

## Chapter 4

# How to Begin Your Job Search



As discussed in the previous chapter, anticipating potential stumbling blocks prior to your return to Malaysia can ease the transition and assure that you get the most professional and personal benefit from all the effort you have put into your education in the United States.

The more aware you are of the dynamics of reverse culture shock, the more your energy can be focused on a successful and timely job search.

The process of conducting a job search is similar to taking a little trip. Preplanning is important to get your money's worth and satisfaction from your trip.



### Six Steps to Finding a Job

1. Decide on career choice, positions and companies
2. Format strategies
3. Prepare essential items such as a resume.
4. Begin searching and applying for jobs
5. Attend interviews
6. Offer of a position in the company of your choice.

### Step I: Your Career Choice

Choosing the type of position and work environment best suited for you is



the most difficult step of all. If you have no experience, it may be difficult finding the right job at the right salary.

Most companies want one to two years experience as a minimum requirement. Employers don't want to invest in specific training for inexperienced people. Your work record in the U.S. is helpful, especially if you did your optional practical training after graduation.

Remember, the "fast track" to CEO may take years of work experience, not just having a degree.

*Getting to the top requires learning on the job, experience in many different jobs, in addition to determination, drive and some luck .*

The expectations of the family for the returning graduate are usually very high. Low entry-level paying positions are not what are expected after the dollar amount that has been invested in your education. Hostess or waitperson positions may be a last resort for someone who is expected to run a company.

Such a position can be beneficial--providing immediate cash to reduce your financial dependence but also establishing 2 tracks for dependability, position, attitudes and other valuable considerations for future, more important positions. The pressure is on you to become gainfully employed in a meaningful position but meaningful may have to be defined in both short and long term strategies.

If you planned carefully and analyzed your present options realistically, you will be in the optimum position to make the best decision for yourself, (and explain that decision to friends and family), even if you decide to take a short-term position that at first glance may not appear to meet your goal.

## **Making the Right Career Choice**

Before deciding on which area of the job market to target ask yourself the following questions.



1. What is unique to you and how can you use your specific talents? Self assessment is important and will definitely help you in your professional as well as your personal life.
2. Clearly define your goals. Focus on areas relevant to you. A person now changes their career at least seven times during a lifetime so look ahead to where you want to be.
3. What are your skills? Do you have strong skills in certain areas and weak skills in other areas? Do your strengths override your weaknesses? If you say you have good communication skills--where are they the strongest--people to people, public speaking, managing people? Be specific.
4. Define yourself by your talents, skills and competencies. Can you overlap into several areas or are you specifically targeted to one area of work?

***Think big. Where do you want to be in one year? In five years? In 10 years?***

5. Ask people other than close family members who know you and your background for feedback.
6. Learn from your early work experiences in college or university. Which work experiences did you like and which ones did you dislike. Name two of each. Would you like to work in the areas that you liked?
7. What were your accomplishments during those work experiences? What drew you to your chosen field of study? Are you still attracted to that field now that you have graduated? Can you work in any other fields with your degree, or is your degree narrowly defined? For example, a student with a marketing degree has the option of marketing financial services, educational services, social services and many more areas. All major companies have marketing departments to promote and advertise the company's products. The advertising field is part of many marketing departments and may be an area of interest for you.

8. View your job search as a learning process—one in which you will learn about yourself and about the business or profession where you intend to build a career.
9. Have your goals changed since returning to Malaysia and if so, why? Consider carefully how and why these goals may have changed. Explore the changes that you experienced during your time in the United States and determine how to make use of the way they impacted your outlook.
10. Expectations—yours and your family

Determine the time frame that you can allow yourself, once in Malaysia, to secure a suitable position. Be realistic. One week is not enough time to find a job. Allow six months to one year for finding the right job. This may require you to take a part time job or other work for now.

Make notes on issues you expect to find most frustrating when looking for a job and develop an approach to deal with them.

Research career options before returning to Malaysia. Read books on your field of study typically available in your career center and library at your university before returning home.

Visit various career websites. Two excellent sites are: **Occupational handbook:** <http://www.bls.gov/oco>  
**Career Guide:** <http://www.bls.gov/oco/cg/home.htm>

**Note:** both guides cater to the American market but contain general information.

### **Visit websites of professional associations**

For example, engineering graduates can visit the website of the Board of Engineers Malaysia to obtain up to date information on membership registration, certification process and hiring trends of engineering companies in Malaysia.

Keep an open mind throughout the process. You may need to adjust or change your goals as you continually match

your interests and goals with the realities of the business and professional worlds.

Upon Returning to Malaysia use the following reference:

Malaysia Standard Classification of Occupations published by the Manpower Department, Ministry of Human Resource, Malaysia, provides outlines and descriptions of various fields of study as well as a realistic overview of what to expect in a particular position, as defined by Malaysian workforce. It can assist in the process of identifying the best possible career option.

#### Self Assessment

Work Experiences	Talents	Accomplishments	Skills	Competencies

## Step II: Map out your course

Once you know what you want to do, map out your travel route. Start a job search strategy prior to leaving the United States, and act on it when you arrive home. Have a back-up option which will allow you some breathing room should your first choice not be available.

### The Job Search in the U.S.

Students should begin this process at least 12 months prior to returning to Malaysia.

Keep in touch with the employment culture at home (Returnees should note that major hiring in Malaysia typically occurs in January)

Visit various employment websites. Following are several sites that are popular with fresh graduates as they provide job postings, job search advice, views of recent graduates on the job search process and first job environment as well as leisure activities available in several major cities in Malaysia.

Jobstreet: [www.jobstreet.com.my](http://www.jobstreet.com.my)

Hotspots: [www.hotspot.com.my](http://www.hotspot.com.my)  
Aspirasi Graduan: [www.graduan.com.my](http://www.graduan.com.my)  
DoctorJob: [www.doctorjob.com.my](http://www.doctorjob.com.my)  
StarJobs: [www.star-jobs.com](http://www.star-jobs.com)  
College Journal<sup>1</sup>: [www.collegejournal.com](http://www.collegejournal.com)  
College Grad Job Hunter<sup>1</sup>: [www.collegegrad.com](http://www.collegegrad.com)  
Career World:<sup>1</sup> [www.careerworld.com](http://www.careerworld.com)

Maintain contact with family members and friends as they have first hand knowledge of the current developments in the job market.

### **Build a network**

Networking is the process of establishing contacts with individuals and organizations in your field of interest that may directly or indirectly provide insight on employment opportunities in Malaysia. Developing a network of individuals and organizations prior to returning will ease the job search once you are home.

Resources that should be considered when building a network:

- Friends and relatives at home.
- Your university alumni association in Malaysia.
- Professional organizations in Malaysia for engineering, chemistry, architecture, etc.
- Faculty and academic advisors at your university.
- Besides providing academic advice, faculty members from your department can also be key sources for information on conferences and seminars in your field of study. Building a rapport with your professors will make it easier for them to provide you with a recommendation letter.

- American Organizations and Corporations in Malaysia  
Most Malaysian students in the United States have indicated interest in working for multinational companies as they feel that they will be able to more fully utilize what they have learned in the United States.

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<sup>1</sup> US based sites with great career and job search tips for fresh graduates.

**Important Contacts:**

**American Malaysian Chamber of Commerce**  
11.03 Level 11, AMODA,  
22 Jalan Imbi,  
55100 Kuala Lumpur, Malaysia  
<http://www.amcham.com.my>

Human Resource Managers of American Companies in Malaysia.

The Directory of American Firms Operating in Foreign Countries is available in most university libraries.

Maintain relationships with Malaysian students on your campus. Different people have different contacts and their contacts might be beneficial to you and vice versa.

Participate in a Cooperative Education Program. This is a great way to see firsthand whether you like a certain occupation or not. Watching a professional at work can give you a better understanding of possible careers.

More importantly, participating in a co-op program will increase your practical abilities in the field and make you more marketable. Those who participate in co-op programs should always remember to request recommendation letters at the end of the program.

**Attend career fairs**

Career fairs on campus will expose you to many companies and the hiring qualifications required by those companies. Two useful career fairs are listed below:

Project ASPIRE Career Fairs.

ASPIRE, (APEC Student Professional Integration and Re-Entry), seeks to facilitate the personal and professional home country reintegration of students from ASEAN countries. For the location of ASPIRE career fairs near your university contact:

ASPIRE, NAFSA.

1875 Connecticut Avenue, NW #1000

Washington DC 20009-5728

Tel: 202-462-4811 Fax: 202-667-3419

Email: [susanl@nafsa.org](mailto:susanl@nafsa.org)

**Campus and Regional Career Fairs**

Contact career centers at your U.S University for information on fairs, which will be attended by

multinational companies. These career centers should also be able to assist you with mock interviews as well as resume revisions, prior to attending fairs.

## **The Job Search in Malaysia**

Once at home, returnees will continue with the networking and information gathering processes and alumni often feel great loyalty to their university where they studied increasing their willingness to help new graduates (you) on a more rigorous scale. Back in Malaysia with degree in hand means the job search should intensify and become nearly a "fulltime" job itself.

Collaborate with friends who have also recently returned to Malaysia and may also still be seeking employment. Working in teams can turn up more useful information than a person struggling alone. Friends who have recently taken jobs can also be important especially if their company is looking for more young talent

Meet with alumni organizations. Those who have gone through the process could provide invaluable tips and possibly even leads.

Request information interviews with the contacts you have established while in the United States. These interviews will help you to gain insight on current trends and developments in your field, not necessarily secure seek specific employment position. Prepare intelligent, focused and pertinent questions for these types of interviews.

Check classified ads in newspapers and websites. Two newspapers with the most comprehensive recruitment advertisements are The Star and the New Straits Times, especially their Saturday editions.

Register with human resource agencies. Free services to fresh graduates:

### **Human Resources Development Council**

**Website:** [www.hrdnet.com.my](http://www.hrdnet.com.my)

HRDC offers two training programs with stipends in the following fields: Certificate in Information & Communication Technology I & II: This program is especially popular among humanities and social sciences

graduates as the curriculum includes E-Commerce, Networking, Multimedia and Management in ICT environment.

Certificate in Language Proficiency: Mandarin or English: Manpower Department (Jabatan Tenaga Rakyat) [www.jtr.gov.my](http://www.jtr.gov.my) Graduates who register with this department will be informed of appropriate job openings through email.

#### **Private human resource consulting firms**

The list can be obtained from [www.catcha.com.my](http://www.catcha.com.my) and AMCHAM.

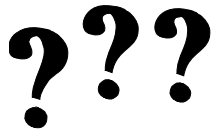
Adecco: [www.adecco-asia.com/malaysia.htm](http://www.adecco-asia.com/malaysia.htm)

#### **Attend career fairs**

Local public universities will usually hold career fairs for their graduates and the general public. Contact their Student Affairs Department (Jabatan Hal Ehwal Pelajar) for information.

### **Step III: Essential steps in your job search.**

1. Prepare your resume.
2. Have your diploma certified as a true copy for your resume.
3. Letter of reference cover letter.



**What is a Resume?**

***A resume is an advertisement of you, nothing more, nothing less. It sells your credentials, and represents you as a person.***

To prepare a successful resume, you need to know how to review, summarize, and present your experiences and achievements briefly and precisely—preferably on one page.

There are many variations for resume format, shown below are two types of resumes, one for general use; the other for technical positions.

#### **General Resume**

Create a resume that is your OWN. Do not simply add your information to a generic format.

Tailor your resume to each position you are pursuing. Use your general resume as the basis for each resume you send out. Change your objective to suit each job description.

Identify your most appropriate skills and experiences relevant to the position. Pay close attention to the specific works used in each announcement and re-use these in your resume whenever appropriate.

If you are pursuing more than one type of occupations, make multiple versions of your resume. For example, you would want to emphasize and word things differently for a position of a financial analyst than that of customer service executive.

Present academic experiences when appropriate.

Keep your resume fact-oriented. Use vocabulary from your chosen field wherever appropriate. Use action words to describe your experiences and accomplishments.

A list of action words can be viewed at the following websites:

[www.jobweb.com/catapult/guenov/action.html](http://www.jobweb.com/catapult/guenov/action.html)

[www.rockportinstitute.com/resumes.html](http://www.rockportinstitute.com/resumes.html)

The content of your resume should contain functional headings and terms.

Returnees should also take note that there are differences between a resume in America and in Asia.

Personal information, while not required on resumes in the United States (it is not legal to require such information in the U.S.) is necessary for most non-multinational Malaysian companies.

For latest updates on resume trends in Malaysia, visit [www.globalcareerguide.com](http://www.globalcareerguide.com).

The format of a resume for most non-multinational companies in Malaysia requires the following information:

Age	Race/Ethnicity
Gender	Religion
Identification Card Number	Language skills
Marital Status	

Have a third party review your resume, preferably a career counselor or someone in the working environment.

Have two types of resume, one for companies that require you to mail or fax in your application and one for

companies that require you to email it in. In addition to developing a traditional resume, today's job seekers should also prepare a resume that can be scanned. Many multinational companies prefer to scan resumes and store them in a database for future use. Scanned resumes have a plain format and emphasize key words.

## **Technical**

A general resume with additional information on your technical background will complete the resume for people applying for technical positions:

Include specific technical expertise and knowledge relevant to the position, such as specialized machinery or equipment that you are trained to operate and the computer software you have used.

Use appropriate technical terms to describe your level competency as well as any responsibilities that you may have had in previous jobs or internships.

Include professional memberships to societies such as the Professional Engineering Society.

Don't forget "soft" skills such as communication skills, civic or community leadership qualities, and volunteer experiences.

## **Resume Formats**

There are three basic types of resumes:

1. **chronological**
2. **functional**
3. **combined (chronological-functional)**

To have a clearer picture of what these styles look like, browse through several resume guides that give good examples of different resume styles.

## **Chronological**

More traditional structure for a resume, and primarily used when staying in the same profession, law and academia. The "experience" section is the focus of the resume; each job is described in some detail and there is no major section of skills or accomplishments at the beginning of the resume.

## **Functional**

Highlights major skills and accomplishments from your first work experience. Target the resume into a new direction or field by highlighting key skills and qualifications from past work experiences to help demonstrate that you will be successful in this new field.

There are many different styles or formats for functional resumes. This style is recommended for students, career changes, and those for those with a variety of working experiences.

## **Combined**

Includes both the above elements and may be a shorter chronology of job descriptions preceded by a short "Skills and Accomplishments" section.

**The following are three resume samples:**

- [Resume for multinational company.](#)
- [Resume for non-multinational company.](#)
- [Scannable resume.](#)

## **Sample Resume for a Technical Position**

Janice Yee Chyong  
Petaling Jaya  
Kuala Lumpur, Malaysia

Tel: 6 03 2096 8560  
Email: [jyc@hotmail.com](mailto:jyc@hotmail.com)

Technical Support Manager/Project

**OBJECTIVE:** Dedicated technical support specialist, project manager, and IT consultant recognized as a resource for technical solutions including data management.

**TARGET JOB:** Full time employee with 1+ years of experience

**EXPERIENCE:** 11/1999 - 12/2001, Engineering Research Lab  
Computer Analyst-Direct all aspects of daily operations including research facility and student researchers.

8/1999-11/1999, International Office - CMU Assistant Advisor-Assisted international students with registration, housing and visa issues.

**EDUCATION:** Bachelor of Science in Electrical Engineering,  
Carnegie Mellon University, 4/2002  
7/1999 - American Degree Program, Taylor's College

SKILLS:           PC troubleshooting 5 years experience  
                  Project Management 1-year experience

Additional experience concurrent with college enrollment: IT  
Company - Any town, USA  
                  Administrative Assistant  
                  Assisted with system installations and maintenance

A cover letter should accompany your resume. Do not underestimate its importance. In a recent survey by Jobweb ([www.jobweb.com](http://www.jobweb.com)) of 150 executives from America's 1,000 largest companies, 60% of the respondents said that when they screen an application, the cover letter is either as important as or more critical than the resume. Your cover letter really does matter!

Cover letters market your qualifications and communicate your skills, accomplishments and potential to the employer in a brief statement. It should convey to the employer that the applicant has researched the company and can connect what's happening in the company with his/her own experiences and knowledge. It should also highlight experiences most relevant to the employer. Cover letters should be individually typed and signed as well as brief.

New graduates seldom have work experiences to highlight. Attempt to relate your accomplishments from a co-op/internship program; and if you also lack that type of experience, make connections between your coursework or research projects and the hiring objectives of the employer. However, caution should be exercised when using this approach as depending on the academic area and the type of job, employers might discount this level of academic work.

**Suggestions for a cover letter are listed below:**

When possible, address the letter to a specific person rather than using a general salutation or the title of the person. For example, Dear Mr. Brown instead of Dear Sir/Madam or Dear Personnel Manager.

Opening paragraph should arouse interest on the part of the reader. Give reason why you are writing the letter

Second paragraph should create desire.

Give information to show why you have a specific interest in the company.

Provide details of your background that will show the employer why you should be considered as a candidate.

Be as specific as possible about the kind of job you want.

Closing paragraph should request for action, e.g. ask for an appointment.

Sign your full name in blue ink to add warmth to your cover letter. (Black ink is used when completing job applications and other documents that may be photocopied)

Proof, and reproof the final version for any typographical and grammatical errors.

### **Be Creative in your Work Experience Skills**



Aside from lack of work experience and reverse culture shock, some new graduates may have to worry about not-too-exemplary transcripts or even a complete lack of "appropriate" work experience. If you are in this situation, then a little imagination goes

a long way!

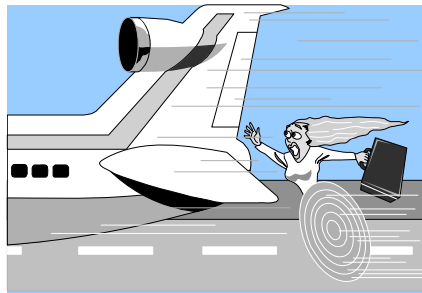
Almost all work experience should leave you with transferable skills. Remember that everything you might do on the job, from flipping burgers to understanding the most obscure data, is a specific work function. Make all your experiences positive on your resume. ALL work experience counts!!

Concentrate on any experience you have and what you gained from it. For example, if the only work you have ever done, is working part time in your university's cafeteria, then you can list handling money, interpersonal skills, dealing with difficult customers. If you have to deposit the daily earnings or lock up after your shift, these count as responsibility skills. You may use such jobs to indicate levels of dependability, positive attitude, or creativity if you can give direct examples of suggestions you made for change.

In other words, add a little gloss to whatever you have, by thinking of them in terms of transferable skills such as planning, teamwork, motivation, time management, and resourcefulness.

## **Step IV Start Your Job Search**

Most new graduates prefer to conduct their job search through the "open market" of publicly announced or advertised jobs rather than the "hidden market" of unadvertised opportunities. In general, pursuing jobs in the hidden market requires one to be proactive and take the initiative to uncover opportunities that may not be listed on the open market. Networking plays a large part in seeking these jobs.



The job search through the open market is straight forward, and involves answering newspaper ads, posting resumes online and registering with employment firms. Three popular strategies for job searches in the hidden job market are listed below:

### **Networking (Yes, its back to this)**

The king of the job search jungle continues to be networking. Why?

A reference from a past employer is required. Employers require assurance that you will be a good fit for their company. What better way to obtain this assurance than to hire people they know or have been recommended to them by people they know and respect.

Jobs may be posted internally to reduce the number of applicants.

Employees may be informed prior to an advertisement being placed. If you can apply for such a job before it is advertised you may have little or no competition.

Begin networking with friends and contacts. Use the steps outlined in "Mapping Out Your Destination" section. Several studies have indicated that the majority of new employees are secured through some form of networking.

### **Targeted Mailing**

Research and identify 10-15 corporations, which you feel would best fit your career goals. Tailor each cover letter and resume accordingly. With targeted mailing, your applications are fewer but more focused and will typically carry more weight as you have presented concrete reasons for your interest in the company based on the knowledge that you have about corporation - essentially describe this "best fit" as it appears to you. If you agree, you may soon get a call from the human resource department.

### **Mass Mailing**

This is the best way to get your resume to as many potential employers as possible in a relatively short amount of time. With the help of a directory of corporations (typically available at most bookstores), you send your resume and cover letter to organizations that are in your field of study will necessarily be more. The downside of this method is that your resume and cover letter will necessarily be more generic and therefore less likely to stand out or show exactly and fully what you can offer each company. To counter this, write a cover letter that is tailored to your chosen occupation and career field. By having these types of cover letters, at least you are able to demonstrate your interest in the field and highlight your relevant skills and qualifications.

## **Step V Making Pit Stops**

### **Interviews**

All road trips require pit stops or transit time. Interview sessions and evaluating job offers are pit stops on the job search highway. Spend quality time preparing for every interviewer. Remember, you won't be the only person interviewed. Others will be competing with you to secure the same position. It is vital that you convince the potential employer that not only will you be good at the job, but that you will be able to do it better than the other candidates. In other words, you must stand out by being the raspberry fudge swirl in a plain vanilla world of job candidates. Effective interviewing skills are a MUST!

Practice and preparation is required for before, during and after the interview.

## **Before the Interview**

### **Know the Employer**

Time and time again, employers complain that candidates attend interviews without sufficient knowledge of the company and the position. Research is critical. Not only will the knowledge of the company assist in anticipating and preparing questions for the interview, but will also demonstrate to potential employers your interest in the company and position.

### **Practice**

Before going through an actual interview, you should first have a mock interview session. The mock interview is more than just a chance to work out your interview jitters. It should be an opportunity to practice your interviewing techniques and answers live. Even one mock interview will result in a marked improvement in your interviewing skills. Why? For the same reason that a speech is not a speech until you give it verbally - it is important you hear the words spoken aloud before you find yourself under the pressure of the real interview.

Remember your first speech in Speech 101 and how it was delivered. Was it what you prepared on paper? Was the delivery what you expected or your class expected? It is the same with interviewing. It is not enough to research and anticipate interview questions, but by practicing your answers you sound more confident. If possible, practice interviewing with a guidance counselor. Ideally, have the session videotaped. If this option is not available then ask your friends or relatives who have several years of work experience to play the role of interviewer.

### **Practice Body Language**

Many interviews fail because of lack of proper communication, but communication is more than just what you say. Often it is the nonverbal communication that we are least aware of, yet speaks the loudest. Your body language is important in the interview as it makes the interviewer either at ease or uncomfortable.

## Dress Appropriately

While the college campus may be the perfect place to exhibit your flair for the latest in fashion style and individualism, the interview is not the place to do so. The way you dress has an effect on the interviewer's initial impression of you. As one song from the 1980 says, "You must dress for success." Remember, you are applying for a job, not going to a discotheque.

Following are tips for dressing appropriately for an interview.

Men	Women
Business suit in solid dark blue and Charcoal Grey are typically considered safe colors. Preferably pressed white shirt	Business suit or dress in solid or subtle color and white shirt. If wearing skirt suit or Baju Kurung, no extreme slit.
Shoes - Polished black leather laced-up shoes are advised.	Basic dark pumps or closed toe shoes with medium or low heels
Socks - Should be over the calf and match your shoes	Always wear hosiery with a skirt. Keep color skin tone or neutral.
Tie - Conservative color and pattern that matches your outfit.	Choose between a small handbag or an attached case but not both.
Clean appearance - Shave Trimmed and clean nails - Hair neatly combed	Clean appearance Minimal make up Trimmed and clean nails Hair neatly combed and arranged
No accessories - Remove all chains and other accessories Avoid flashy cuff links	Simple and basic jewelry. Avoid clunky accessories. If wearing tudong, avoid flashy pins and try to match color with outfit.
No strong fragrant cologne	Light perfume.

## Have important Documents with You

Carry a professional looking briefcase or folder, with all relevant documents such as additional copies of your resume, letters of reference, a notepad with your questions, and at least two quality pens.

Prepare a simple business card with your name and contact information included. Include your degree.

Example: Habsah Mohammad, BSEE, MBA (USA)

### Arrive at Least 10-15 Minutes Early

Don't be on late - BE EARLY. It is crucial that you arrive early, as most companies will usually request that the candidate complete an application form. Some companies will also require the candidate to complete a proficiency or IQ/EQ assessment/questionnaire. You should ask ahead of time about such tests, questions and other background data forms.

### Be Prepared to Answer and Ask Questions

Candidates should not only anticipate questions that might be asked by interviewers but must also formulate intelligent questions to ask the interviewer. Listed below are some questions that might be on the interviewers' list.

### Questions That You May be Asked:

Tell me about yourself. (Talk about your strong points in less than 2 minutes)	What are your short-term and long-term career goals, and how do you plan to achieve them?
What do you consider to be your greatest strengths and weaknesses?	What would you like to be doing five years from now?
Why do you think you are qualified for this position?	If you were hired, how would you increase the marketing potential for the company?
What do you consider to be your greatest strengths and weaknesses?	Do you see yourself as promotion material in this company and why?
In what ways do you think you can make a contribution to our corporation?	Think about a difficult boss or professor, and explain what makes him/her difficult and how did you successfully interact with the person.
What do you know about our corporation? Why do you want to obtain a position in our company? Do you see yourself as promotion material in this company and why?	If you discover that your immediate superior had made an error that rose suspicious about impropriety or a cheating, what would you do? Explain what makes him/her difficult and how did you successfully interact with the person.

## During the Interview

<b>Do</b>	<b>Don't</b>
Shake hands with the interviewer before and after the interview. Always look into their eyes, not at the ceiling or the floor.	Don't fidget, tap your fingers or tap your feet or continually touch your hair, it makes the interviewer annoyed and anxious to end the interview.
Make the interview interactive by listening carefully and asking questions.	Don't slouch. Posture presents a confident person.
Be awake and alert.	Don't sleep through the interview.
Summarize the interview with the interviewer.	Don't continually talk. Make your points and then listen to the interviewer for the next question.

## After the Interview

The interview is not the end of the road. Until you get that job, you have to keep working to get it. One of the most important yet least used tool in a job search is the thank you letter. Thank you letters should reiterate your interest in the position and organization as well express appreciation for time and consideration. It should reach the interviewer at least 24 hours after the interview. So do what you have to do --- email, fax, or hand deliver it. Why? Because the quicker your letter arrives, the bigger the difference it makes in separating you from your competition and creates the likelihood of a positive outcome. Below there is a sample of a thank you letter here.

## Evaluating Job Offers

For those lucky folks who are fortunate enough to receive several offers, listed below are factors for consideration when deciding to accept a job.

### Salary - is it negotiable?

Benefits - do they cover spouse and children?

Leave Time - Do they give sick leave and vacation leave and how much?

Is sick leave or vacation cumulative?

Do they pay EPF for the pension fund?

Who is the immediate supervisor and what is expected of me?

Will I be working overtime and weekends? Do I get paid extra for outside the normal work time?

What is the future progression to work senior position? Is that progression highly likely or only a minimal possibility? What will compete for these success positions?

Does the current position include supervisory responsibility? Are these positions that will directly report to you? How many?

### **Choosing the right job for you**

In accepting a job offer, understand what is being offered to you. There is always room for negotiation in your package. Remember to be realistic in what you want. Just because you are a graduate doesn't mean that the door is open to you for a high salary, and benefits. Look at the package and ask them for 24 hours to think it over. Do your research on what other companies offer as far as salaries, bonuses, health care and promotions. Then you can negotiate for a realistic package.

Once you have accepted the offer, get it down on paper, particularly if you succeed in getting more than the original offer.

The probation period in your new job is generally 6 months. During that time, learn about your new company and what is expected of you. Talk to your supervisor and find out what he/she wants from you and try to meet their expectations. Don't be disappointed if you are in charge of the photocopier. Learn to work beyond that and learn to do what ever they want you to do with a positive attitude. You will have an adjustment period, but dress well and act well and all the doors will open for you. Remember: to succeed you need to take control of your job and move it in the direction you want to go.

### **Steps toward good work ethics**

1. Be pleasant and speak well to everyone in your office.
2. Dress appropriately.
3. Keep your workstation tidy and organized.
4. Return emails and telephone calls promptly

5. Use good customer service in the office and outside the office.
6. Practice presentation skills
7. Don't get involved in office politics. Do your work and be pleasant to all.
8. Be on time for work and functions involving your work.

## Your last Step

MACEE has a **Job Corner** for you. Come into our office and search through our job listings from U.S. corporations in Malaysia. You can also post your resumes on our Job corner.

*Remember, you have something that is valuable to American companies—a U.S. degree.*



You have learned critical thinking skills in university. No other country can give you that type of training. You have learned confidence and speaking out in a classroom situation among your peers. You have good value and can work anywhere.

The American corporations are linked to our website and their job opportunities are posted in our **Job Corner**. Take advantage of this golden opportunity.

## Good Luck and good hunting!