Career Planning and Development

Agenda

• Career Planning and Development
  - Services provided by Career Planning and Development Centre
  - Your preparation with limited time
• Job Market in Hong Kong
  - Statistics from the Government
  - 2012 CUHK employment reference
• Special notes for Non-local Students
• Contact Information
• Q & A
Career Planning and Development Organization

University Dean of Students

Director of Student Affairs

Office of Student Affairs

- Student Activities Section (SACS)
- Student Amenities Section (SAMS)
- Incoming Students Section (ISS)
- Student Counselling and Development Service (SCDS)
- Career Planning and Development Centre (CPDC)
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
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

Time is Precious!
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
Career Planning and Development

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:
  (Ready for First year students’ usage in Mid-Sep)
  – CU Job Link
    https://cpdc.osa.cuhk.edu.hk/student/login
  – Joint Institution Job Information System (JIJIS)
    http://www.jijis.org.hk
Career Planning and Development

Services of CPDC:

(III) Supporting Employers with their Recruitment Exercises

• Arrange recruitment talks, on-campus aptitude tests and interviews
Career Planning and Development

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
(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
Career Planning and Development
Services of CPDC:
(VII) Conducting and Reporting on the Graduate Employment Survey

• Report on Graduate Employment Survey:
  http://www.cuhk.edu.hk/osa/stat_employment.htm
Your preparation with limited time
Career Planning via Self Exploration
Your preparation with limited time

Career Planning via Self Exploration

Self Understanding

“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.
Your preparation with limited time

Recruitment Calendar
Your preparation with limited time

Online Tools – Tips on CV and Cover Letter

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Image of a website screen showing a section on "Understanding Résumé" with an interactive exercise on what you should know about a Résumé. The screenshot includes a Résumé for Peter Chan, with a job objective that is not specific enough to make Peter's career objective clear.

- **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

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The Chinese University of Hong Kong
Your preparation with limited time

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.
Your preparation with limited time

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.
Your preparation with limited time

Events to Prepare for your Career
(CPDC Calendar) – “Later” => “Never”

<table>
<thead>
<tr>
<th>Guidance programmes</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
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<tr>
<td>Various guidance programmes include Graduation 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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<tr>
<th>Global Internship Programme</th>
<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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<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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<th>On campus recruitment events for graduate jobs</th>
<th>Accounting / Banking / Financial Services</th>
<th>Government-related / Public Utilities</th>
<th>Management Consulting</th>
<th>Conglomerates / Fast Moving Consumer Goods / Property</th>
<th>Telecom / Communications / IT</th>
<th>Airlines / Logistics / Engineering / Manufacturing / Pharmaceuticals</th>
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<td>Careers Fair</td>
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<td>CUHK Mentorship Programme</td>
<td>Quarterly reporting</td>
<td>Recruitment / Selection</td>
<td>Quarterly reporting</td>
<td>Kick-off of mentorship / New Year Party</td>
<td>Quarterly reporting</td>
<td>Quarterly reporting</td>
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<tr>
<td>Mentorship and enrichment programmes</td>
<td>Recruitment</td>
<td>Selection</td>
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<tr>
<td>Police programmes • Auxiliary Police (Undergraduates) Scheme (APS) • Police Mentorship Programme (PMP)</td>
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<td>Mentorship throughout the year</td>
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<td>Summer jobs / Internships</td>
<td>HKSAR Government</td>
<td>Others</td>
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<tr>
<td>Administrative Service Summer Internship Programme (Recruitment)</td>
<td>Commercial sector and NGO (Recruitment)</td>
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<td>Post-Secondary Student Summer Internship Programme (Recruitment)</td>
<td>Internship exposure</td>
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香港中文大學
The Chinese University of Hong Kong
Your preparation with limited time
Website of CPDC: http://cpdc.osa.cuhk.edu.hk/
Your preparation with limited time
Website of CPDC: Front Page
Your preparation with limited time
Website of CPDC: Information Highlight
Your preparation with limited time

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
Your preparation with limited time

Website of CPDC: Quick Links

Quick Links

- Office of Student Affairs
- CU Job Link
- NIBS
- Graduate Employment Survey
- The Independent Learning Centre (ILC)
- Shortlist Announcement
- Vault
- Salary Index
- Graduate Employment Survey (Statistics 2008-2010)
- Free Personality Test offered by GTI
- Occupation Research
- CUHK Library Careers Collection
- Job Hunting on the Web
- The CUHK Careers Guide 2012
- Careers E-coach
- Career Times
Job Market in Hong Kong

Jobless rate falls to 3.3%
July 18, 2013

The seasonally adjusted unemployment rate fell from 3.4% in March-May to 3.3% in April-June while the underemployment rate remained unchanged at 1.6%, the Census & Statistics Department announces.

Decreases in the unemployment rate were mainly observed in the warehousing and support activities for transportation, decoration, repair and maintenance for buildings, and food and beverage service activities sectors.

As for the underemployment rate, an increase was mainly observed in the transportation sector, while a decrease was mainly seen in the foundation and superstructure works of the construction sector.

Total employment increased by around 9,600 to 3,745,100 in April-June. Over the same period, the labour force also grew by 7,500 to 3,877,200. The number of unemployed people decreased by 2,100 to 132,100. The number of underemployed people also decreased by 1,800 to 61,400.

Commenting on the figures, Secretary for Labour & Welfare Matthew Cheung said the labour market remained tight in the second quarter due to the prevailing strength on the domestic front.

"Total employment grew further to another record high, more than absorbing the concurrent expansion in the labour force."

With the entry of fresh graduates and school leavers into the labour market, the unemployment rate for those aged 15-24 as a whole has risen by 0.7 of a percentage point to 9.6%, which is slightly lower than the level of 9.7% in the corresponding period last year, he said.

On the short-term outlook, Mr Cheung said labour demand is likely to stay firm on the back of a resilient domestic sector, thereby helping to keep the unemployment rate at a relatively low level in the near term.

"Nevertheless, we will remain vigilant to the external uncertainties, notably the pace at which the US’ quantitative easing measures will taper and the evolving global economic situation, and their potential impacts on the local economy and labour market."

(Source: Information Services Department, Hong Kong Government (18.7.2013) )
Job Market in Hong Kong

Employment Survey of 2012 Graduates (Higher Degree Programmes)

Employment status:

- 65.4% Job engagement
- 9.9% Further studies
- 5.7% Seeking employment
- 19.0% Others (e.g. emigrated / returned to home country, not seeking employment)

(Source: Employment survey of 2012 graduates, CUHK)
Employment by Sector:

- 43.9% Education
- 40.1% Commerce and Industry
- 13.8% Social and Public Organisations
- 2.2% Government

(Source: Employment survey of 2012 graduates, CUHK)
Job Market in Hong Kong

Employment Survey of 2012 Graduates (Higher Degree Programmes)

Major Career Fields

<table>
<thead>
<tr>
<th>Career Field</th>
<th>Percentage of Graduates</th>
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<tbody>
<tr>
<td>Scientific / Research Work</td>
<td>25.1</td>
</tr>
<tr>
<td>Teaching</td>
<td>14.8</td>
</tr>
<tr>
<td>Medical &amp; Health Services</td>
<td>8.2</td>
</tr>
<tr>
<td>Information Technology</td>
<td>6.7</td>
</tr>
<tr>
<td>Administration / Management</td>
<td>6.4</td>
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<tr>
<td>Architecture / Surveying / Construction</td>
<td>5.3</td>
</tr>
</tbody>
</table>

(Source: Employment survey of 2012 Graduates, CUHK)
Job search process:

- Average no. of applications sent out: 23
- Average no. of first interviews attended: 5
- Average no. of offers received: 2

Monthly salary:

- Median: HKD 17,300
- Average: HKD 19,312

(Source: Employment survey of 2012 Graduates, CUHK)
Job Market in Hong Kong
Employment Survey of 2012 Graduates (Higher Degree Programmes)

Further Studies – by location of studies

- 83.1% Hong Kong
- 6.7% United States of America
- 4.5% United Kingdom
- 2.2% Canada
- 1.1% Australia
- 2.2% Others

(Source: Employment survey of 2012, CUHK)
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 (China Education Exchange Centre 中國教育留學交流中心)
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!