Career Planning and Development - for Postgraduates (Taught) -

September 2012
Career Planning and Development

Agenda

• Career Planning and Development Centre
• Job Market in Hong Kong
• Career Planning
  – U-Life Planning
  – Career Planning via Self Exploration
• Job Hunting Tips
  – Recruitment Calendar
  – Online Tools
  – Events to prepare for your career
• Special notes for Non-local Students
• Contact Information
• Q & A
Career Planning and Development Organization
Career Planning and Development

Mission of CPDC

To be a professional careers team in providing quality services to enhance students' employability and foster their future career development.
Career Planning and Development

Services of CPDC:

(I) Organizing Career Guidance and Enrichment Programmes

- Seminars, job expositions, firm visits, Career Mentorship Programme, workshops, etc.
- Usually hosted by senior executives, seasoned professionals and alumni from various industries
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Services of CPDC:
(II) Providing Students with Job Information and Placement Services

- Provide students with full-time, part-time and summer job information through the following websites:
  - CU Job Link
    https://cpdc.osa.cuhk.edu.hk/student/login
  - Joint Institution Job Information System (JIJIS)
    http://www.jijis.org.hk
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Services of CPDC:
(III) Supporting Employers with their Recruitment Exercises

• Arrange recruitment talks, on-campus aptitude tests and interviews
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Services of CPDC:
(IV) Organizing Summer Internship Programmes

- Coordinate with various organizations to offer overseas, mainland and local internship opportunities to students
Career Planning and Development

Services of CPDC:

(V) Providing Career Counselling Services and Updated Job Market Information

• Individual or small group career counselling
• Online career planning tools, e.g. Careers E-coach
• Careers Fair
• Online Market Information, e.g. Vault Online Career Library
Career Planning and Development

Services of CPDC:

(VI) Making Available Aptitude and Personality Tests for Students

- Cooperate with well-known test providers in making aptitude and personality tests available to students, e.g. [http://targetjobs.co.uk/careers-report](http://targetjobs.co.uk/careers-report)
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Services of CPDC:
(VII) Conducting and Reporting on the Graduate Employment Survey

Career Planning and Development

Website of CPDC: http://cpdc.osa.cuhk.edu.hk/
Career Planning and Development
Website of CPDC: Front Page
Career Planning and Development
Website of CPDC: Information Highlight
Career Planning and Development
Website of CPDC: Info. for Non-local Students

Toolkit for Non-local Students - Working in Hong Kong

This toolkit is designed to serve as a general reference addressing the key areas that non-local students should pay attention to, prepare for and comply with when they seek job opportunities in Hong Kong. Information in this toolkit is drawn from various sources and relevant websites. As information may change from time to time, you are advised to refer to relevant official sources and websites regularly for updates.

We wish you every success in job hunting, rewarding work experience and a fulfilling life in Hong Kong.

Contents of the Toolkit

A. Conditions of Stay

B. Employment Policy for Non-local Students in Hong Kong
   - 1. Eligibility of Non-local Students to Take Up Employment in Hong Kong
   - 2. Important Notes for Non-local Students Taking Up Employment
Career Planning and Development
Website of CPDC: Quick Links
HK jobless rate holds as employed hit high

Netalie Cai
Friday, July 20, 2012

The jobless rate in Hong Kong for April to June remained unchanged from 3.2 percent in March-May, staying below the 3.3 percent forecast.

Total employment grew further by around 8,800 to a record high of 3.7 million in the latest three-month period, Census and Statistics Department data released yesterday show.

A significant drop in unemployed numbers was seen in the construction and manufacturing sectors. However, the food and beverages sector lost more staff on overwork complaints and the professional and business services witnessed a brain drain.

"More and more labor in the food and beverage industries left their position due to the long working hours," said Daniel Chan Po-ming, chief economist at BWC Capital, adding: "Foreign trade and banking sectors continued to cut head count amid unsatisfactory global conditions."

But infrastructure projects, including the Hong Kong-Macau-Zhuhai bridge and the MTR South Island Line, continued to attract talent, Chan said.

The latest underemployment rate also mirrored March-May data, remaining at 1.4 percent.

Secretary for Labour and Welfare Matthew Cheung Kin-chung warned that the employment situation in the next few months will depend on market conditions, with graduates and school leavers expected to boost labor supply.

However, HSBC Greater China economist Donna Kwok said: "The labor market remains tight and, in the near term at least, hiring attitudes among businesses remain positive."

(Source: The Standard (20.7.2012) )
Job Market in Hong Kong
Employment Survey of 2011 Graduates (Higher Degree Programmes)

- Employment status:

(Source: Employment Survey of 2011 Graduates, CUHK)
Job Market in Hong Kong

Employment Survey of 2011 Graduates (Higher Degree Programmes)

- Key career fields
  - Scientific / Research Work : 28.1%
  - Teaching : 15.2%
  - Information Technology : 8.0%
  - Public Relations / Mass Communication : 5.8%
  - Administration / Management : 5.7%

(Source: Employment Survey of 2011 Graduates, CUHK)
Job Market in Hong Kong
Employment Survey of 2011 Graduates (Higher Degree Programmes)

• Job search process:
  – Average no. of applications sent out : 19
  – Average no. of first interviews attended : 5
  – Average no. of offers received : 2

• Monthly salary:
  – Median : HKD17,000
  – Average : HKD19,202

(Source: Employment Survey of 2011 Graduates, CUHK)
Job Market in Hong Kong
Employment Survey of 2011 Graduates (Higher Degree Programmes)

• Further studies – by location of study:
  – Hong Kong : 83.4%
  – US : 8.3%
  – UK : 3.4%
  – Canada : 2.1%
  – Japan : 1.4%
  – Others : 1.4%

(Source: Employment Survey of 2011 Graduates, CUHK)
Career Planning
U-Life Planning

1. Understand the Recruitment Cycle
2. Join Career Education Programmes
3. Research your Interest and Career
4. Enhance Language Skills
5. Prepare a Set of Proper Cover Letter and Résumé
Career Planning
Career Planning via Self Exploration
Career Planning

Career Planning via Self Exploration

“...you must truly understand yourself in order to make the right choice...”

It is common to feel frustrated when there seems to be a lot of career options laid in front of your doorstep, and yet not knowing which would be the one that brings out the potential in you.

A very practical method is to
- sit down and
- list out your credentials and interest on a paper and
- do a self-reflection exercise.

Ask yourself genuinely who you really are as a person and the core value of yourself.

Download a copy of the Career Planning Handbook and let us complete it together.
Job Hunting Tips

Recruitment Calendar
Job Hunting Tips
Online Tools – Tips on CV and Cover Letter

What You Should Know About Résumé

Interactive Exercise
Try to point out the mistakes that can be avoided and improved in this

Peter Chan
Address: Flat A, 12/F, Goodview Garden, Hong Kong
Mobile Number: 9000 0000

JOB OBJECTIVE
Banking and Finance

PROFESSIONAL EXPERIENCE
Summer Internship 2009
Settlement Department
Central Bank
• Filed the documents for the department
• Prepared daily and weekly reports
• Answered phone call for the department
Part-time Tutor 2008 – 2010
• Developed interactive learning exercises to boost student’s learning initiatives

The objective is not specific enough to make Peter’s career objective clear.
Job Hunting Tips
Online Tools – Tips on CV and Cover Letter

Tips:

Tailor a covering letter for each company and each position that you are applying for. Do not send a standard one for every job.
Job Hunting Tips
Online Tools – Tips on Interview

During the Interview

- If you are alone in the interview room, you should choose to sit opposite to the door, so that you can stand up to greet the interviewer the moment they come into the room.

- Mind your posture, gesture and facial expression.
  - Sit properly and place both hands comfortably on your thighs or on the table.
  - A nod or a smile at the right time helps suggest that you are attentive to the conversation, but do not act over.

- Always have eye contact with the interviewers to show your sincerity and confidence.

- Listen and digest carefully before answering a question. Keep your answer precise and concise.
## Job Hunting Tips

### Events to Prepare for your Career (CPDC Calendar)

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<thead>
<tr>
<th>Guidance programmes</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
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<th>May</th>
<th>Jun</th>
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<th>Aug</th>
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<tbody>
<tr>
<td>Various guidance programmes include Graduate Orientation Programme, Meeting the Senior Executive/Leaders sessions, Meeting the Professionals/Alumni sessions, Career Seminars, Job Application Writing Workshops, Image Grooming Workshops, Mock Interview Workshops, etc. throughout the year.</td>
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### Global Internship Programme

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<tr>
<th>Evaluation</th>
<th>Certificate Presentation Ceremony</th>
<th>Campus Briefings on Offshore Internship Programmes</th>
<th>Recruitment</th>
<th>Selection Interview</th>
<th>Job matching / company selection / offer</th>
<th>Internship exposure</th>
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<tr>
<td>Accounting / Banking / Financial Services</td>
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<td>Government-related / Public Utilities</td>
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<td>Management Consulting</td>
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<td>Conglomerates / Fast Moving Consumer Goods / Property</td>
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<td>Telecom / Communications / IT</td>
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<tr>
<td>Airlines / Logistics / Engineering / Manufacturing / Pharmaceuticals</td>
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### On-campus recruitment events for graduate jobs

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### Careers Fair

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<tr>
<th>CUHK Mentorship Programme</th>
<th>Mentorship and enrichment programmes</th>
<th>Summer jobs / internships</th>
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<tbody>
<tr>
<td>Quarterly reporting</td>
<td>Police programmes • Auxiliary Police (Undergraduates) Scheme (AUS) • Police Mentorship Programme (PMP)</td>
<td>Administrative Service Summer Internship Programme (Recruitment)</td>
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<tr>
<td>Recruitment / Selection</td>
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<td>Post-Secondary Student Summer Internship (Recruitment)</td>
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<tr>
<td>Quarterly reporting</td>
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<td>Internship exposure</td>
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<tr>
<td>Kick-off of mentorship / New Year Party</td>
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<td>Quarterly reporting</td>
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<td>Quarterly reporting</td>
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<td>Mentorship throughout the year</td>
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### Mentorship and enrichment programmes

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<th>CUHK Mentorship Programme</th>
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<td>Mentorship throughout the year</td>
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### Summer jobs / internships

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<th>HKSAR Government</th>
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<tbody>
<tr>
<td>Administrative Service Summer Internship Programme (Recruitment)</td>
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<th>Others</th>
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<tr>
<td>Commercial sector and NGO Volunteering Campaign (Recruitment)</td>
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<table>
<thead>
<tr>
<th>Internship exposure</th>
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Special Notes for Non-local Students

Conditions of Stay

- All non-local students should abide by the laws of Hong Kong and comply with the “Conditions of stay” as prescribed in Chapter 115A Regulation 2 (http://www.legislation.gov.hk/chi/home.htm) (quoted below).

Chapter 115A IMMIGRATION REGULATIONS

Regulation 2: Conditions of stay
(3) Permission given to a person to land in Hong Kong as a student shall be subject to the following conditions of stay-
(a) that he shall become a student only at a specified school, university or other educational institution and undertake such course of study as may be approved by the Director; and
(b) that he shall not-
   (i) take any employment, whether paid or unpaid; or
   (ii) establish or join in any business.
Special Notes for Non-local Students
Summer Job/ Internship/ Part-time Job

Eligibility for employment:
1. Full-time non-local students (excluding exchange students)
2. Studying locally-accredited degree programmes or above
3. Study period > 1 academic year

Employment Types:
1. Summer Employment
2. Study/Curriculum-related Internship
3. Part Time On-Campus Employment
Special Notes for Non-local Students
Summer Job/ Internship/ Part-time Job

No Objection Letter
• A “No Objection Letter” (NOL) will be issued upon approval of entry / extension of stay application according to individuals
• NOL sample: https://cpdc.osa.cuhk.edu.hk/file/upload/1920/NOL_sample_with_Internship.pdf

Briefing session for non-local students by CPDC in Sep/ Oct
• Definition of each employment type
• Conditions of employment
• Procedures necessary before starting employment
• Immigration Policy for Non-local Graduates (IANG)
• ImmD official website: http://www.immd.gov.hk
Special Notes for Non-local Students
Mainland Students return to work in China

• **SOME of the necessary procedures (for reference only):**
  1. Application of “Certification for study in Hong Kong” (香港地區留學證明)
  2. Application of “Certification of Degree obtained” (學歷學位認證)
  3. Account Registration at the working province/ city (就業落戶)

• **Points to note for Account Registration :**
  - Special attention has to be paid at the no. of days stayed in Hong Kong for studies
  - Each province or city has different policy
  - Graduates who don’t meet the **minimum** no. of days might be rejected to register and work in the area

• **Further information and enquiries:**
  - [www.cscse.edu.cn](http://www.cscse.edu.cn) (China Education Exchange Centre 中國教育留學交流中心)
## Upcoming Event

**Seminar for Mainland Students**

<table>
<thead>
<tr>
<th>Theme</th>
<th>我們，香港，成長 -- 在港內地畢業生分享會</th>
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<tbody>
<tr>
<td>Date</td>
<td>11 Oct 2012 (TBC)</td>
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<tr>
<td>Time</td>
<td>1830 – 2030</td>
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<tr>
<td>Venue</td>
<td>CUHK Campus (TBC)</td>
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<tr>
<td>Organizer</td>
<td>Hong Kong Association of Mainland Graduate (HKAMG)</td>
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<td>Potential Topics</td>
<td>Study/ Work Policy for Mainland Students in Hong Kong</td>
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<td>Hong Kong Job Market</td>
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<td>Expectation on Mainland Postgraduates by Hong Kong Employers</td>
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<tr>
<td>Registration</td>
<td>Pay attention to emails by CPDC/ our website</td>
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</tbody>
</table>
Contact Information
Career Planning and Development Centre, Office of Student Affairs

Address: 2/F, Benjamin Franklin Centre
The Chinese University of Hong Kong,
Shatin, Hong Kong

Telephone: (852) 3943 7202
Fax: (852) 2603 5933
Email: cpdc@cuhk.edu.hk
Website: http://cpdc.osa.cuhk.edu.hk

Office Hour: Mon to Thu 8:45am -1:00pm & 2:00pm – 5:30pm
Fri 8:45am -1:00pm & 2:00pm – 5:45pm
Sat, Sun and Public Holiday Closed
Q & A
See you at our events!