

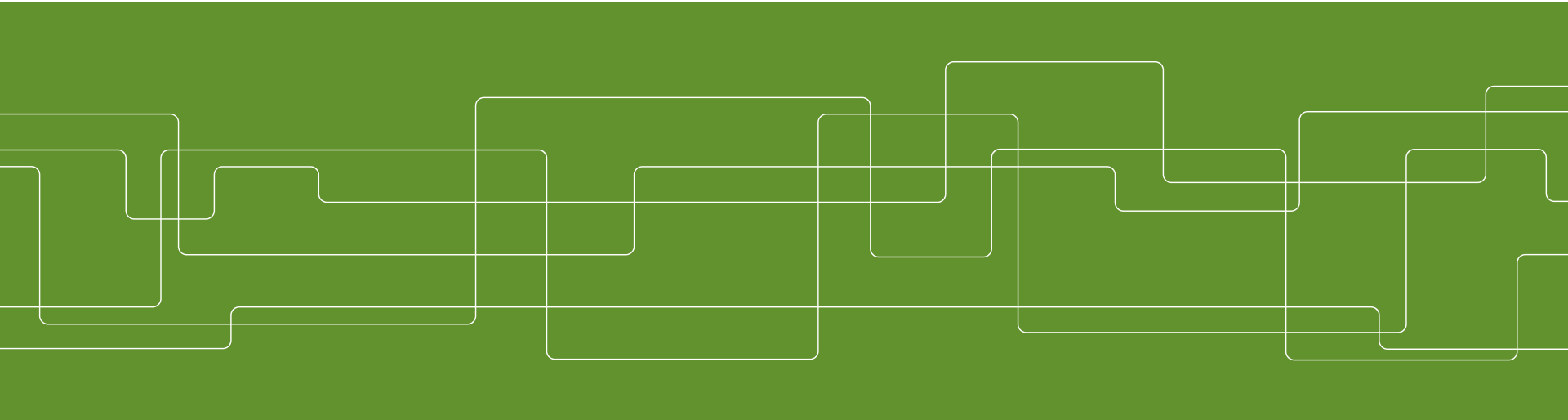


Career development

Master student

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

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**What would I need to develop,
prepare or do, in order to feel more
comfortable in my job seeking
process?**



Content seminars fall 2015

Date	Content	Venue
3/11	Step 1: <i>Career development – Who am I? What are my strenghts? What do I want for my future?"</i>	KTH Gröten, THS student union house
5/11	Step 2: <i>Employers serach for suitable candidates</i>	Main library, lecture hall "Syd östra galleriet"
10/11	Step 3: <i>My professional identity and how to link to other professionals</i>	Main library, lecture hall "Syd västra galleriet"
12/11	Step 4: <i>The job application. What should I write in my CV and cover letter.</i>	Main library, lecture hall "Syd östra galleriet"
24/11	Step 5: <i>How to prepare and handle the job interview</i>	Main library, lecture hall "Syd östra galleriet"



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/

Log in with your KTH id.



Evaluation

What do I want?

Where do I find information about Swedish companies?

KTH Career survey: [List of companies](#)

Work fairs on campus: www.armada.nu



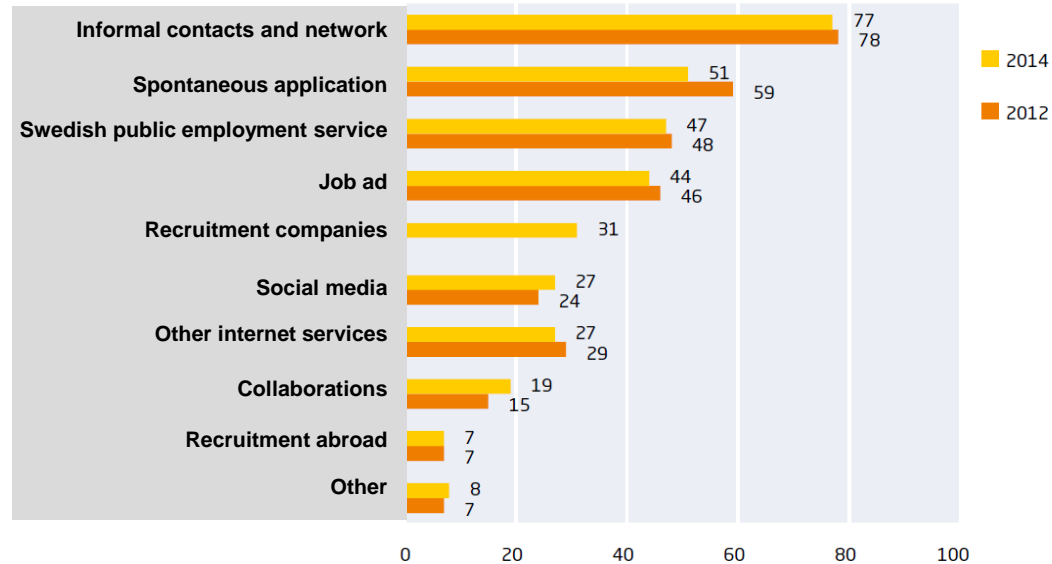
Today

Career development for master students II: **Employers search for suitable candidates**

- Various recruitment channels and processes
- Various paths to find a job; which one would you choose?
- How to read a job ad



The Confederation of Swedish Enterprises:





Swedish union of leaders:

- Own web site - 63 %
- Network - 42 %
- Recruitment firms 33 %
- Social media 13 %



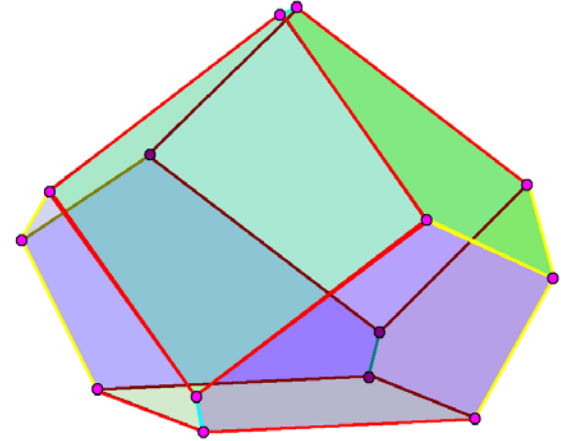
Public sector

Own web site 97 %
Newspapers 96 %
Job sites 93 %
Within the organization 82 %
Recruitment company 69 %
Recommendations from already employed 37 %
Social media 31 %



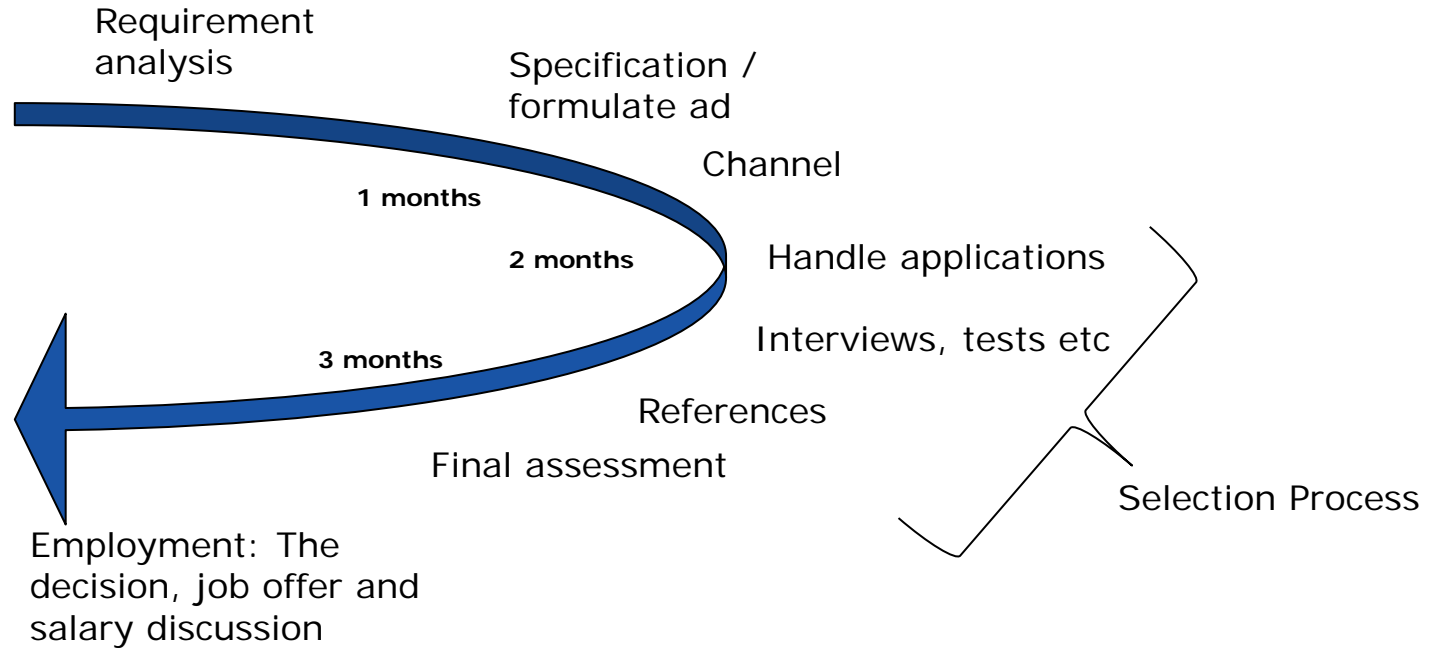
Different channels depending upon different factors

- Type of business, industry and organisation,
- Private or public sector
- Small or big company
- Type of professional role - Junior/ Senior
- Several channels for one job

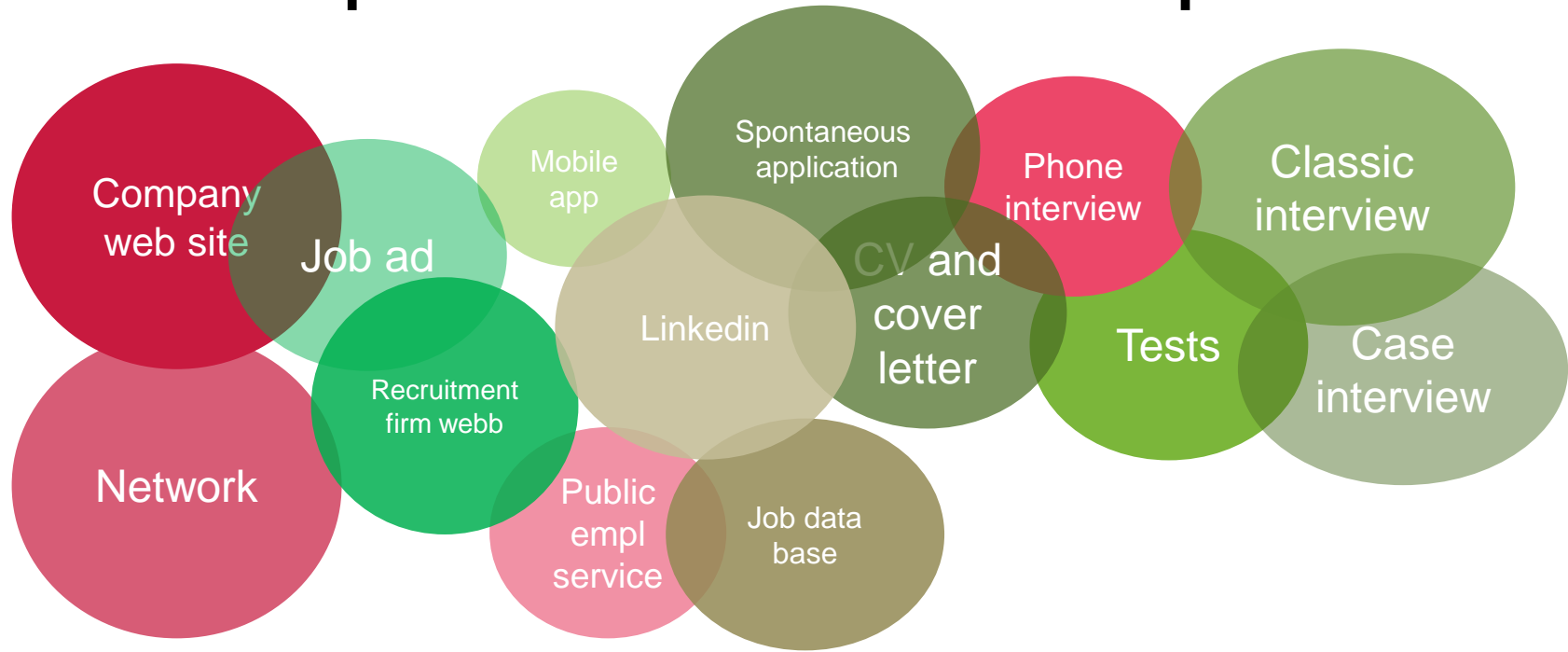




Traditional way public service



Components in the recruitment process





The contrasting recruitment processes

Traditional
recruitment process
Formal channels

Modern recruitment
process
Informal channels

Competence
based

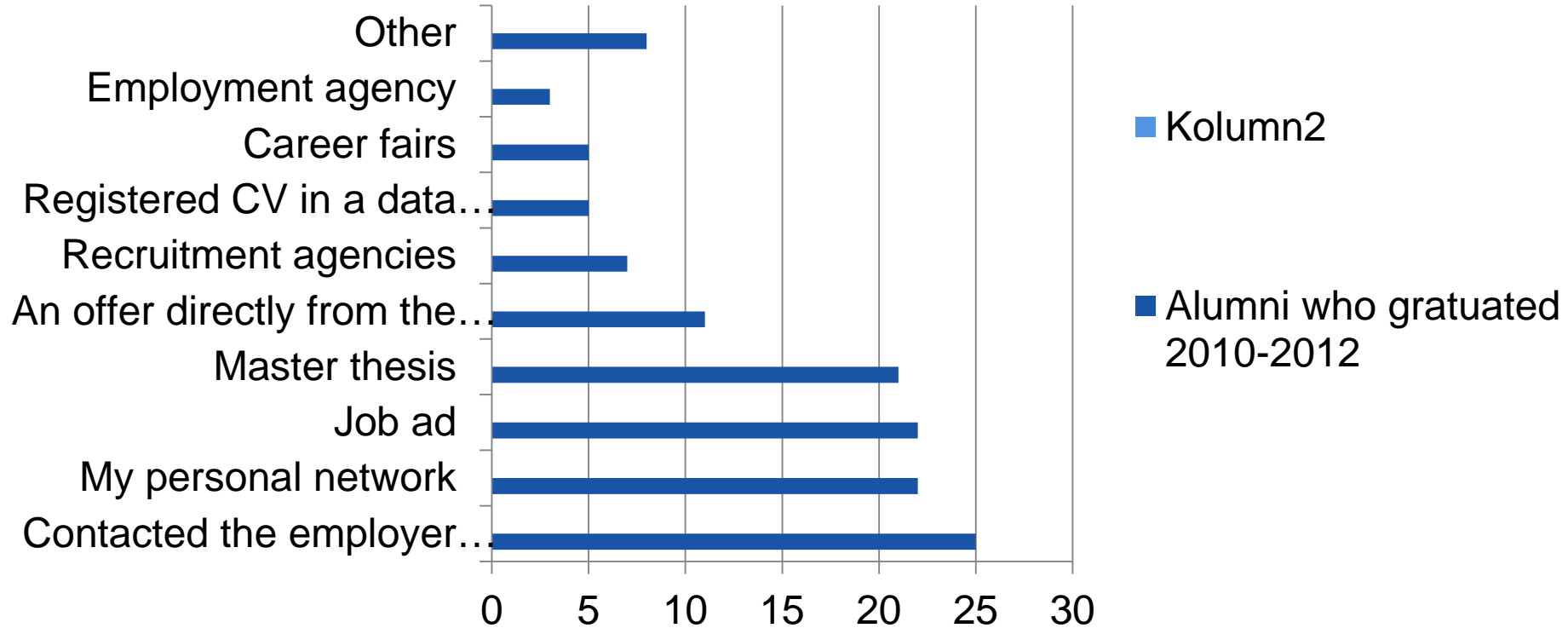
Relation
based

What kind of recruitment process would I prefer?

Take a moment to reflect and discuss



In what way did you get your first employment?



How does Sandvik recruit?





Exercise: Job ad

- Read it
- Who are they looking for?
- Highlight keywords



Job ad, Sandvik (SMT)

Your profile

We are looking for someone with a **Master's in Engineering** in the areas of materials, machining, chemistry or similar fields, with previous experience working with technical sales and product development. Excellent **communication skills** in **English**, both verbal and written, are a prerequisite for the position, and knowledge in **Swedish is desirable**. **Management experience** and a **background in materials** are advantageous, as is **knowledge of corrosion** and **mechanical** properties.

As a person you are **result oriented**, with the ability to **challenge the organization** and change, as well as **improve, the way of working**. You have good **analytical** abilities, combined with a strong will and great **enthusiasm**, and you can see development opportunities for both yourself and the business. You also have an **understanding of the needs of the market** and their significance for the business, as well as a **genuine interest in technical issues** and materials. As you will have a large network of contacts, it is important that you have good ability to **establish** and **maintain relationships**, both internally and externally.

A great deal of importance is placed on your **personality**.

We actively work to create a workplace that is characterized by diversity and inclusion.



Exercises

Job ad

Find a job ad

Read it thoroughly

"Investigating the job ad and myself"

Reflection

Social



Investigating the job ad and myself

Pick out the three most important factors under each area, use key words.

	Skills			Experience	Personality	
	General professional skills	General Engineering skills	Specific technical skills		Values	Personal Traits and Qualities
The Company/ The job ad	1.	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.	3.
My self	1.	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.
	3.	3..	3.	3.	3.	3.



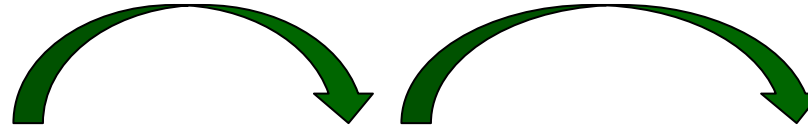
Career development KTH student context

"What should I choose?"

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

"How do I market myself?"

"Am I good enough?"

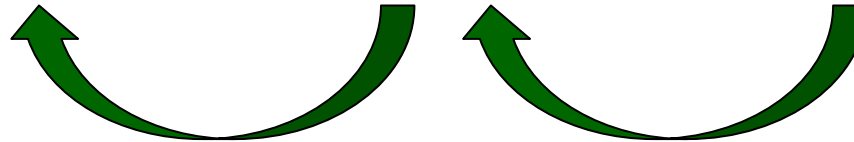


Research companies, industries, professional areas, professional role

Networking

CV, cover letter, interview

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





Next seminar

Career development for master students step III:
My professional identity and how to link to other professionals

Tuesday Nov 10, 2015, at 12:15-13:00

Location: Sydvästra galleriet, KTH Main Library