

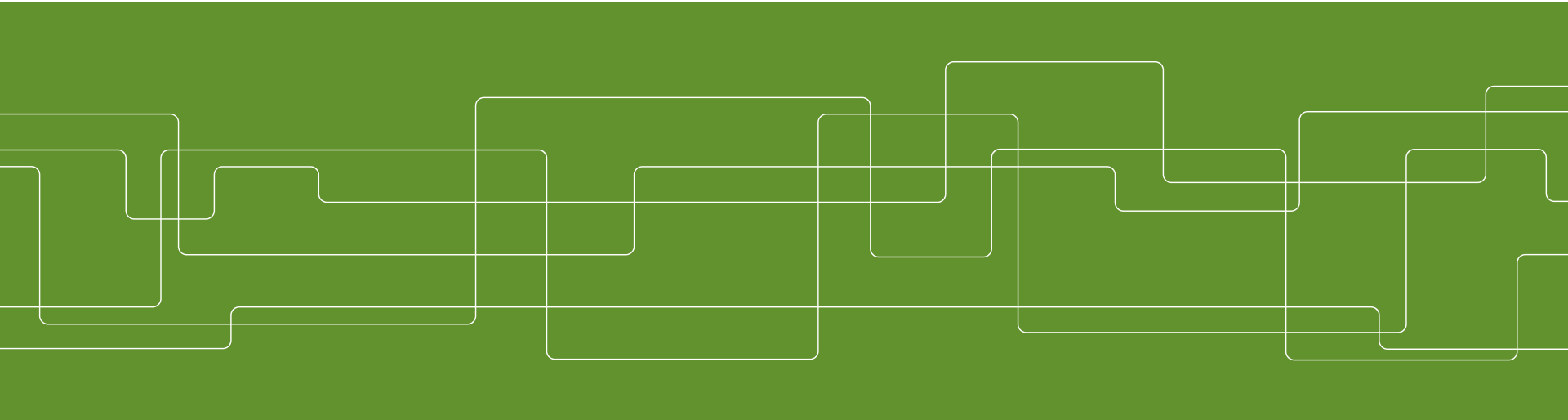


# Career development

## Master student

KTH Career: [www.kth.se/student/framtid/karriar](http://www.kth.se/student/framtid/karriar) (English pages!)

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# Content seminars

Date	Content	Venue
19/2	Step 1: Employers - what are they looking for? <i>Who am I, my skills, what do I want?</i>	Main library, lecture hall "Syd östra galleriet"
26/2	Step 2: The job hunting in 2015	Student union house Lecture hall, "Gröten"
26/3	Step 3: The professional role in a fast changing working life	Main library, lecture hall "Syd östra galleriet"
9/4	Step 4: How to prepare for and handle the job interview	Main library, lecture hall "Syd östra galleriet"
5/5	Extra guest seminar on how to make the most out of your profile on Linked in <i>Jörgen Kihlgren from the Swedish union of leaders</i>	Student union house Lecture hall, "Gröten"



# Introduction

## Purpose

Feel informed and confident in your career development and job search. Your "own" process, your responsibility. KTH provides guidelines.

Four steps/ seminars plus own work with some exercises in KTH Social

## **To access the exercises!**

Join the career group: **Career development for master students** on KTH Social:

**[www.kth.se/social/group/career-development-f/](http://www.kth.se/social/group/career-development-f/)**

Log in with your KTH id.



# The purpose with the interview

Show the employer that you are the most suitable candidate

- by discussing the requirements
- by discussing your self and your competence



# Interview forms

- Classic interview
- Telephone- and group interview
- Case interview

Alexander Chernev: *Mastering the Case Interview*

Mark Asher: *Vault guide to the Case Interview*

[www.mckinsey.com/careers/join\\_us/interview\\_prep](http://www.mckinsey.com/careers/join_us/interview_prep)



# 1. Preparations well in advance before ...

- Learn all you can about the company and the job position
- Think thoroughly through why you applied for the job
- Practice on a short personal presentation, max 3 minutes
- Prepare your questions

My goal with the training at KTH has been to ... I am a person who thrives when I .... Others tend to describe me as ... In my spare time, I usually ...



# Your questions, examples...

- What would I be expected to achieve during the first six months?
- A typical career path for a person with my skills?
- How would you describe the business/ job culture?
- What qualities do you seek in your employees?
- Whom will I be working together with?
- What will be the next step in this hiring process?



## 2. Just before the interview ...

- Plan for extra travel time so that you arrive well in advance before the interview
- Fill up with energy
- Encourage yourself, visualize a situation where you feel confident, happy and safe.
- Dress code?
- Bring CV and copies of certificates and transcripts plus references





### 3. During the interview...

- Listen attentively
- Keep in mind your body language
- Remember that you are equal it is a conversation between two persons.
- Communicate your strengths



# Classic vs behavior oriented questions

## Classic interview questions

- What are your strengths?
- What is the most important thing you can contribute with?

## Behavior oriented questions

- Describe a situation where you prioritized tasks in an exceptionally efficient manner.
- Describe a situation when you felt really pleased with a decision you made and what it led to.



# In the mind of the recruiter...

- Let the candidate speak first
- Will this person succeed and thrive in the organisation?
- A team player?
- Body language (70 percent)
- The company brand
- First impression
- What meaning does the candidate put in to concepts such as stress, flexibility, cooperation. Do we have the same view?
- Is the candidate super interested in the job?
- Do I get a coherent picture of the person?



## 4. After the interview...

- Reflect
- Follow up
- If you get a “no”, ask for feedback



# Excercise: interviewing each other

- Work in pairs.
- Ask your friend three typical questions, start with number 1 and then choose two of the marked questions.
- Switch over after maximum five minutes.



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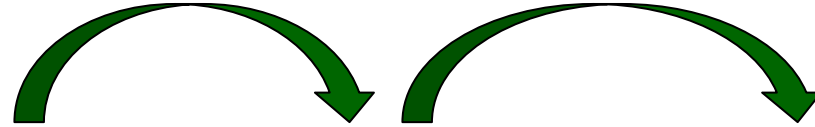
# Career development KTH student context

"What should I choose?"

"How do I find the right job for me?"

"How do I market myself?"

"Am I good enough?"

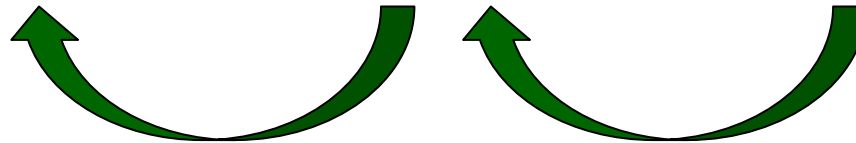


- Who am I?
- Which strengths do I have?
- What do I want?
- How do connect to professionals and employers?

Research companies, industries, professional areas, professional role

Networking

CV, cover letter, interview





# Evaluation





# Guest seminar:

*How to make the most out of your profile on LinkedIn*

Jörgen Kihlgren from the Swedish union of leaders

Tue 5:th of May

Student union house, Lecture hall: "Kröken"