

GRADUATION EDITION 2015



JUMPSTART

YOUR CAREER!

CAREER

BOOTCAMP

2015

**GEAR
UP!**

**MORE CAREER PREPARATORY
TIPS INSIDE...**





SUNWAY CAREER SERVICES

YOUR ONE-STOP CAREER CENTRE



prepare@sunway.edu.my

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A call to Gear Up to all graduating students! This is in line with the Sunway Career Boot Camp 2015's theme. The job market remains challenging and competitive especially with growing uncertainties and volatility in the economy, both at the home front and globally. Employers are getting more selective and demanding. They are constantly seeking a fresh graduate who is an excellent all-rounder, resilient, and adopts a good attitude in life.

A mistake most graduates make is that they tend to leave career plans, decisions and 'employability skills stuff' till after they complete their degree. While it is understandable to focus on your grades first, it could be a little late by then to work out your employability skills and plan for your career. We always urge students to start early in their career exploration, planning and continually upskill themselves throughout their campus life.

Thus Career Boot Camp 2015 aims to help and 'gear up' as many graduating students as possible. The agenda for the boot camp has been specially designed to prep you for your next step: career planning, interview realities and a business challenge that tests your leadership, communication and critical thinking, and much more. If you are graduating and are unsure of what's next, you need to gear up!

The boot camp will also be a launch pad for the Graduate Recruitment Fair on 21 & 22 October 2015 (*More details on page 27*). Sunway Career Services will connect our graduates with top employers. Make the most of these opportunities.

This special edition features relevant career preparatory areas you need to know and we hope that it will be a useful guide for you as you gear up for your career as well as the upcoming Graduate Recruitment Fair.

Thank you.

Prepare >>>

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STUDENT SERVICES
DEPARTMENT



KPMG in Malaysia

Drawing on 87 years of experience, KPMG in Malaysia provides audit, tax and advisory services. With over 1,900 staff positioned in 8 offices nationwide, we work closely with our clients to mitigate risks and grasp opportunities. This focus on industry and country-specific knowledge helps us deliver exceptional people with an intimate knowledge of our clients' specific business issues, as well as an overriding commitment to service excellence.

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- Tax Consulting Assistant
- Advisory Associates

Academic Requirements

2nd Upper Class Honours or CGPA 3.20 above or equivalent

Talent Acquisition Team

KPMG in Malaysia
Level 10, KPMG Tower
8, First Avenue, Bandar Utama,
47800 Petaling Jaya,
Selangor Darul Ehsan

Phone: +(603) 7721 3388

Fax: +(603) 7721 3399

Email: talent@kpmg.com.my

kpmg.com.my/careers

KPMG Malaysia



GRADUAN
BRAND
AWARDS
2014





6 QUICK GUIDES TO ACE YOUR INTERVIEW

There are various ways and preparation that should be done to ace an interview. These 6 quick and simple tips are the most common and reliable guide for you to excel any interview session.

1. RESEARCH ABOUT THE COMPANY

- It is pivotal that you research the company primarily via their official website or other reliable and legitimate links.
- Key areas that you need to know about the company are – company history, its industry and competitors, global market branding, awards and achievements and the company culture.

2. YOUR RESUME IS YOUR GUIDE

- Your resume is not the only method to showcase yourself but it is also your guideline to ace the interview. It helps to format your presentation or interview flow during the session as well.
- Remember the information you have shared in your resume. More often than not, interviewers will ask questions based on information given in the resume.

3. FAMOUSLY ASKED QUESTION IN INTERVIEWS

- “Tell me about yourself?” - The most famous question to start off the interview. This question is for you to tell the interviewer briefly who you are and what have you achieved in your education. Be concise.
- Tips and example on how to tackle this is to share about your education, what you have achieved in your curriculum and co-curriculum as well as personal goals to develop as a professional employee.

4. LISTEN AND MAINTAIN EYE CONTACT

- It is very important that you remain alert, vigilant and pay careful attention to what the interviewer has to say or ask.
- If you are unable to hear the question because the interviewer is speaking softly or too quickly, gently ask the

interviewer to repeat the question by saying “Pardon, could you repeat the question please?”.

5. AVOID NEGATIVE VIBES

- Leave all negativities out before stepping into the room. Never ever say negative things about someone or any other company.
- Mentioning inappropriate information about someone or other companies only puts the interviewer in an inconvenient position to evaluate you differently. This will cause the interviewer to have a negative perception that you will talk/share inappropriate information to others.

6. NEVER BE AFRAID TO ASK QUESTIONS

- Interviewers like candidates who are proactive in asking questions. Avoid asking questions that are irrelevant or things that you should already know.
- Keep your questions centered on the role to be filled and ways you can be a STAND-OUT employee. Only then, are you most likely to proceed to the next stage and be offered employment for that job position.

Word of Advice:

Never give up and always learn from your mistakes. Preparation when approaching the interview coupled with enthusiasm and confidence is the key to succeed.

Christopher Nagendran from People, Performance & Culture of KPMG shares some winning interview tips.



CAREER FOCUS

Here's a short interview with some Sunway Alumni on their profession- what they do in their job, the challenges they face and what it takes to get there. Read on to learn more...



KHOO HSIEN LIANG

EQUITY ANALYST, AFFIN HWANG CAPITAL

1. Overview of your Role:

My role is mainly to analyse macrotrends, industries and companies in order to generate profitable stock recommendations.

2. What do you like most about your job?

I like piecing different pieces of information together to determine if a company will succeed or fail.

3. What is most challenging?

It becomes a challenge when I need to hold on to my views even when the stock price is going in a different direction from my recommendation.

4. What is one key skill required to do well in this job?

Curiosity. There are no limits to how much you can learn in this industry if you are continually looking for new ideas and willing to study different things.



Liang completed his A-Levels at Sunway College back in 2004. Thereafter he pursued his degree in Economics in Monash University, Malaysia.

5. What is your advice to fresh graduates wanting to pursue a similar route in investment banking or related areas? What is the best route?

Study accounting/finance or economics. However, people in the industry also have diverse backgrounds such as engineering and actuarial science. Study for the CFA examinations as soon as possible.

6. What do you miss most about Sunway? My friends from the Sunway Christian Fellowship.



Pei Wen graduated with a Bachelor Of Science (Hons) In Accounting And Finance, Sunway University in December 2012. Upon completing the GE FMP in 2015, she is now a Financial Analyst in GE Oil & Gas, Malaysia.



CHUA PEI WEN

GE FINANCIAL MANAGEMENT PROGRAMME (GE FMP)

1. Overview of your role in GE FMP:

It is a 2-year finance management programme with rotations of 6 months each. I was in several businesses namely GE Corporate, Healthcare and Aviation. I was also blessed with the opportunity to rotate to Thailand and US.

2. What did you like most about the FMP and what is most challenging?

I like that I was able to be exposed to different businesses, worked in different areas of finance, with different people of various functions and of course, travelling since I was based overseas.

It was challenging to learn quickly about the role and the different businesses since it was just 6 months for each rotation.

3. What is your advice to fresh graduates wanting to pursue GE FMP or any similar Management Trainee positions?

It's a great route if you intend to continue your career in that same company. You have more value in that

sense because you would possess that known brand within the company. It also depends on what you want as these type of programmes will build your soft skills and executive presence as well as expose you to higher management.

4. What is one key skill required to do well in a Management Trainee programme?

Only one key skill is insufficient. So here are several - Always be ready to learn, don't be afraid to question and even challenge status quo. And, be willing to take up more responsibilities outside your job description.

6. What do you miss most about Sunway?

The people! It's the friendships forged there and experiences together that were truly valuable. And I also miss the roasted chicken from Pink :)



Kenneth successfully completed his ACCA with Sunway TES in 2007. He started his career in PricewaterhouseCoopers before moving to McKinsey & Co.



KENNETH KOH

IMPLEMENTATION COACH, MCKINSEY & CO

1. Overview of your Role:

I work with top management teams in the public and private sectors. My role involves advising them across various areas, from growth strategy to cost transformation. As my title suggests, my role is not only to develop strategies, but to work with clients in implementing them as well. Accordingly, I spend a lot of time working together with my clients in executing these strategies.

2. What do you like most about your job?

The exposure is excellent. In the 2 years I've been here, I have worked with over 40 CEOs, a Cabinet Minister and many other movers of the Malaysian landscape. Additionally, the work that I'm involved in is always far-reaching in national impact; meaning that I am constantly at least indirectly involved in Malaysia's development and transformation.

3. What is most challenging?

The pace and intensity required for the job. Given the nature of the work we do and the people and organizations we advise, timelines are always short and expectations very high. The bar for quality is exceedingly high.

4. What is one key skill required to do well in this job?

Problem-solving skills are the most critical for this job. In simple terms, it's all about how one breaks down a seemingly impossible problem into more manageable bits, structures those bits into solvable puzzles, and putting a plan in place to solve those little puzzles, thereby solving that big impossible problem bit by bit.

5. What is your advice to fresh graduates wanting to pursue a career in Consulting?

Consulting is not for the faint-hearted. Unlike many other professions, there is much less guidance and structure. There will be many times when you will be doing something for the first time, but you will be expected to do it like an expert. On the flip side, being in such a challenging environment means that you will develop the abilities to think on your feet and learn things very quickly. This means that more often than not, consultants benefit from an accelerated career path.

6. What do you miss most about Sunway?

Definitely not the cafeteria =)



ESTHER LEONG

THE COMPLETE BANKER ASSOCIATE,
CIMB BANK BERHAD

1. Overview of your Role:

I have been confirmed in Digital Banking under a newly-formed team called Inno-Lab that works on Retail Banking innovations. My day-to-day work includes building PowerPoint presentations, meeting with vendors, testing apps out for defects, and working with our vendors to address any defects uncovered.

2. What do you like most about your job?

Our team gets to engage with senior management regularly which provides great exposure and we get to see for ourselves how our leaders deliberate and make important decisions. Secondly, my work is genuinely interesting! We're constantly learning so much because banking innovations and Fintech are evolving at such a fast pace.

3. What is most challenging?

Given that we engage with senior management regularly, this also translates to much higher expectations for the work we need to deliver when we meet them.

4. What is one key skill required to do well in this job?

People skills! As we are always meeting new people, be it internal teams or external vendors, and you have to build rapport fast in order to work together to meet tight deadlines.

5. What is your advice to fresh graduates wanting to pursue a Management Trainee Programme in a bank?

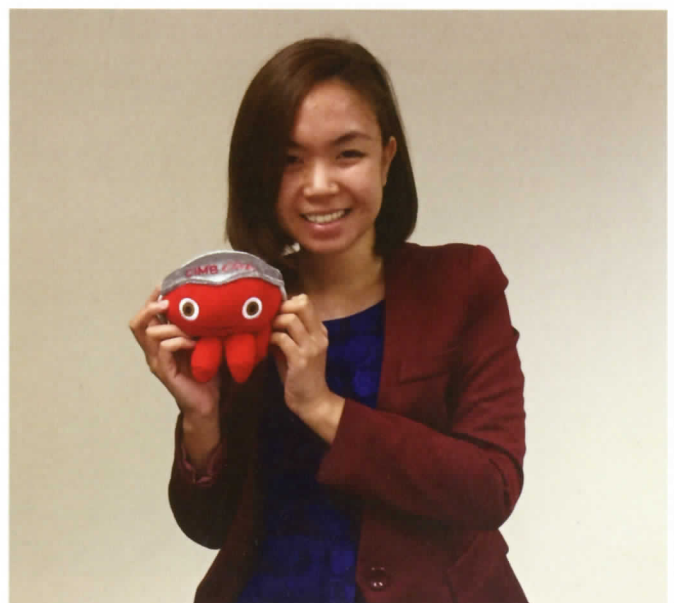
A degree in Accounting & Finance does provide you with good basics to the inner workings of a bank but for Digital Banking, it's really all about keeping up-to-date on the latest developments in technology and finance. Also, picking up a programming language on the side can really give you an edge!

If you're looking at Management Trainee Programmes in Banking and in Malaysia, I think it's important to look into the branding and reputation of the programme itself because these programmes generally come with a bond and 2 to 3 years is a fair bit of time so this must be carefully thought through.

6. What do you miss most about Sunway?

I miss the sage, supportive lecturers in the BAF programme and the effervescent teachers from the CIMP programme; so many of them have played a part in getting me to where I am now through their genuine interest in our education and future. And for that, I am eternally grateful.

Esther graduated with a Bachelor Of Science (Hons) In Accounting and Finance, Sunway University in June 2013. After a rigorous interview process with CIMB, she successfully got into The Complete Banker's Programme.





CONFIDENCE

People judge us by many things but confidence is among the key aspects that are noticed more easily. If you are not confident to speak, engage, stand tall or make yourself counted, you can kiss your dream job goodbye. No organisation will hire people who don't even believe in themselves.

Does that mean people who lack confidence are destined to fail? The good news is that confidence can be built so you can stop fretting about it. It will be a tough journey but is it certainly a better choice than letting yourself drown in a world filled with more confident people. Here are some pitfalls to avoid if you are keen to build your confidence:

Thinking you can't before you even try

Sounds familiar? You think you are not good enough or you have been wired to think so by family, friends and enemies. Or perhaps there have been certain unfortunate incidents in your life which robbed you of your belief in self, and so you stop believing. A lot of times, we aspire for big things in life. Everyone wants to succeed but as the old adage goes, if you don't try, you will never know, so stop wishing and start doing. Don't lose the game before you even step into the ring. Don't say, "I will never pass this subject" or "I will never get that job". Instead, start focusing on what you can do to get good results, get into your dream company or start your own business.

Confidence is a topic close to heart because it is something that impacts everyone. Some people are more confident than others while some struggle with esteem and self-worth. We are often told why confidence matters, for it affects how we are presented to the world.

Dream big and small

The popular belief is that we have to dream big to succeed. "Aim for the moon. If you miss, at least you will hit a star" or so they say. But there is a danger in aiming too high, too soon. Winners are not necessarily those who score big all the time; sometimes incremental small wins builds up your confidence. It may take a while for it to fully form a roaring, fiery confidence in you but it does the trick compared to just aiming big and failing, thus destroying your confidence. This does not mean we discourage big dreams. After all, without a larger goal in life, we can lose sight of our directions. Our advice to you is to aim for the moon but keep yourself grounded.

Too much sugar gets you diabetes

Like all good things in life, too much of something can often be the end of everything. Some people brim with too much confidence and they forget that there's a thin fine line between confidence and arrogance. Arrogance will not take you anywhere and a little humility will go a long way to balance out the forces within you.

Confidence means different things to different people; some say it is a firm belief in self, feeling secure and knowing what you are doing, amongst others. There is no specific formula but ultimately confidence is what you make of it.

GO AHEAD.

LEAD



Move to the sound of a different beat - your own.
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Humanising Financial Services.



Maybank



A CALL TO GEAR UP

**HOW TO STAND OUT
AND BE VICTORIOUS**

**CAREER
BOOTCAMP**
WHO'S SPEAKING?

Thousands of students graduate each year from different universities in Malaysia. They will all be applying for the same few job openings in the market. All of them will be hoping that they will be the best candidate to start their new careers and celebrate the joys of life!

How are you standing out from the crowd? How do you become the ONE who gets the job, while others wait in line? How do you kick-start a promising career at a young age? How do you ace that job interview with a Fortune 500 company?

Mallory Loone, a Sunway alumni, together with her business partner Michael Teoh will be returning to Sunway University to personally mentor and train graduating students in winning their dream jobs and starting their careers, programmed for success at a young age!

Mallory was recruited by Malaysia's leading companies like Shell, Maybank, P&G, CIMB and General Electric, all before her graduation. Her finest accomplishment was graduating from the highly intensive six week corporate world simulation programme, organised by world-renowned consulting firm, McKinsey & Co through their Young Leaders Academy.

Today, Mallory is a Southeast Asian Young Leader recognised by President Barack Obama and is a sought-after speaker and consultant in Graduates Development. She is the Co-Founder of Thriving Talents, an award-winning training and consulting company with clients among Fortune 100 companies across 40 countries.

Mallory remembers how she used to attend training seminars and conferences to learn and network her way to her dream job. She believes that students should seize the opportunity to learn from speakers in order to

accelerate their way to success, while avoiding the mistakes done by others.

Michael Teoh's passion is nestled in his unique ability to help youths transform their lives to become top performers in universities and in getting their dream jobs. This Malaysian Book of Records Holder and Advisor to Fortune 100 companies like Microsoft and SAP will help you to win your next job interview and build a successful career!

As Michael will recall, he received a 5-figure starting salary working for a youth NGO because he was able to differentiate himself through his passion and knowledge for youth development, while smartly networking his way to connect with global CEOs who recommended him for the job. He was only 23 years old then.

Mallory and Michael will also be joined by Mr. Edward Ling, the Country Head of the world's largest professional networking portal, LinkedIn and the former Operations Director of Groupon Asia-Pacific and a pioneer of a recent Malaysian startup in the health & fitness industry, KFit's Yeoh Chen Chow who had recently received funding of USD \$3.2 million.

More will be shared during the workshop, where you will learn interview techniques, how to brand yourself, 21st century employment skills and many more secrets that will allow you to be the Employee of Choice!

**IF YOU ARE A FINAL YEAR STUDENT, YOU HAVE TO GEAR UP.
SEE YOU AT THE CAREER BOOT CAMP!**

Register and find out more at <http://bit.ly/SunwayCareerBootCamp>

SUNWAY Alumni

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 **PRIVILEGES** 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!

+603 7491 8622

✉ alumnioffice@sunway.edu.my

📘 **OFFICIAL** Sunway Alumni Community



Sunway students



All Malaysia students



Careerist

Individuals who are able to see the big picture in any situation, which helps them inspire both their teams and themselves.

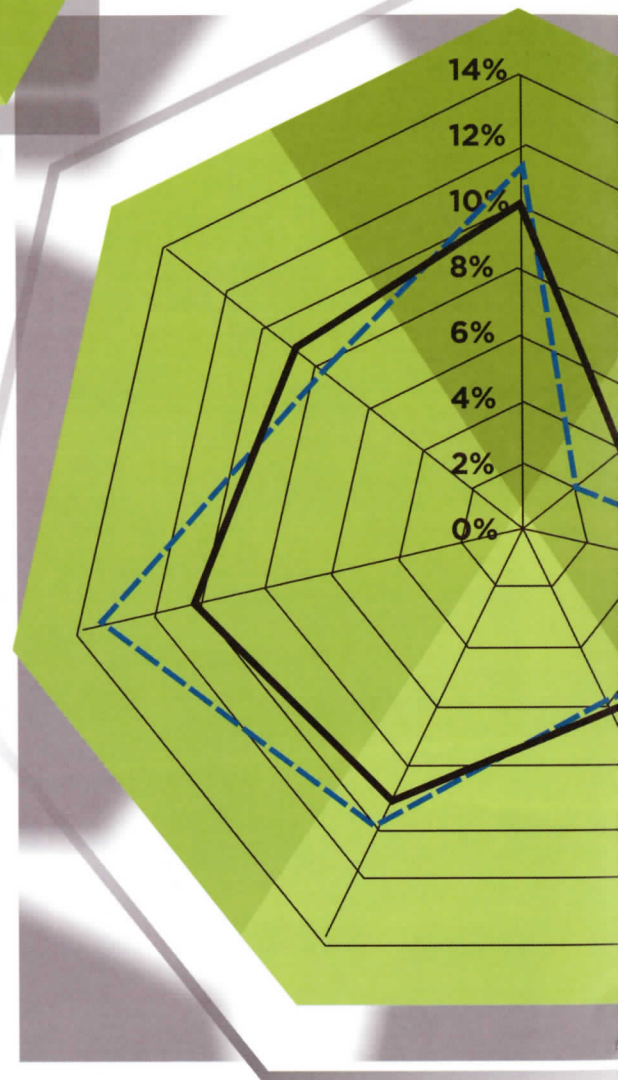


Leader

"Big-picture", curious, open-minded individuals who focus primarily on the future instead of day-to-day or historical situations.



Internationalist



Idealist



Individuals who want to work in organisations that value and respect their employees, while taking an ethical stand on issues of corporate responsibility.

Future-oriented individuals who ultimately want to be managers and leaders of groups of people in a business environment.



Entrepreneur

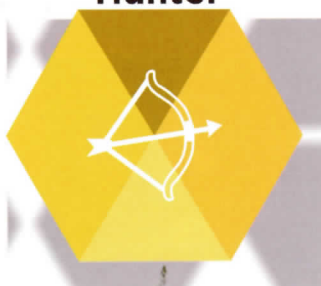
Curious and creative individuals who are primarily focused on challenging and innovative work.



Harmoniser

Responsible and loyal individuals who are happy to take on responsibilities for the good of the team.

Hunter



Individuals who are eager to search for new business opportunities and expect a competitive compensation as well as career advancement and high future earnings.

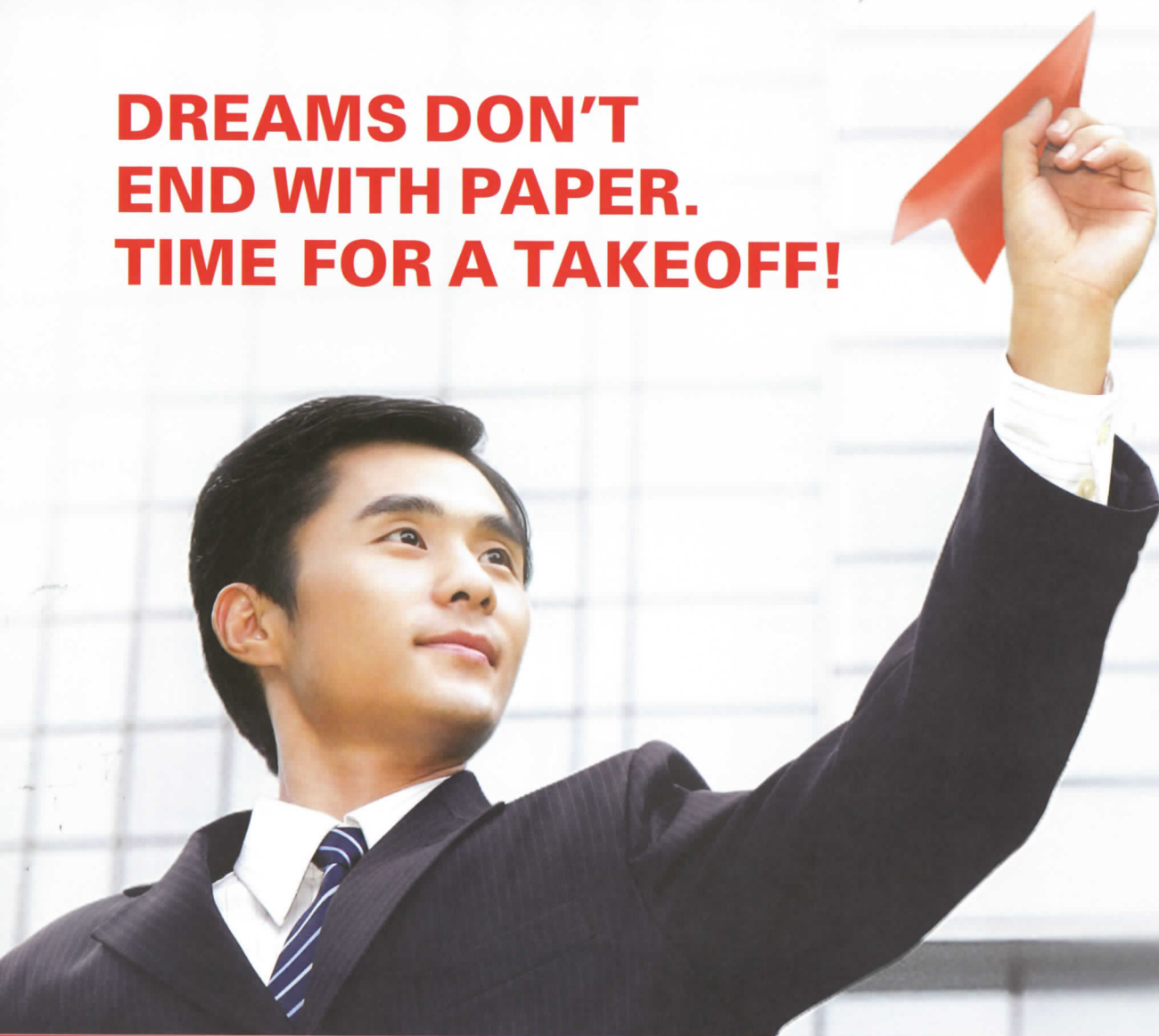
About Universum

Universum is an international organisation that has been working in the field of employer branding since 1988. Universum delivers a full range of services in research, strategic consulting and communication solutions that enable employers to better understand, attract and retain talent.



The Universum Career Assessment is available under the Universum Student Survey. Interested to know more on your career profile? Participate in the upcoming Universum Student Survey in October 2015! Stay tuned.

DREAMS DON'T END WITH PAPER. TIME FOR A TAKEOFF!



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Innovative
Leadership
Enthusiastic

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- | Ambitious and highly motivated to take up new challenges
- | Think out-of-the-box and quick to adapt to fast-changing environments
- | Hold leadership role(s) in extra-curricular and / or voluntary activities
- | Passionate, energetic, and eager to make a difference

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Group Human Resources


SUNWAY BERHAD

A member of Sunway Group

Level 14, Menara Sunway, Jalan Lagoon Timur,
Bandar Sunway, 47500, Selangor Darul Ehsan,
Malaysia

Tel: +603-5639 8889

Fax: +603-5639 9288

 [sunway group careers](#)



WHAT EVERY GRADUATE SHOULD KNOW

Taking that first-step into the working world can be daunting.

To help you cope with the transition from a student to a working professional, we recently interviewed three Sunway employees to share their personal experiences in the workplace.

We believe you will resonate with their roles in one way or another!

This article has been contributed by

SUNWAY™

Official Website: www.sunway.com.my
Sunway Future Leaders Programme:
www.sunway.com.my/group/career/future-leaders-programme/
Facebook: Sunway Group Careers

Karston Tan Chuan Yang

Group Strategy & Corporate Development Executive

As someone new to the working world it is easy to feel overwhelmed by a brand new working system or corporate environment. There may be countless challenges to face or problems to solve as you learn and grow in a company. **However, when faced with these challenges or problems, it's important to maintain a positive attitude.**



Your positivity will allow you to stay focused on your task, adopt a broader perspective and see the bigger picture. These are crucial skills to have as they will help you become a problem solver, and problem solvers are crucial for the continued growth of a company.

In my department, we help other businesses identify their problems, and work closely with them towards achieving solutions. It is a rewarding experience indeed when we succeed together in addressing the challenges at hand.



Wong Joe Yee

Human Resources Executive

Be adventurous and take initiative. Your workplace may have a formal setting but that shouldn't stop you from being yourself and being adventurous! Volunteer to take up challenges and don't be afraid to weigh in with your opinion.

Remember, your career advancement is not the responsibility of your employer or immediate superior. It is your work attitude and initiative that will get you further ahead. I urge you to take the time to build a strong and unique character by staying true to your core values, while developing your leadership skills through trainings or a varied daily repertoire. In fact, I would recommend applying for the Sunway Future Leaders Programme (management trainee programme); it has provided me with opportunities to grow and stretch beyond my boundaries, for which I am immensely thankful!

"Doors are unlocked whenever we seize opportunities."

Jonathan Ding

Virtual Design & Construction Executive

Pay your dues. That means putting in your share of blood, sweat and tears first before dreaming of being the next hot-shot executive. It takes years of working on the ground to acquire the operations and technical expertise of these senior roles, so observe your mentors, learn from them and emulate their work ethic.

My professional development at Sunway has been rather exponential, having gone through the Sunway Future Leaders Programme rotation. Aside from that, career skills workshops have also provided me with supplementary skills and tools to further enhance my capabilities. Sunway's reputation precedes itself as an unrivalled conglomerate and it lives up to its credo – Leading with Passion.

You're destined for greatness, just be patient and always ready to persevere when the going gets tough. If you're not willing to give up on the company at their times of need, the company certainly wouldn't give up on you.



IN SEARCH OF THE ADVENTUROUS



SHELL MALAYSIA – ARE YOU SEEKING A REMARKABLE CAREER?

To be truly adventurous is a remarkable quality. After all, how many people are prepared to continuously explore new ideas, opportunities and experiences? To take your thinking to places no one has ventured?

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WHO ARE WE LOOKING FOR?

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- Geophysics
- Geoinformatics
- Biostratigraphy
- Civil Engineering
- Electrical Engineering
- Petroleum Engineering
- Chemical Engineering
- Mechanical Engineering
- Metallurgical Engineering
- Petroleum Geosciences
- Mechatronics Engineering
- Environmental Engineering
- Marine/Naval Engineering
- Aviation/Aeronautical Engineering

Commercial

- Statistics
- Economics
- Real Estate
- Psychology
- Actuarial Science
- Human Resources
- Sales & Marketing
- Property Development
- Mass Communications
- Finance/Accounting
- Business Administration/Management

With the following requirements:

- Less than three (3) years of working experience
- Strong leadership and teamwork based experiences
- Have valid work authorisation in Malaysia

STARTING YOUR APPLICATION

Step 1 : Submit your online application by visiting www.shell.com.my/careers and select Students & Graduates

Step 2 : Complete the online e-assessments

Step 3 : Shortlisted candidates will be invited for either a phone interview or a face to face interview.

Step 4 : Shortlisted candidates will be invited for the SRD Assessment

**Details of the Initial Interview and Shell Recruitment Day Assessments will be given to you at a later date*

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We understand the value of global connections. Do you?

At HSBC, we're inspired by the global flow of ideas, skills and resources. It's the connections we make with diverse people around the world that powers our success, opening up new and exciting opportunities for our customers and colleagues alike. Right now, we're looking to connect with the best and the brightest people from across the globe to help shape the future of our bank.


Management Development Programme

Our 24-month Management Development Programme will uncover your potential and propel you to greater heights. You will develop in-depth management and banking skills, whilst being provided with platforms and countless opportunities to expand your personal and geographical boundaries. You will join one of four career streams: Retail Banking and Wealth Management, Commercial Banking, Global Banking and Markets, and HSBC Amanah. The programme is designed to provide you with international exposure, world class training, access to global networks and best-in-class expertise.

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The World Isn't
Your Oyster,
It Is Your
KITCHEN

EVERYONE CAN LEAD

*Just like in Ratatouille: Everyone can cook.
In other words, everyone can lead.*

Why do I say so? The leader is like the cook, the current situation is like the kitchen that the leader is in, and everything else about people: their characters, personalities and skill sets, goals, backgrounds... are the ingredients. The meal is the end goal that the leader is supposed to help everyone achieve.

In the real world, all of these variables are different and they are always changing. So, the question is, how do you cook?

1. Know your cooking style

Just as there are different kinds of chefs, there are different kinds of leaders. Just as each chef has his own cooking style, each leader has his own way of leading.

Some people are methodical chefs, so they will be organised leaders. Others like things simple, their leadership will be direct and uncomplicated. Some individuals like to play around with spices and experiment, they will have unconventional methods. ▶

In the end, regardless of whichever kind of leader you find yourself becoming, the most important thing is to ensure that you play to your strengths and never become too extreme.

If you are unconventional, ensure that your risks are well thought out. If you happen to be methodical, make sure to allow for flexibility in your plan. If you like things simple, remember that sometimes a little bit of flair won't hurt.

At the end of the day, play them to your best ability and be ready to throw off failure and keep trying.

2. Prepare your recipe

A good chef always prepares a recipe or has an idea of what he will be doing before beginning the actual preparation of food. Just like a chef, a leader too must have a plan, no matter how vague.

Like a recipe, a plan helps the leader to see what is needed. This in turn helps with the pacing of the project as well as the management of people.

In addition, a plan helps the leader prepare for what is ahead and see potential pitfalls. This in turn helps the leader prepare for those pitfalls and improve communication between members.

3. Know the ingredients

A smart chef always makes it a point to get to know the ingredients. Have you ever realised that the chefs on food shows always make it a point to introduce the ingredients to an audience?

They usually drop tidbits of information about its history and its general usage. This is because you never know when knowledge about that food might help in choosing your ingredients.

Just like a chef, a leader too needs to get to know his ingredients: his people. A chef mixes and matches his ingredients to bring out the best qualities for the final product. A leader's job is to mix and match his people to bring out the best in them.

To do that, a leader has to know who his people are, what they are inspired by, what their skill sets are and what backgrounds they come from.

The more you know about people, the easier it is to communicate with them. A good leader knows his people and is able to communicate the final aims and objectives to them.

His people would know that he cares about them, about bringing the best out of them so that everyone gains in the end.

4. Know your kitchen

The kitchen is the home of the chef. Everything that he needs can be found in the kitchen. Hence, a good chef knows his kitchen and the equipment available.

Likewise, a good leader is aware about his environment and how he can change it.

A good leader is capable of changing his environment in such a way that it helps the team be more productive and efficient without decreasing the team's passion – for example, having a meeting to realign the team towards their goals and objectives all the while cheering them on in their current efforts. Or having little discussions with team members on how they as a team can improve.

In conclusion

In the end, I guess what I truly want to get across is that anyone can be a leader if they are willing to step into the "kitchen" and "start cooking". As long as you have a heart for people, no matter big or small; as long as you are willing to move to bring out the best in everyone, you are a leader.

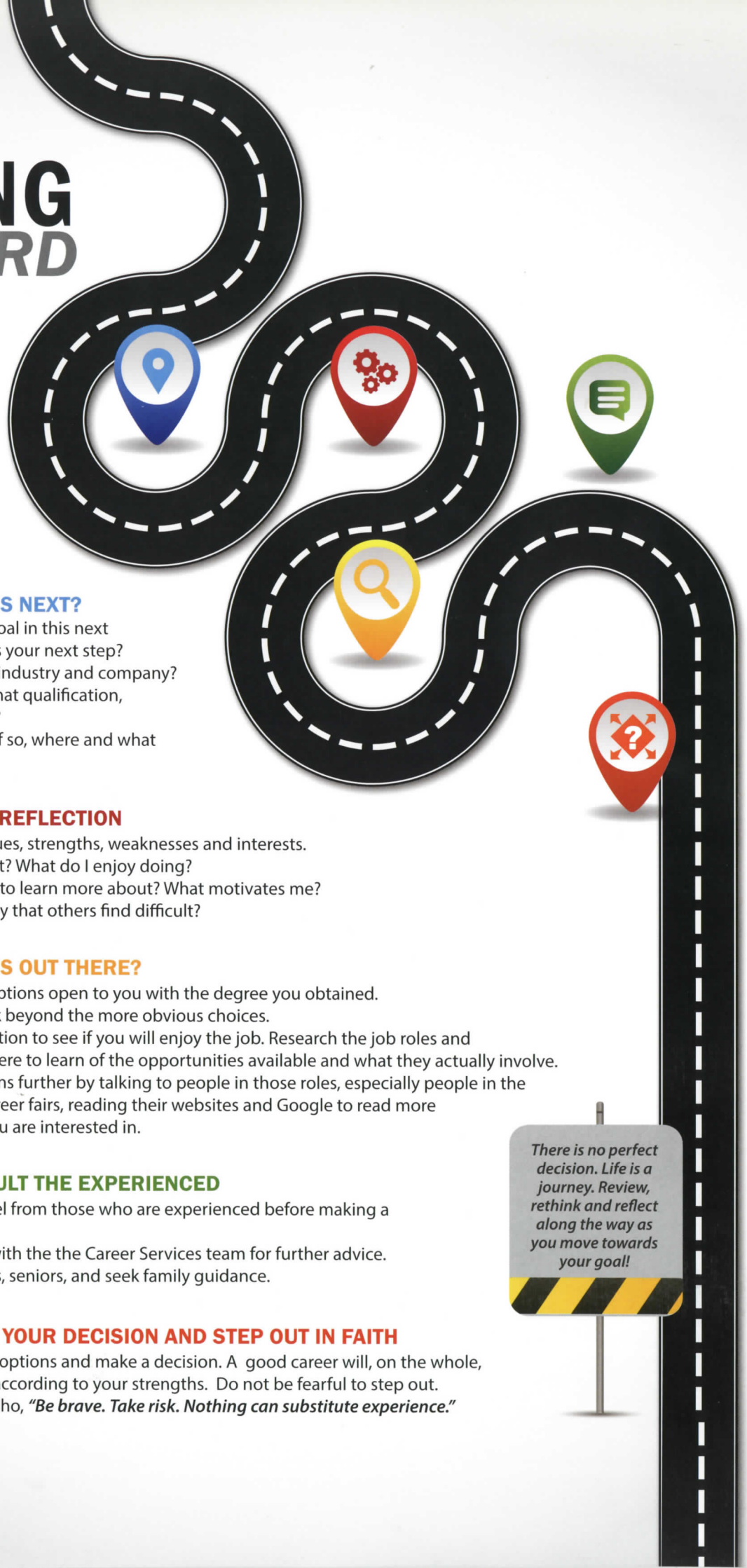
The world isn't your oyster, it is your kitchen!

'This content is courtesy of Leaderonomics from their weekly career pullout. For other great articles on leadership and careers, go to www.leaderonomics.com

MOVING FORWARD

Overwhelmed by what's head? First don't panic. Now that you have completed your degree, spend time mapping your next steps.

Here are simple steps to guide you.



STEP 1 : WHAT'S NEXT?

Think about your goal in this next stage in life. What is your next step?

- Get a job? Which industry and company?
- Further study? What qualification, which is best, etc?
- Take a gap year? If so, where and what to do?



STEP 2 : SELF- REFLECTION

Reflect on your values, strengths, weaknesses and interests.

- 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?



STEP 3 : WHAT'S OUT THERE?

Assess the career options open to you with the degree you obtained. Don't forget to look beyond the more obvious choices.

- Consider each option to see if you will enjoy the job. Research the job roles and companies out there to learn of the opportunities available and what they actually involve.
- 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.



STEP 4 : CONSULT THE EXPERIENCED

Always seek counsel from those who are experienced before making a big move in life.

- You can consult with the the Career Services team for further advice.
- Speak to lecturers, seniors, and seek family guidance.



STEP 5 : MAKE YOUR DECISION AND STEP OUT IN FAITH

Narrow down your options and make a decision. A good career will, on the whole, have you working according to your strengths. Do not be fearful to step out. Quoting Paulo Coelho, *"Be brave. Take risk. Nothing can substitute experience."*

There is no perfect decision. Life is a journey. Review, rethink and reflect along the way as you move towards your goal!

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“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.

A gap year is 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.

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14	15 COMING SOON*	16 PUBLIC HOLIDAY: MALAYSIA DAY	17 COMING SOON*	18 SHELL COMPANY VISIT
21	22 COMING SOON*	23 HABIB JEWELS CAREER TALK	24 PUBLIC HOLIDAY: HARI RAYA HAJI	
28	29 REAPFIELD CAREER TALK	30 BRITISH PETROLEUM (BP) CAREER TALK		

*For latest details, please visit <http://bit.ly/leapprep>

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