and know where he lacks and places where he needs improvement.
- It also helps the company build its credentials and image among the employment seeking candidates.

6.2 Twenty tips for great job interviews

Want to ace your next interview and land that **open job** you've been seeking? Here are 20 tips to help you prepare.

1. **Research the industry and company.**

An interviewer may ask how you perceive his company's position in its industry, who the firm's competitors are, what its competitive advantages are, and how it should best go forward. For this reason, avoid trying to thoroughly research a dozen different industries. Focus your job search on just a few industries instead.

2. Clarify your "selling points" and the reasons you want the job.

Prepare to go into every interview with three to five key selling points in mind, such as what makes you the best candidate for the position. Have an example of each selling point prepared ("I have good communication skills. For example, I persuaded an entire group to ..."). And be prepared to tell the interviewer why you want that job – including what interests you about it, what rewards it offers that you find valuable, and what abilities it requires that you possess. If an interviewer doesn't think you're really, really interested in the job, he or she won't give you an offer – no matter how good you are!

3. Anticipate the interviewer's concerns and reservations.

There are always more candidates for positions than there are openings. So interviewers look for ways to screen people out. Put yourself in their shoes and ask yourself why they might not want to hire you ("I don't have this," "I'm not that," etc.). Then prepare your defense: "I know you may be thinking that I might not be the best fit for this position because [their reservation]. But you should know that [reason the interviewer shouldn't be overly concerned]."

4. Prepare for common interview questions.

Every "how to interview" book has a list of a hundred or more "common interview questions." (You might wonder just how long those interviews are if there are that many common questions!) So how do you prepare? Pick any list and think about which questions you're most likely to encounter, given your age and status (about to graduate, looking for a summer internship). Then prepare your answers so you won't have to fumble for them during the actual interview.

5. Line up your questions for the interviewer.

Come to the interview with some intelligent questions for the interviewer that demonstrate your knowledge of the company as well as your serious intent. Interviewers always ask if you have any questions, and no matter what, you should have one or two ready. If you say, "No, not really," he or she may conclude that you're not all that interested in the job or the company. A good all-purpose question is, "If you could design the ideal candidate for this position from the ground up, what would he or she be like?"

If you're having a series of interviews with the same company, you can use some of your prepared questions with each person you meet (for example, "What do you think is the best thing about working here?" and "What kind of person would you most like to see fill this position?") Then, try to think of one or two others during each interview itself.

6. Practice, practice, practice.

It's one thing to come prepared with a mental answer to a question like, "Why should we hire you?" It's another challenge entirely to say it out loud in a confident and convincing way. The first time you try it, you'll sound garbled and confused, no matter how clear your thoughts are in your own mind! Do it another 10 times, and you'll sound a lot smoother and more articulate.

But you shouldn't do your practicing when you're "on stage" with a recruiter; rehearse before you go to the interview. The best way to rehearse? Get two friends and practice interviewing each other in a "round robin": one person acts as the observer and the "interviewee" gets feedback from both the observer and the "interviewer." Go for four or five rounds, switching roles as you go. Another idea (but definitely second-best) is to tape record your answer and then play it back to see where you need to improve. Whatever you do, make sure your practice consists of speaking aloud. Rehearsing your answer in your mind won't cut it.

7. Score a success in the first five minutes.

Some studies indicate that interviewers make up their minds about candidates in the first five minutes of the interview – and then spend the rest of the interview looking for things to confirm that decision! So, what can you do in those five minutes to get through the gate? Come in with energy and enthusiasm, and express your appreciation for the interviewer's time. (Remember: She may be seeing a lot of other candidates that day and may be tired from the flight in. So bring in that energy!)

Also, start off with a positive comment about the company – something like, "I've really been looking forward to this meeting [not "interview"]. I think [the company] is doing great work in [a particular field or project], and I'm really excited by the prospect of being able to contribute."

8. Get on the same side as the interviewer.

Many interviewers view job interviews as adversarial: Candidates are going to try to pry an offer out of the interviewer, and the interviewer's job is to hold onto it. Your job is to transform this "tug of war" into a relationship in which you're both on the same side. You could say something as simple as, "I'm happy to have the chance to learn more about your company and to let you learn more about me, so we can see if this is going to be a good match or not. I always think that the worst thing that can happen is to be hired into a job that's wrong for you – then nobody's happy!"

9. Be assertive and take responsibility for the interview.

Perhaps out of the effort to be polite, some usually assertive candidates become overly passive during job interviews. But politeness doesn't equal passivity. An interview is like any other conversation – it's a dance in which you and a partner move together, both responding to the other. Don't make the mistake of just sitting there waiting for the interviewer to ask you about that Nobel Prize you won. It's your responsibility to make sure he walks away knowing your key selling points.

10. Be ready to handle illegal and inappropriate questions.

Interview questions about your race, age, gender, religion, marital status, and sexual orientation are inappropriate and, in many areas, illegal. Nevertheless, you may get one or more of them. If you do, you have a couple of options. You can simply answer with a question ("I'm not sure how that's relevant to my application"), or you can try to answer "the question behind the question": "I don't know whether I'll decide to have children in the near future, but if you're wondering if I'll be leaving my job for an extended period of time, I can say that I'm very committed to my career and frankly can't imagine giving it up."

11. Make your selling points clear.

If a tree falls in the forest and no one is there to hear it, did it make a sound? More important, if you communicate your selling points during a job interview and the interviewer doesn't get it, did you score? On this question, the answer is clear: No! So, don't bury your selling points in long-winded stories. Instead, tell the interviewer what your selling point is first, then give the example.

12. Think positive.

No one likes a complainer, so don't dwell on negative experiences during an interview. Even if the interviewer asks you point blank, "What courses have you liked least?" or "What did you like least about that previous job?" don't answer the question. Or more specifically, don't answer it as it's been asked. Instead, say something like, "Well, actually I've found something about all of my classes that I've liked. For example, although I found [class] to be very tough, I liked the fact that [positive point about the class]" or "I liked [a previous job] quite a bit, although now I know that I really want to [new job]."

13. Close on a positive note.

If a salesman came to you and demonstrated his product, then thanked you for your time and walked out the door, what did he do wrong? He didn't ask you to buy it! If you get to the end of an interview and think you'd really like that job, ask for it! Tell the interviewer that you'd really, really like the job – that you were excited about it before the interview and are even more excited now, and that you're convinced you'd like to work there. If there are two equally good candidates at the end of the search – you and someone else – the interviewer will think you're more likely to accept the offer, and thus may be more inclined to make an offer to you.

Even better, take what you've learned about yourself from your MyPath career assessment and use it to explain why you think this is the job for you: "I've done some careful career self-assessment, and I know that I'm most interested in [one or two of your most important career interest themes], and – correct me if I'm wrong – it seems that this position would allow me to express those interests. I also know that I'm most motivated by [two or three of your most important motivators from your MyPath assessment], and I have the sense that if I do well, I could get those rewards in this position.

Finally, I know that my strongest abilities are [two or three of your strongest abilities from your MyPath assessment], and I see those as being the abilities you most need for this position." If you follow this tip, you'll be (a) asking for the job, (b) explaining why you think it's a good match, (c) displaying your thoughtfulness and maturity, and (d) further disarming the tug-of-war dynamic that interviewers anticipate. You'll be making the strongest possible "close" – and that's worth a lot!

14. Bring a copy of your resume to every interview.

Have a copy of your resume with you when you go to every interview. If the interviewer has misplaced his or her copy, you'll save a lot of time (and embarrassment on the interviewer's part) if you can just pull your extra copy out and hand it over.

15. Don't worry about sounding "canned".

Some people are concerned that if they rehearse their answers, they'll sound "canned" (or overly polished or glib) during the interview. Don't worry. If you're well prepared, you'll sound smooth

and articulate, not canned. And if you're not so well prepared, the anxiety of the situation will eliminate any "canned" quality.

16. Make the most of the "Tell me about yourself" question.

Many interviewers begin interviews with this question. So how should you respond? You can go into a story about where you were born, what your parents do, how many brothers and sisters and dogs and cats you have, and that's okay. But would you rather have the interviewer writing down what kind of dog you have – or why the company should hire you?

Consider responding to this question with something like: "Well, obviously I could tell you about lots of things, and if I'm missing what you want, please let me know. But the three things I think are most important for you to know about me are [your selling points]. I can expand on those a little if you'd like." Interviewers will always say, "Sure, go ahead." Then you say, "Well, regarding the first point, [give your example]. And when I was working for [company], I [example of another selling point]." Etc. This strategy enables you to focus the first 10-15 minutes of the interview on all of your key selling points. The "Tell me about yourself" question is a golden opportunity. Don't miss it!

17. Speak the right body language.

Dress appropriately, make eye contact, give a firm handshake, have good posture, speak clearly, and don't wear perfume or cologne! Sometimes interview locations are small rooms that may lack good air circulation. You want the interviewer paying attention to your job qualifications -- not passing out because you've come in wearing Chanel No. 5 and the candidate before you was doused with Brut, and the two have mixed to form a poisonous gas that results in you not getting an offer!

18. Be ready for "behavior-based" interviews".

One of the most common interview styles today is to ask people to describe experiences they have had that demonstrate behaviors that the company thinks are important for a particular position. You might be asked to talk about a time when you made an unpopular decision, displayed a high level of persistence, or made a decision under time pressure and with limited information, for example.

Step 1 is to anticipate the behaviors this hiring manager is likely to be looking for. Step 2 is to identify at least one example of when you demonstrated each behavior. Step 3 is to prepare a story for each example. Many people recommend using SAR (Situation-Action-Result) as a model for the story. Step 4 is to practice telling the story. Also, make sure to review your resume before the interview with this kind of format in mind; this can help you to remember examples of behaviors you may not have anticipated in advance.

19. Send thank-you notes.

Write a thank-you note after every interview. Type each note on paper or send them by email, depending on the interviewers' preferences. Customize your notes by referring specifically to what you and the interviewer discussed; for example, "I was particularly excited about [or interested by, or glad to hear] what you said about ..." Handwritten notes *might* be better if you're thanking a personal contact for helping you in your job search, or if the company you're interviewing with

is based in Europe. Whatever method you choose, notes should be sent within 48 hours of the interview.

To write a good thank-you note, you'll need to take time after each interview to jot down a few things about what the interviewer said. Also, write down what you could have done better in the interview, and make adjustments before you head off for your next interview.

20. Don't give up!

If you've had a bad interview for a job that you truly think would be a great fit for you (not just something you want badly), don't give up! Write a note, send an email, or call the interviewer to let him or her know that you think you did a poor job of communicating why you think this job would be a good match. Reiterate what you have to offer the company, and say that you'd like an opportunity to contribute. Whether this strategy will get you a job offer depends on the company and on you. But one thing's for sure: If you don't try, your chances are exactly zero. We've seen this approach work on numerous occasions, and we encourage you to give it that last shot.

6.3 How to dress for an interview?

- Choose the color of the dress that does not flaunt, combine it with a fit shirt or blouse together;
- Do not overdo it with perfume and makeup;
- Do not put a lot of jewelry;
- Wear the shoes of a normal model (women should not wear shoes with a very high heel).

6.4 Top 10 Job Interview Questions and Best Answers

Are you ready to ace your upcoming job interview? It's important to be prepared to respond effectively to the questions that employers typically ask in an interview. Since these job interview questions are so common, hiring managers will expect you to be able to answer them smoothly and without hesitation.

You don't need to memorize all of your answers, but do think about what you're going to say so you're not put on the spot during the job interview. Your responses will be stronger if you prepare in advance, know what to expect during the interview, and have a sense of what you want to focus on during your interview. Even if you aren't able to recall the specifics of the answers you planned, simply knowing that you prepared will boost your confidence during the interview, help you minimize interview stress, and help you feel more at ease.

Top Ten Interview Questions and Best Answers

Review the top ten questions you'll most likely be asked at a job interview, plus examples of the best answers. Also, be sure to review the bonus questions at the end of the article, so you're prepared for some of the more challenging questions that may come up during the interview.

1. Tell me about yourself.

This is one of the first questions you are likely to be asked. Be prepared to talk about yourself, and why you're an excellent fit for the job. Try to answer questions about yourself without giving out too much, or too little, personal information. You can start by sharing some of your personal interests and experiences that don't relate directly to work, such as a favorite hobby or a brief account of where you grew up, your education, and what motivates you. You can even share some fun facts and showcase your personality to make the interview a little more interesting.

If it feels daunting to generate this information from scratch, you can rely on a simple formula to construct your answer. The '*present-past-future*' formula is a way to share key background points while ending on a high note. Begin with a brief overview of where you are now (which could include your current job along with a reference to a personal hobby or passion), reference how you got to where you are (here you could mention education, or an important experience such as a past job, internship or volunteer experience) and then finish by touching on a goal for the future. Bonus points if you're able to identify how the position you're applying for aligns with how you envision your future.

No matter how you choose to respond, write out your answer in advance and then read it aloud to ensure it sounds natural. Try to keep it short and sweet, as you don't want to come across as the type of person who endlessly drones on about themselves.

2. Why should we hire you?

Are you the best candidate for the job? Be prepared to say why you're the applicant who should be hired. This is not the time to be modest (although neither should you be conceited). Make your response a confident, concise, focused sales pitch that explains what you have to offer the employer, and why you should get the job. This is another good time to review the qualifications and the requirements in the job listing, so you can craft a response that aligns with what the interviewer is looking for.

3. What is your greatest strength?

This is one of the questions that employers almost always ask. When you are asked about your greatest strengths, it's important to discuss the attributes that will qualify you for the specific job and set you apart from the other candidates. Take the time before the job interview to make matches between your qualifications and the requirements as stated in the job announcement. This way, you will have examples ready at hand to demonstrate your suitability for the job.

It can be helpful to remember the tip "show, don't tell." For example, rather than stating that you are an excellent problem solver, instead tell a story that demonstrates this, ideally drawing on an anecdote from your professional experience.

4. What is your greatest weakness?

Another typical question interviewers will ask is about your weaknesses. Do your best to frame your answers around positive aspects of your skills and abilities as an employee, turning seeming "weaknesses" into strengths. For example, you might say something like, "I've always struggled with perfectionism – I truly want to do the job correctly the first time, but this sometimes means

that I devote more time to a project than is necessary. I've learned to balance this drive with the equally important responsibility of meeting deadlines.”

You can also share examples of skills you have improved, providing specific instances of how you have recognized a weakness and taken steps to improve yourself.

5. Why are you leaving or why have you left your job?

When asked about why you are moving on from your current position, stick with the facts, be direct, and focus your interview answer on the future, especially if your leaving wasn't under the best of circumstances. Always try to put a positive slant on your response; it's better to give the impression that you're more motivated by the possibility of new opportunities than by trying to escape a bad situation. In addition, it's important to avoid bashing your current organization, colleagues or supervisor.

An employer is not likely to want to bring on someone who talks negatively about a company.

6. What are your salary expectations?

What are you looking for in terms of salary? It seems like a simple question, but your answer can knock you out of the contest for the job if you overprice yourself. If you underprice yourself, you may get shortchanged with a lower offer. Review the best way to answer questions about salary so you get the fair pay that you deserve.

7. Why do you want this job?

This question gives you an opportunity to show the interviewer what you know about the job and the company, so take the time before the interview to thoroughly research the company and its products or services, company culture, and mission. Be specific about what makes you a good fit for this role, and mention aspects of the company and position that appeal to you the most.

8. How do you handle stress and pressure?

What do you do when things don't go smoothly at work? How do you deal with difficult situations? What do you do when something goes wrong? The best way to respond to this question is to give an example of how you have successfully handled stress in a previous job.

Avoid claiming that you never, or rarely, experience stress. Not only is this difficult to believe, but it could also lead the interviewer to conclude that you've only worked in low-pressure environments and therefore aren't equipped to handle a difficult situation. Rather, formulate your answer in a way that acknowledges workplace stress and explains how you've overcome it, or even used it to your advantage.

9. Describe a difficult work situation or project and how you overcame it.

The interviewer wants to know what you do when you face a difficult decision. As with the question about stress, be prepared to share an example of what you did in a tough situation. It's important to share details around this example in order to make the story believable and engaging. That being said, avoid talking negatively, or extensively, about other people. This can detract from what the interviewer really wants to know about, which is how *you* can successfully perform in a challenging situation.

10. What are your goals for the future?

This question is designed to find out if you're going to stick around or move on as soon as you find a better opportunity. Keep your answer focused on the job and the company you're interviewing with, and reiterate to the interviewer that the position aligns with your long-term goals.

Questions to Ask the Interviewer

At the close of the interview, most interviewers ask whether you have any questions about the job or company. If you don't have any questions, this can make it seem like you are apathetic about the opportunity. So, it's always a good idea to have a list of questions ready to ask and to be prepared to discuss them.

Bonus Questions

Here are some related questions you may be asked during a job interview that will require some thought to answer. Consider how you'd respond, so you're as prepared as possible to answer the hiring manager's questions.

- How do you handle success?
- How do you handle failure?
- Do you work well with other people?
- What can you do better for us than the other applicants?

What else will the hiring manager ask? Review more common job interview questions, plus see sample answers you can use to practice for a job interview. You can also expect to be asked about how you would respond to a specific work-related situation. Here's a list of examples of these behavioral interview questions you may be asked.

What shouldn't the interviewer ask? There are some interview questions that hiring managers should not ask during a job interview for legal reasons. Here are questions that shouldn't be asked, with advice on how to diplomatically respond.

7. NETWORKING

7.1 What is networking?

Networking, relates to the search for work that means, about people in a field or organization in which you want to work, to look for information, not for a job. Networking involves informational interviewing, is equivalent to jobseekers as market research.

It is essential to learn about the fields and work functions, the skills they are looking for, jobs that are not publicly advertised, ways to enter a certain area, and internal information about the culture and expectations of a particular organization.

Consider that all kinds of professional people outside the business community can also be very useful contacts of the business network. Some of the links are not business people, and as a consequence you have to create tire achievements.

7.2 Ten Essential Principles

1. Speech on elevator	Describe yourself impressively
2. Be different	Make yourself special. Be the best at everything.
3. Help others	Help others and you will be helped.
4. Personal Integrity	Integrity, trust and reputation are essential for networking creation.
5. Relevant targeting	Groups and contacts important to your goals and abilities.
6. Planes and purposes	Plan your network - and know what you want.
7. Follow	By following meetings and recommendations you have more opportunities for employment.
8. Be positive	Be a positive influence over everyone and everything.
9. Focused and lasting efforts	Be focused- and always ready.
10. Balance your life	Being balanced build safety.

8. PRESENTATION SKILLS

8.1 Four presentation P

- Planification;
- Preparation;
- Practice;
- Presentation.

8.2 Essential elements for a good presentation:

- Good structuring and processing of the topic you will be introducing;
- Presentation is both art and science. Voice is an important tool.
- Good speakers listen to the audience;
- The main enemy of a speaker / presenter is tension (relax in different ways if you notice that you are tense before the presentation);
- Create space for questions;
- Avoid inappropriate gestures;
- Dress normal, no matter what.

8.3 Tips and techniques for a better presentation:

- Do not read printed materials;
- Avoid unprofessional appearances;
- Use the electronic slide show indicator;

- Do not bend too long in front of your audience;
- Speak loudly and clearly;
- Pause in punctuation;
- Do not use multicolored slides;
- Learn participants' names as soon as possible;
- Tell the audience how to address you;
- Listen carefully to any comment and opinion about the presentation;
- You can move around the room during the presentation;
- List and discuss objectives at the beginning of the presentation;
- Change techniques;
- Usually you have to be the first to enter and the last that comes out of the presentation room;
- Duration of the presentation: better finish earlier than hurry to the end.
- Verbal communication can not be learned, but a good teacher knows how to show the right and the best way.

8.4 Some of programs you can make your perenation with:

- MicrosoftOffice PowerPoint
- Prezi
- SlideRocet
- 280 slides
- PowToon
- Google Docs

9. SELFEMPLOYMENT

To start a business requires good management skills, many initiatives, leadership and determination. Below you will find resources that will give you the information you need:

<https://mti.rks-gov.net/>

<https://arbk.rks-gov.net/>

<http://masht.rks-gov.net/agjencia-per-aftesim-profesional-dhe-per-te-rritur-e-kosoves>

<https://www.min-rks.net/>

9.1 Employment Portals

- <https://www.portalpune.com/>
- <https://gjirafa.com/Top/Pune>
- <https://www.burimenjerezore.com/>
- <https://puna.telegrafi.com/>
- <http://www.kosovajob.com/>

9.2 Career Development

Experience abroad can increase your employment prospects because employers know that you have more knowledge about international relations, at least about where you lived a language of these countries. So if you prefer to work or study abroad, you should start looking and researching the resources that these opportunities offer you, as this planning as a process takes its time.

To be informed about various university or postgraduate exchange programs for Kosovo's citizens, please visit the following websites:

- Contact Education USA Kosovo to learn more about financial opportunities for scholarships and scholarships in the United States by visiting:

- <https://educationusa.state.gov/centers/american-advising-center-kosovo>
- Fulbright Student Program: <https://fulbright.org/kosovo/>
- For studies in Germany“Deutscher Akademischer Austausch Dienst,, (DAAD):
<https://www.daad.org/en/>
- For studies in UK: info@kipea.co.uk www.kipea.co.uk
- For studies in France: <https://www.campusfrance.org/en/index.htm>
- <http://erasmuspluskosovo.org/>

Also on the university's web site, on the official facebook page of the University and the Career Development Center, announcements on scholarships, internships and employment opportunities are published continuously.

UHZ Career Development Center offers the following services:

- How to prepare a Motivation Letter?
- Developing skills for a job interview
- Advice on application in projects and grants
- Preparation of the application file for scholarships

Also, the CDC organizes various activities in order to provide support for the career development of students and UHZ graduates, organizes various activities such as trainings, workshops, lectures and various discussions. The CDC organizes Career Fair, Welcome Week, Promotional Days, Information Days, Career Orientation Week, etc.

10. VERIFICATION EXERCISES

Verification exercises that help you identify:

- Individual interests;
- Job assessment;
- Managerial skills;
- Personality features.

Table No.1

INTEREST ASSESSMENT				
<p>Students, the following exercise "Communication and Interpersonal Relations" presents a list of interests through which you can identify your individual interests and determine your academic and professional objectives in the future. Choose the rating that best suits your interests.</p>				
STUDENT:				
4 – much interest		3 – interest		
2 – little interest		1 – disinterest		
4	3	2	1	Make relationships with people;
4	3	2	1	Meet new people;
4	3	2	1	Exchange ideas;
4	3	2	1	Express yourself by talking and communicating;
4	3	2	1	Work on Human Resources;
4	3	2	1	Be part of various events
4	3	2	1	Lead an association or a club
4	3	2	1	Be informed about a lot of topics.
4	3	2	1	Help people on your own initiative;
4	3	2	1	Comfort people in certain cases;
4	3	2	1	Work on political field
4	3	2	1	Act as spokesperson for the public presentation of a particular group;
4	3	2	1	Organize a fundraising campaign;
4	3	2	1	Teach
4	3	2	1	Work on linguistic field
4	3	2	1	Communicate on telephone
4	3	2	1	Analyze thoughts and feelings of people;
4	3	2	1	Work on aesthetics field;
4	3	2	1	Convince and have influence on people
4	3	2	1	Guide and organize
4	3	2	1	Speak in public

Summary of my interests
Referring to your selection in the table above, what are your highest interests?
1/
2/
3/
Referring to your selection in the table above, what are your lowest interests? Send feedback
1/
2/
3/

Table Nr.2

ASSESSMENT OF JOB		
<p>Students, in this exercise, will make an assessment of personal thinking about what is positive and what is negative in a particular job position. In Table 2, sort by counting your selection by letter. Choose the rating that best suits your thoughts.</p>		
Student:		
I want/ like	I don't want/ don't like	
		R – People's respect is important to me in the workplace.
		P - For me, the workplace is important.
		R - The position of the job is important.
		L - I need to consider me a leader in the workplace
		L - I want to be responsible for everything I do.
		L - I like to watch over people while doing their job.
		L - I want responsibility for planning and organization.

		M - It is important for me to have as much income as possible in a certain job.
		M - I believe my family needs technology and the latest equipment that can be found on the market.
		M - Material aspects have a great importance to me.
		M - I always want to drive a new car.
		C - I like to try creative ideas in the workplace.
		C - Work becomes monotonous, easily.
		C - I'm looking for new challenges in everything I do.
		C - I want to know which are my daily obligation;
		T - I want to work with other people;
		T - Usually with teamwork, my work is easier.
		T - I want to work with people who think like me.
		T - I usually do the job better when someone helps me.
		A - When I do any assignment, I feel I need to do better.
		A - I want to learn from the new duties at each job I can have.
		A - I stop at certain jobs until I feel that I have a challenge.
		A - I want to enrich my workplace.

		H -. I want to help my colleague in certain tasks.
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		H – I feel good when i can help someone;
		H - I would like to help other students with inferior skills and knowledge.
		I – I want to do my duty in my own way, at home and school
		I - I do not easily take orders from teachers, parents.
		V - Kam dëshirë vendet e punës në të cilat mund të kem detyra të ndryshme.
		V - I would like to finish projects at the university with other students.
		V - I wish the variety in learning a subject.
		V - Different jobs attract me.
		G – I want to take risks.
		G - I want to have a job that will take risks.
		G - I want to do a job that no one else does.
		G - I like workplaces with challenges.
Your Job	I want/like	I don't want/don't like
R		
L		
M		
C		
T		

A		
H		
I		

G		
V		
Results of the table above		
I can ask for a job		
H = Helping - Many points in the column "I want / I like" show that you have to look for a job in which you could help your colleagues and people in general.		
R = Recognition - Many points in the column "I WANT / LOVE" show that you have to work in an environment that gives your gratitude for your merits and that special importance for you has its position and function.		
T = Teamwork - Many points in the column "I want / I like" show that you like teamwork.		
V = Variety - many points in the column "I want / I like" show that you want variety and that you have to look for jobs that will allow you to perform various tasks		
I can not ask for a job where		
M = Money - Many points in the column "I Do not Want / Do not Like" show that you can be motivated in different ways in the workplace and money is not always your only motive.		
C = Creativity - Many points in the column "I do not want / do not like," show that creativity for you is not so important when looking for work.		
G = Gamble - Many points in the column "I Do not Want / Do not Like" indicate that you must avoid job challenges that involve venture capitalists.		

Table Nr.3

MANAGEMENT SKILLS	
Students, the following exercise "My Skills and Tendencies Assessment" provides a list of skills that will help you identify your job skills. According to the following rating scale, round the degree of importance you give each skill. Choose the rating that best suits your skills	
STUDENTI:	
4 – very good	3 – good enough

2 – not so good				1 – bad
4	3	2	1	Manage Human Resources, Programs and Activities;
4	3	2	1	Prepare the budget
4	3	2	1	Classify information;
4	3	2	1	Coordinate people, events and tasks;
4	3	2	1	Make decisions and use strategies;
4	3	2	1	To delegate duties and responsibilities;
4	3	2	1	Evaluate performance, data and results
4	3	2	1	Manage the group;
4	3	2	1	Manage staff and activities;
4	3	2	1	Organize staff and events;
4	3	2	1	Plan, set goals and budget;
4	3	2	1	Take notes
4	3	2	1	Train people;
4	3	2	1	Work on commissions
4	3	2	1	Demonstrate leadership skills;
4	3	2	1	Pay attention and care;
4	3	2	1	Make financial transactions;
4	3	2	1	Plan and manage time;
4	3	2	1	Work under pressure;
4	3	2	1	Formulate policies and procedures;
4	3	2	1	Select problems;
4	3	2	1	Have a good memory to manage facts, figures, and people;
4	3	2	1	Ask for answers
4	3	2	1	Create priorities

Skills and Tendering Overview

Referring to your selection in the table above, list what are your strongest skills?

1/

2/

3/

Referring to your selection in the table above, list what are your worst skills?

1/
2/
3/
Referring to your selection in the table above, list what are the skills you want to develop?
1/
2/
3/

Table No.4

PERSONALITY				
<p>Students, the following exercise "Assessing My Personality Features" presents a list of personality features that will help you identify the features of your personality. Below the table below, evaluate your level of similarity with each personality feature. Choose the rating that best suits your personality traits.</p>				
STUDENTI:				
4 – very similar			3 – similar	
2 – a bit similar			1 – not similar	
4	3	2	1	analytic
4	3	2	1	Energetic
4	3	2	1	set
4	3	2	1	Impulsive
4	3	2	1	Logical
4	3	2	1	Careful
4	3	2	1	Conventional
4	3	2	1	Cooperative
4	3	2	1	Conscious
4	3	2	1	Creator
4	3	2	1	Criticaster
4	3	2	1	Brave
4	3	2	1	Dominant
4	3	2	1	Efficient

4	3	2	1	Explorer
4	3	2	1	Realistic
4	3	2	1	entrepreneur
4	3	2	1	Artist
4	3	2	1	Emotional
4	3	2	1	Tolerant
4	3	2	1	Trusted
4	3	2	1	Systematic
Describe the 5 features that you value most in your personality?				

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- Udhëzues i karrierës suaj/ <http://www.duapune.com>
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