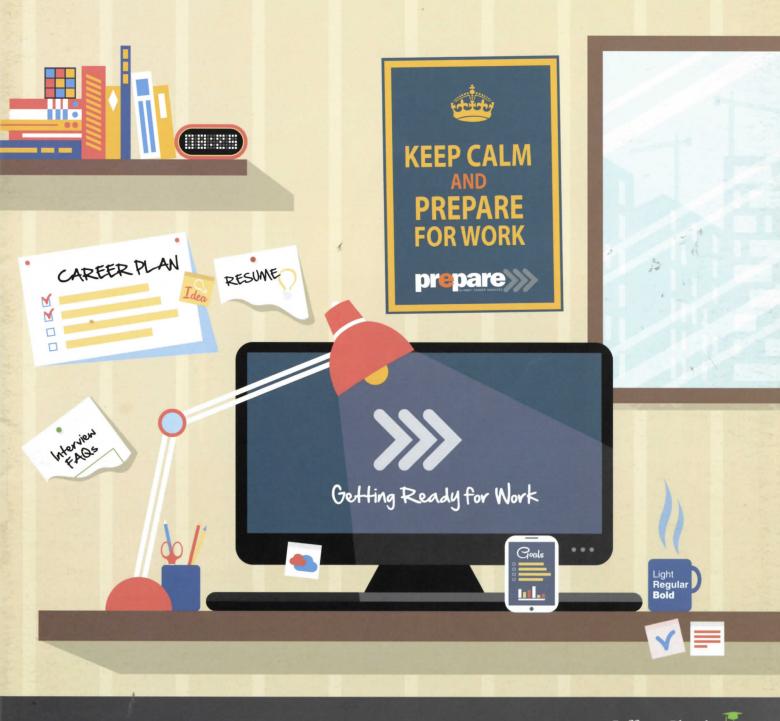


## Graduation Edition 2014 JUNPST RT YOUR CAREER





Jumpstart is a publication of Sunway Career Services distributed to Sunway University and Sunway College students



## INTERNSHIP FAIR

Date: Monday, 15 Sept 2014 Time: 10am – 5pm Venue: Sunway University Student Centre & Energy Hub, Ground Floor North Building

Owned and governed by the

Jeffrey Cheah Foundation Nurturing the Seeds of Wisdom





#### Greetings from Sunway Career Services!

Our annual Jumpstart Graduation Edition is back!

Sunway Career Services remains focused on our objective to prepare and groom Sunway students to be employable graduates. The Jumpstart Graduation Edition features a special segment by Sunway Career Services, called PREPARE4Work, which is a compilation of some very important career advice to all graduating students as well as those seeking internships.

This edition also goes hand in hand with the launch of two major events by Sunway Career Services, namely:

- (1) Sunway Internship Fair 2014 on 15 Sept 2014
- (2) Sunway Recruitment Fair 2014 on 21 Oct 2014

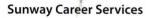
Sunway Career Services is doing our best to connect you with your potential employer. Make the most of these opportunities. We have opened the doors for you, now you need to do your part - prepare yourself, prepare your application and charge forward!

We would also like to take this opportunity to introduce you to Universum. This Employer Branding specialist runs the annual WebFeet Career Test. By taking part you will learn what you need to consider when choosing your future employer and discover your future career direction and goals. Look out for Universum!

We hope that this edition will serve as a useful guide and reference for you as you prepare yourself for work.

See you at our internship and recruitment fair events!





# INSIDE

5

making the right career choice

write a winning resume

top 8 interview questions

dress for success

making a good impression

universum sunway university student survey 2014

mind the gap

post-application blues

take charge of your career

my first job: best practices



### YOUR GREATEST ASSET -BE AN ICAEW CHARTERED ACCOUNTANT

Why do 81% of UK FTSE 100 companies have at least one ICAEW Chartered Accountant on their board of directors?

ICAEW Chartered Accountants are recognised worldwide for being equipped with the unrivalled skills, expertise and resources to rise to the top in the accountancy, business and finance industry.

After training, many ICAEW members go on to achieve partner or financial director status and join a prestigious network of prominent ICAEW members including Dato' Gan Ah Tee, Managing Partner of BDO; Dato' Abdul Rauf Rashid, Country Managing Partner of EY; Mr Mohammad Faiz Azmi, Executive Director of PwC; Mr Tony Fernandes, Group CEO of AirAsia and Mr Johan Merican, CEO of TalentCorp.

Pave the way for greater success and start investing in your career today.

For more information on ICAEW and its professional development programmes, please contact malaysia@icaew.com or +603 2171 6022.

facebook.com/icaewsea

in ICAEW South East Asia





## MAKING THE RIGHT **CAREER CHOICE**

## **5 QUICK TIPS**

( 1	

#### know yourself

Reflect on your values, strengths, weaknesses and interests. Ask yourself: What am I good at? What do I enjoy doing? What would I like to learn more about? What motivates me? What do I do easily that others find difficult? What do I want to achieve?



#### know your options

List the possible career options from the degree you obtained. Consider each option to see if you will enjoy the job from the reflection above. Then start researching the related job roles and companies out there to learn of the opportunities available and what they actually involve.



#### know what it takes

Explore the options further by talking to people in those roles, especially people in the profession via career fairs, reading their websites and Google to read more about the role you are interested in.



#### seek counsel

Consult with the the Career Services team for further advice. Talk to lecturers, seniors, and seek family guidance. You can listen to advice but ultimately, you should make your own decision because as much as your parents, teachers, friends and career counsellors mean well, they are not you. You need to make a decision that you are happy with as you will be the one taking up the job.



#### make your decision

Other factors you may need to consider include advancement opportunities, nature of work, overseas opportunities, training and development, remuneration package, etc. Narrow down your options and make a decision. A good career will, on the whole, have you working according to your strengths.





It does not mean everything will turn out well but expect to learn something useful from everything that happens to you, even misfortune.



#### Curiosity

Be open to learn new things and keep asking questions. Take an interest to learn anything and everything.

#### Perseverance

Don't give up too fast. Keep working on it. If you can't get into a particular career through the most common route, try to find an alternative way.



#### Risk-Takina

Progressing in your career will mean trying new things. Don't be reckless, but don't try to play it too safe either.



#### Flexibility

There are many ways to approach a task. If something doen't work out, try another way. Do not limit your options.



## GO AHEAD. CREATE

## Let there be no boundaries to your creativity.

Unleash your imagination to help serve our 23 million customers around the world.



WINNER Banking & Financial Services 2013 Malaysia's 100 Leading Graduate Employers Awards. 2013 GLOBAL HIGH PERFORMING COMPANY

A recognition by Towers Watson



Humanising Financial Services Across Asia.



# WRITE A WINNING RESUME

Here's a quick glance at how to write an impressive resume. We all know the basics of what is in a resume. The key is to write a resume that stands out and gets selected.

Don't just be contented with a plain resume format. Aim to shine. In this day and age, you have the world-wide web as your primary reference, so google resume examples and see how other people do it. You will find that there are so many ways to make your resume look impressive.

Hopefully the tips here help you, and please do not forget these basic resume rules:

- Free from errors (typo/ grammar or spelling)
- Only 2 pages
- Use bullet points or present concisely
- Showcase yourself but don't lie



#### **ESSENTIAL INFORMATION**

- 1) Personal Particulars
- 2) Academic Qualification
- 3) Internship/Part-Time Work Experience
- 4) Extra-Curricular Activities
- 5) Skills
- 6) References
- · Insert details in reverse chronological order.

#### ACCOMPLISHMENT-DRIVEN

- · Highlight strengths and achievements.
- · Elaborate sufficiently and use action verbs.
- · Ensure that achievements/strengths listed are relevant to job applied for.
- · Shout about the things you accomplished or skills learnt, don't just report the task you completed.

#### **ALL ABOUT PRESENTATION**

· Google resume templates and select an attractive yet simple template which best presents your details.

10

- Bold, capitalise or italicise fonts to make them stand out.
- Standardise the alignment and ensure that spacing is not too large.
- Try to avoid using table format.

#### **OTHER COOL IDEAS**

- · Put an emphasis on your name by enlarging the font size.
- Read the company website and imitate the key words or corporate colours used.
- Set up a Linked In account and create a strong profile to further showcase yourself.
- Insert a QR code into your resume.









## **TOP 8 INTERVIEW QUESTIONS**

#### **TELL ME ABOUT YOURSELF**

A crucial question where your answers will steer the interview in the direction you want it to go. Start with a brief introduction, then share your strengths, passion, and why you are a good candidate for the job.



#### WHAT IS YOUR CAREER ASPIRATION?

If you don't have one, it's time to start thinking! Employers want to know that the person they are hiring is clear on where he/she is headed and has career goals. Make sure they are realistic too.

## WHY DID YOU TAKE UP THAT DEGREE?

Don't tell them your parents asked you to! The interviewers want to see if you have a direction and plan for your life. They would also want to see if you are passionate about what you are pursuing.



#### WHAT DO YOU KNOW ABOUT OUR COMPANY?

You can't blunder on this. You have to read up on the company and have at least some understanding on the nature of its business and the industry it is operating in. It's all on the website!

#### SHARE AN EXPERIENCE WHERE YOU DEMONSTRATED LEADERSHIP ABILITIES.

It could be asked of any skill. Elaborate sufficiently, sharing an example with details of what, where, when and how.

#### WHAT ARE SOME CHALLENGES YOU FACED? [FROM THE ABOVE]

Don't just share the challenges you had while performing the role but also how you overcame the problem and lessons learnt.



#### NAME YOUR KEY STRENGTH AND WEAKNESS

Highlight strengths which are highly relevant to the job and give examples on how you have demonstrated them. Name a weakness that is not too glaring or risky to the job. Share how you are working on overcoming it.

#### **ANY QUESTIONS FOR US?**

Don't say nothing. If you are keen on the job, there is surely something you want to know more about. Ask career/job related questions showing your keenness to be part of the team. Avoid all self interest questions like salary, bonus, flexi hours as it only reflects where your heart is.

#### SHELL GRADUATE PROGRAMME MALAYSIA



Working at Shell, you could be helping us tackle one of the great challenges facing our world today – meeting the energy demands of a fast growing global population. Our graduate programme is designed to allow you to maximise your talents and strengths and enable you to develop new skills that will help groom you for future success. We believe in making the most of resources, whether that's working to build a better energy future or encouraging people to achieve their potential. We need people who want to get involved and make a difference. So what can you expect when you come on-board into one of the most comprehensive graduate development programme?

#### **1. WORK WITH THE BEST MINDS**

Together, you become part of a team of trusted and supportive colleagues who enable you to achieve your goals in an organisation that values relationships. As a member of the Shell family, you are encouraged to work with brilliant people around the globe and use regional expertise to deliver results.

#### 2. FAST-TRACK YOUR LEARNING

You will discover your strengths through challenging jobs and continuous learning opportunities. We have an industry leading professional development programme that will help you grow through constant challenges and support.

#### 3. DEVELOPING TOMORROW'S LEADERS TODAY

Senior leaders take an active interest in your development that will help give the edge you need. You will also be provided with formal leadership programmes that will help develop you as a future leader.

#### 4. MAKE A DIFFERENCE

You will work on things that really matters to meet the energy needs of a changing world. You can innovate and build the company's achievements in your area of expertise, which will contribute to a winning future for you and for Shell.

#### 5. YOUR IDEAS WILL TRAVEL

You will build a global outlook, working in a diverse company to create better solutions for customers around the globe. We make sure that your best ideas help deliver energy solutions across the world.

#### WHO ARE WE LOOKING FOR?

We are looking for graduates who meet the following requirements:

- Possess leadership presence and involvement in team working environment experience
- Strong communication and presentation skills
- Have valid work authorisation in Malaysia
- Have a Degree (Bachelors, Masters or PhD) from the following fields:

#### COMMERCIAL

- Business Administration
- Business Information System
- Business Management
- Computer Science
- Human Resources
- Information Technology
- Management Information System
- Marketing
- Mathematics
- Statistics

#### **TECHNICAL**

- Aeronautical Engineering
- Automotive Engineering
- Civil Engineering with Offshore Structure
- Environmental Engineering
- Geoinformatics
- Geology
- Geosciences
- Mechanical Engineering
- Mechatronics Engineering
- Petroleum Engineering

What are you waiting for? Apply now at **www.shell.com.my/careers** and kick-start your career through the Shell Graduate Programme.

#### Let's deliver better energy solutions together.



02

03

05

## **DRESS FOR SUCCESS**

#### **CATWALK READY**

Not literally of course! However, you should be prepared to walk your talk. First impressions count, and this includes the first visual impression as you walk into the office for the interview. It is important NOT to dress to impress, but to dress the part, as if you were already working there. That means dressing to fit in as much as possible.

#### HAIR COUTURE

For ladies, shoulder-length or short hair is fine, as long as it isn't all over the place. Do not under any circumstances hide your face. For guys, anything shorter than shoulder-length is preferable. More conservative companies may prefer shorter styles. The key is neatness.

#### **ACCESSORISE OR DIE**

Well, not really. Keep accessories elegant and minimal. For ladies, simple stud earrings (not more than one per ear) are a good choice, no dangly bits please. For guys, if you have an earring, take it out for the interview. Limit your accessories to a non-sports watch (optional) and a standard tie.

#### WINDOW DRESSING

The general look you should be aiming for is professional and subdued. The goal is to look like someone who would fit in at the company, not a visiting celebrity. Dark pants or skirts (below the knee when seated), black polished shoes, a work-shirt or blouse in neutral colours and a black or grey business jacket are acceptable. This does not mean dress boring, however.

#### **EVERYDAY I'M SHUFFLING**

Body language; you wear it just as much as you wear an outfit. The goal is to look relaxed and alert. You'll find that adopting this posture actually affects you mentally as well. Having an upright posture, straight-ahead-looking eyes, and a firm handshake will rub off on your own attitude, and help you appear and act confident (not arrogant), professional and energetic.



#### Live. Learn. Discover. Achieve.

Have Fun At KPMG, we know how you LIVE is as important as how you work.

**Grow With Us** At KPMG, you will never stop LEARNING.

**Explore A Career Without Boundaries** At KPMG, you are encouraged to DISCOVER new horizons and perspectives.

**Be Ambitious** At KPMG, opportunities to ACHIEVE your goals abound.

Challenge yourself to be the best that you can be.

Apply today at kpmg.com.my/careers.



## **MAKING A GOOD IMPRESSION**

## 01

#### **BE ON TIME**

Plan to arrive at least 10-15 mins early. Find out the venue and plan your route. When you foresee your late arrival, call the interviewer to inform.

## 02

CONFIDENCE

#### Stand tall, make eye contact, and greet with a firm handshake! A smile always creates a good first impression. Be aware of nervous habits (i.e sweaty palms & fidgeting).

## 03

#### GROOMING

Dress for the occasion. \*Strictly professional office attire for job interviews, preferably solemn colours. Avoid revealing attire. Don't over-accessorise. Clean, professional haircut. Be mindful of body odour and do not overuse your perfume!

## 04

#### **BE YOURSELF**

Be confident when introducing yourself. Be aware of your surroundings and make contact with the people around you. Speak calmly and do not rush.

## 05

#### **SMALL TALK**

Prepare some general questions to break the ice. Avoid giving short answers! Always elaborate. Be attentive and listen.





Can you solve a problem? Can you make a difference? Are you an innovator? Are you ready to build not just your résumé?

Do you think the world can work smarter?

#### Are you an IBMer?

Join us. IBM is looking for graduates to work alongside the best and brightest minds in the world to build a smarter planet. From Finance and Accounting to Customer Fulfillment, IT Sales to Consultancy, Software Development to Technology and Human Resources Delivery, there is bound to be an opportunity for you to build the career you want at one of the most successful companies in history regardless of the degree or course you finished. We are also looking for interns to take on exciting internship opportunities. Please visit our career portal for more information about job openings and internship opportunities. This year is really an exciting time to join us because of the establishment of the IBM Global Delivery Center in Cyberjaya. It means more career opportunities for fresh graduates with IT background and also experienced IT professionals.

Let's build a smarter planet. ibm.com/mv/careers



We are on Facebook! tinyurl.com/mycareers . sk



universum

SUNWAY UNIVERSITY STUDENT SURVEY 2014

## SUNWAY STUDENTS

### ALL MALAYSIA STUDENTS

50

#### AVERAGE AGE (YEARS):

(IU)



#### AVERAGE REPORTED ACADEMIC PERFORMANCE





#### AVERAGE EXPECTED ANNUAL SALARY:

TOP 3 CAREER PROFILES: 01. Leader 02. Idealist 03. Entrepreneur



**39 097** MYR TOP 3 CAREER PROFILES: 01. Leader 02. Idealist 03. Entrepreneur

#### TOP 3 MOST USED COMMUNICATION CHANNELS:



Social networks/communities



Employer websites



Lectures/case studies as part of curriculum



Social networks/communities

Employer websites



#### TOP 3 INDUSTRIES:

- 01. AUDITING AND ACCOUNTING
- 02. BANKS
- 03. MANAGEMENT AND STRATEGY CONSULTING

- 01. BANKS
- 02. MANAGEMENT AND STRATEGY CONSULTING
- 03. PUBLIC SECTOR AND GOVERNMENTAL AGENCIES

#### TOP 5 MOST ATTRACTIVE ATTRIBUTES:



A friendly work environment (People & Culture)

Professional training and development (Job Characteristics)

Opportunities for international travel/relocation (Job Characteristics)

High future earnings (Remuneration & Advancement Opportunities)

Leaders who will support my development (People & Culture)



A friendly work environment (People & Culture)

High future earnings (Remuneration & Advancement Opportunities)

Professional training and development (Job Characteristics)

A creative and dynamic work environment (People & Culture)

Leaders who will support my development (People & Culture)

TO HAVE WORK/LIFE BALANCE

TO HAVE AN INTERNATIONAL CAREER TOP 3 CAREER GOALS:

- TO HAVE WORK/LIFE BALANCE
- TO BE SECURE OR STABLE IN MY JOB
- TO BE DEDICATED TO A CAUSE OR TO FEEL THAT I AM

strategic consulting and communication solutions that enable employers to better understand, attract and is an international organisation that has been working in the field of employer branding since 1988. Universum delivers a full b2b@universumglobal.com gt SD contact 5 to www.universumglobal. 00 About Universum For more info services in research, talent. Jniversum ange of etain



## **MIND THE GAP**

"I still do not know what I should do!", you exclaim. Why not take time off before heading to the workplace? Commonly known as a 'gap year', it is a period where one takes a year or so off before heading to the workplace. It's not to slouch on the couch but to be well-spent time for one to explore oneself and the world - to travel, volunteer, teach or pursue something you have always wanted to do - anything to reboot before entering the "real world".

While it's not for everyone, here are some good suggestions of what you can do in a gap year and how it could do you good:

#### EXTENDED INTERNSHIP

You may have an idea of what you would like to do after graduation but still feel unsure of your exact career direction. A post degree 'internship' could be something you could try. You may earn less than a permanent hire, but it gives you the flexibility and option to 'try out' the profession/industry before going full force into it. If it all works out well, who knows, you may get a job offer from the company!

#### WORK AND TRAVEL ABROAD

This is gaining popularity of late where graduates take time off to work and travel abroad. There are many work and travel programmes like Speedwing and Out Of The Box that offer such opportunities. Of course this comes with a small price but it offers you a once-in-a-lifetime chance to broaden your horizon - work, live overseas, pick up a new language/skill and travel.

#### FOLLOW YOUR DREAMS

- Take up a short course on something you have always wanted to learn (graphic design, teaching, dance, language, etc).
- Get involved in volunteer work. Get in touch with NGOs and explore what you can do to make a difference teach, provide your services in a welfare home, etc.
- Start a business on something you have always been passionate about. Take this time as
- a trial period. After all you have all to gain and none to lose.
- Help out in your family business and gain some experience.

A gap year is all about gaining new experiences, broadening your exposure, and opportunities to pick up new skills. Hopefully through all of this, you will find yourself and have a clearer focus on your goals and interests. Your adventure will surely rejuvenate and replenish you with new motivation and perspectives to share. What more, it will strengthen your resume, making you a more attractive candidate, especially if your gap year plan leans towards a relevant career goal.





## GREAT DREAMS CAN HAPPEN MADE BY YOU

Unilever is one of the world's largest FMCG companies with a strong presence in Malaysian since 1947. We have been touching the lives of 2 billion people, every day through powerhouse brands such as Wall's, Rexona, Lady's Choice and Sunlight.

Unilever aims to develop graduates into our future leaders, helping us make our vision of creating a better future everyday. We do that by enabling you to take on real challenges, work with inspiring leaders, and rapidly progress to become a leader yourself.

All this in just three years.

y unilever.com.my/careers-jobs

**Unilever Careers Malaysia** 



## **POST-APPLICATION BLUES**

## 05 MORE THAN ONE OFFER!!!

- Weigh the pros and cons of the offers especially in terms of your career prospects and the training opportunities available.
- You may also want to research further on the company or speak to people you know in the company to make a more informed decision.

## **03** STILL AWAITING OFFER

- Follow up with the company again.
- Give the company about 2 weeks to a month before you call again.
- After a month or so, it is safe to assume that you did not get the position.
- Time to move on and apply to other companies.

## 04 I GOT AN OFFER!

- Evaluate to see if that is the job you want and if the package offered meets your expectations.
- Is this your only offer and not what you want? It would be good to seek counsel on whether it is a good offer.
- Nonetheless, one should not be too rigid in targeting their ideals. Be open to other employers as well. The offer could be a good one that would give you a fulfilling career.

### MORE THAN ONE INTERVIEW

- If you have accepted an offer already or you are certain that you do not want to work in that company, politely decline the interview.
- If you are still without offers, attending many interviews helps build your confidence and increases your exposure.

### NO RESPONSE AFTER APPLICATION

- Follow up with the company.
- Review your resume to see if you can improve it further.
- Do you really qualify for the position you applied for?



## We make work AN ADVENTURE!

We are a premier banking group looking for high performing individuals who are in pursuit of excellence to join our diverse and dynamic team in the areas of:

- Credit
- Frontline
- Hire Purchase
- Human Resource
- IT
- Sales

To find out more, check out our website at www.publicbank.com.my.

# How do lapply?

#### Don't miss out!

You can apply through the following channels:

- Email us at hrd@publicbank.com.my
- Online job portals



Join us for a journey full of discoveries and opportunities!



In my previous role as human resources (HR) leader, I had to deal with Heather (not her real name). Heather had faithfully served the organisation for more than 20 years but was rarely visible. As part of a restructuring, Heather's role had become redundant.

Heather was extremely upset and angrily voiced her frustration that her loyalty and achievements meant nothing to the organisation. As she spoke, a sad reality started to dawn on me. Heather had spent 20 years working very hard and waiting in futility for her company to manage and take care of her career.

She toiled in her tasks, but took no part in planning and managing her own career, depending instead on HR and her "bosses" to "take care of her career." Unfortunately for her, her dependence on them didn't quite pan out as she hoped.

Heather is not a case in isolation. Surprisingly, many people truly believe that their HR department is planning their careers. Part of the problem may be because HR leaders tend to try to "play God" and convince people at the hiring stage that there is a grand plan for their careers and HR will brilliantly orchestrate this pre-ordained journey up the corporate ladder.

But having seen and worked in some of the best organisations in the world, I know for a fact that most companies don't really have career plans for their entire organisation. There may be a handful of organisations that monitor a select group of highpotentials but for the majority of us, our future is not mapped.

#### We are unique

Career planning is an individualistic process. No two people are the same, have the same background, or have the same career aspirations. Each of us is created distinctively different with differing ambitions and expectations, and your bosses (or HR) may not know what these are (as they may change often).

This is why it is close to impossible for HR or your bosses to play the role of your career planner. Even though it is comforting to think that "my company is looking out for me," we should liberate our minds from this myth.

#### The Myth of Expecting

Somehow, because our good grades in school got us into university and our good performance in university got us a great job, we believe the same applies at work. We believe that if we work hard and stay loyal, the company will take care of us and somehow at the tailend of our career, we will be in a senior role.

And this is reinforced when we look across the organisations and see some examples of how these "loyal" leaders are bosses. Unfortunately, that was the world in the past where loyalty was usually rewarded. The 21st century is a whole new realm. In the past, holding the same job showed loyalty and enabled you to be an expert in that role. In today's changing and evolving world, lack of career movement may indicate to the world that you have stagnated.

"Many people think, 'If I work extra hard, I'm going to get noticed.' But it doesn't work that way. If you want to advance, some of the responsibility falls on you," claims Michael Slade, a HR director. The first female partner at Accenture, Susan Butler, who authored the book 'Become the CEO of You Inc' recalls how early in her career she would throw herself into each project assigned to her. Yet, when time came to be promoted,



she never got the advancement. "I didn't know, but I learned this later, that I needed to perform the job I wanted before I got promoted," she explains.

I believe you need to approach your career as if it were a Sdn Bhd. If you set yourself up as you would a company, you would then have to formulate a business "career" plan, assemble a board of directors who will advise and help your growth and be proactively looking to "sell" yourself, just as a company would sell its products or services.

"Many of us are letting things happen to us rather than making things happen for us," warns Butler who raps those that play victim and wait for circumstances to "happen" in their lives instead of proactively driving growth in their lives. She adds "we only have one life and if we don't take responsibility for it, who are we outsourcing it to?"

"Some of us may have mistakenly outsourced our careers to HR or our managers. Don't do that – it's your future and it is too important to leave in the hands of others. Don't let others define your future". But we can change that dependence and quickly take on personal ownership of our careers. But having depended on "others" all our lives, starting to take charge of your own career can be a daunting task.

#### So where do you start?

At the Olympics, the best athletes win gold. But before they struck gold, they first ingrained in their hearts the goal to win that gold. Everything begins with a goal. Remember, you only win a football game if you score goals. The same applies to your career. The only way to win in your career is to have goals.

Write down your goal. A study conducted by Gail Matthews at the Dominican University clearly establishes that "those who wrote their goals accomplished significantly more than those who did not write their goals". Some believe Abraham Lincoln's success was due to him writing down goals. In fact, he claims, "A goal properly set is halfway reached". Then share the goal with others. Sharing it creates accountability and commits you to work on the goals.

The final step is to build a plan to achieve those goals and execute the plan. You must own your career plan. Don't wait for others to provide feedback or make a decision on your next move. Understand your strengths and development needs and develop a proactive action plan. You won't meet your career objectives unless you face up to where your skills are strong and where you need help.

Don't be afraid to ask for support and advice along the way. Clement Stone reminds us "no matter how carefully you plan your goals they will never be more than pipe dreams unless you pursue them with gusto."

12

#### **Final thoughts**

At the end of the day, your growth and career destiny is solely your responsibility. This means you will need to determine what competencies, skills and expertise you need to achieve your career goals and then it is your responsibility to attain that experience.

So, stop blaming others and take full responsibility for your own career. Nelson Mandela, while in prison, read a poem on the unconquerable soul. The poems ends with these lines:

"I am the master of my fate, I am the captain of my soul."

There are many things in life that we have no control over. Our career is not one of those areas. We can be the master of our careers if only we take responsibility.

The content is courtesy of Leaderonomics from their weekly career pullout myStarjob.com, that appears in The Star every Saturday. For other great articles on leadership and careers, go to www.leaderonomics.com



## **START YOUR CAREER**

## Shape your future. Shape Nielsen's future.

No matter what your major or background, Nielsen is looking for the next generation innovators and leaders. Up for the challenge? Jumpstart your career with Nielsen, a global leader in media, marketing and consumer intelligence.

#### Our Culture : Innovation. Integrity. Inclusion.

As a leader in marketing and media information, Nielsen is one of the most trusted sources of business intelligence for the world's top brands. Our culture is built upon our core values of simple, open, and integrated. The work we do improves our clients' understanding of consumer media trends and purchasing behavior. We succeed as a company because we invest in our products, our people, and the communities in which we live and work. By fostering an environment of creativity, open-mindedness, and fresh thinking from diverse perspectives, we shape future business leaders through exceptional training, development, and mentoring programs.

#### We are interested for you to join us if you...

- Are a degree graduate in business, marketing, economics, psychology or communication studies;
- Posses a positive attitude with an inquisitive mindset
- Happened to be self-driven, highly-motivated and selfconfident
- Enjoy talking and meeting people from all walks of life
- Are willing to travel when required



For more information, visit us at https://nielsen.aqayo.com/sitebmllbHNlbnwxMQ/member\_offers.jsp



## MAXIS CONNECTS CAREER WITH GREAT PROSPECTS

When it comes to the expansion of telecommunications technology, the sky is the limit. We believe in applying the same philosophy to our Management Associates.

Hence, we are always on the lookout for outstanding young Malaysians who are challenged by endless possibilities.

Maxis Management Associate Programme aims to recruit high calibre team-players who strive to accelerate their career progression.

For more information on the Maxis Management Associate Programme, please visit www.maxis.com.my/careers/mmap.asp



I GET TO WORK ON MANY PROJECTS THAT TOUCH THE LIVES OF OUR CUSTOMERS. MOK ZI YI

B. Sc in Actuarial Mathematics and Economics, University of Michigan I CAN MAKE A DIFFERENCE IN THE COMMUNITY. I HELP THE UNDERPRIVILEGED THROUGH INITIATIVES THAT I PROPOSE. JOANNE TENG POH LI B. Sc Biotechnology (Enterprise), University of Manchester TODAY, I CAN BE WORKING ON A PRODUCT LAUNCH. TOMORROW, MY WORK COULD MAKE HEADLINES! NORSHAHIDA BT ISMAIL B. Sc (Hons) in Actuarial Science, University of Illinois I HAVE A CHANCE TO LEARN REAL BUSINESS LESSONS FROM OUR CEO. MURAIN SHUNMUGANATHAN Masters in Management, University of Bristol

#### IT IS A PRIVILEGE TO WORK WITH TECHNOLOGY AND INDUSTRY EXPERTS WITH GLOBAL EXPERIENCE. AHMAD RIDZANOEL BIN ZULKIFLI B.E in Chemical & Biomolecular Engineering (Minor in Engineering Management),

Vanderbilt University

JOIN US AND BE EMPOWERED TO MAKE A DIFFERENCE!





 $\mathbf{n}$ 

## **MY FIRST JOB:** BEST PRACTICES

Being the newest member of the company, you would want to make the best impression possible and a lasting one especially in those first few days at the workplace. Here are some best practices that could put you ahead of your peers:

## COLLEAGUES & COMPANY-WIDE

- Join your new co-workers for lunches or after office hours activities.
- Familiarise yourself with the company, knowing its mission, vision, organisation chart, systems, etc.



#### GOOD ATTITUDE

- You can never go wrong with a positive attitude showing your enthuasiasm and eagerness to learn new things.
- Important to show your team spirit- loyalty, contributing in discussions, etc.

## TAKE NOTES & ASK QUESTIONS

- Keep a little notebook with you where you can quickly jot down important details.
- It is always good to ask questions when in doubt and clarify your thoughts. Important: Do Not Assume

## 02 05

#### AVOID OFFICE POLITICS

- Never ever get involve in this directly or indirectly. Stay clean of this and be a neutral party.
- Your goal is to focus on your work and your deliverables.

#### MANAGING BOSSES

- Your boss need to know your progress at work.
  3 key words: Accountability, Responsibility and Deliverables upon Deadlines.
- Be diligent and a self-starter, don't bring every minor problem to the boss.

# 03 06

#### **WORK FULL TIME**

- It may be a 9 to 5 job, but it sure looks good on you if you can come in early and stay a little later (especially if most of your colleagues are still working).
- Sure there may be emergencies or days you fall sick, but as far as possible, attempt to have a good attendance record.



## Discover the world of Employer Branding

**UNIVERSUM** is the global leader in Employer Branding and Talent Research. For the past 25 years we have been helping the world's leading companies to strengthen their Employer Brands. We serve more than 1.200 clients, including the majority of Fortune 100 companies, and we work with more than 2.000 top universities across the world. **OUR MISSION** is to be the meeting place for talent and employers. Through our research, strategic consulting and media solutions, we provide students with information about employers and help companies to better understand, attract, recruit and retain top talent.

universumglobal.com

#### universum



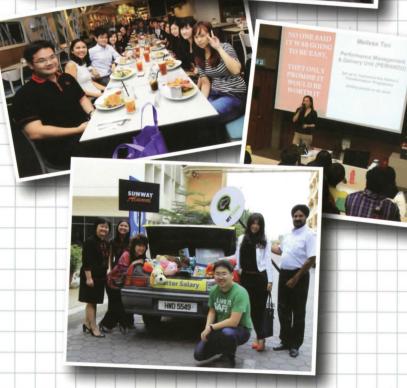
#### Who are we?

We've all said it: "Sure we'll keep in touch!" The intentions are good, but often, graduation means the beginning of new adventures and an end to some great university & college friendships.

The Alumni Office recognises this and in upholding our mission "To Cultivate a mutually beneficial relationship between the university and its alumni worldwide", we create both an avenue for networking and development as well as a platform of contribution to the alma mater.

Come join us on this exciting journey as Sunway Alumni as we "Connect & Build!", through numerous opportunities to connect with old classmates and to build up your network for personal and career development!





#### What we do ....

- Offer you exclusive invites to EVENTS and WORKSHOPS
- Organise entertaining NETWORKING opportunities for you
- Provide opportunities for COLLABORATION on your ideas
- Celebrate and PUBLICISE your achievements and successes
- Value your engagement by giving you special PRIMLEGES and BENEFITS

#### What you can do ....

- INSPIRE and MOTIVATE students via sharing sessions
- Guide graduating students with your experience and knowledge by becoming a MENTOR
- Provide EMPLOYMENT opportunities to graduating students
- CO-ORGANISE events and reunions with the Alumni Office
- Be a Sunway Alumni AMBASSADOR

We're a bunch of friendly people in the Alumni Office, so you can just call us if you need to speak to us, or write to us if you're shy.

Do LIKE us on Facebook!

6 +603 7491 8622

alumnioffice@sunway.edu.my

😤 OFFICIAL Sunway Alumni Community



## GRADUATE RECRUISE FAIR

DATE: <u>TUESDAY, 21 OCT 2014</u>

> TIME: 10AM – 5PM

#### VENUE: UNIVERSITY HALL

To register for the event, just sign up at http://bit.ly/recruitfair2014 latest by 22 September 2014, Monday.





Owned and governed by the Ieffrey Cheah

Jeffrey Cheah Foundation Nurturing the Seeds of Wisdom

