



**CAREER DEVELOPMENT:
PRACTICAL GUIDELINE**



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Aims of the brochure

Aims of this information brochure are to inform the students in brief about:

1. Enabling easier choosing of career;
2. Goal setting;
3. Preparing the CV;
4. Preparing the motivation letter for employment
5. And some golden pieces of advice for job interview

The notion of “career development”

Career development or professional development is continuously used:

- “These expressions refer to life long process to develop values, abilities, standing, interests, personal characteristics and knowledge about a specific job;

-“Progress and actions undertaken by a certain person throughout his/her life related to a certain profession”

How is career planned? What is its significance?

1. **First step:** the best way to embark on a career path that suits you is to know yourself very well. This will help you in assessing your abilities, making clear decisions and identifying the most valuable possibilities.
2. **Second step:** discovering professional and study possibilities, it may be an interesting and a very valuable process. Thus, the more you search the better for you. Distinguish and organize possibilities based on the fact how valuable they are to you and how much they will help you in making the right decisions.
3. **Third step:** making a worthy decision arises as a result of an assessment that needs to be made by comparing the possibilities and taking into account your personality, values, interests and expectations. The final purpose of making a decision is to choose the possibilities that offer you pleasure and success. Foresee possible challenges and obstacles that may come up on your way and adjust to them.
4. **Fourth step:** An action plan will help in setting your goal and making the necessary steps by overcoming challenges that you may encounter. This will be useful for planning and continuing your studies, for looking for a job or for continuing your personal development. For each one of your possibilities, specify the goal, necessary steps and possible challenges. Reviewing your action plan once in a while will help you make progress.
5. **Fifth step:** effective use of means and strategies in looking for a job will increase your ability to successfully move to the labor market. Collecting relevant information, building the necessary documentation and establishing a network of contacts prepare you to have priority over the others in job interviews.
6. **Sixth step:** exploring and employing strategies will help you be successful in the professional field. Being satisfied and successful with your career requires continuous investment.

Choosing the profession:

- Evaluate yourself
- Create a list of professions you are interested in
- Conduct information interviews
- Keep on short-listing your professions
- Define your goals
- Train for your new career

Setting the goals:

- *What is the goal and how does it fit in the career planning process?*

- a. short term goals
- b. long term goals

Goals must be:

- Imaginable
- Achievable
- Reliable
- Achievable within a certain period of time
- Clearly defined
- Flexible

Here are some of the abilities that are desirable in certain jobs:

Adjustability and flexibility
Analytical abilities
Autonomy
Communication (oral and in writing)
Information technology skills
Creation
Abilities in decision making
Honesty
Listening skills
Information management and organization
Ability to negotiate
Participation in projects and various tasks
Positive behavior and attitude
Ability in problem solving
Assurance
Feeling of responsibility
Ethics at work
Team work
Certainty at work

Various employers:

1. Public sector
2. Private sector
3. Non for profit institutions, nongovernmental institutions or voluntary sector.

CURRICULUM VITAE (CV)

A CV is a marketing tool. Use it wisely to promote yourself as a possible employee displaying your abilities, inclinations, work histories and interests.

CV format contains the following information:

Personal information
Professional experience,
Education and
Other relevant information

European, American format of CV or any form you have by yourself creatively prepared.

- Europass model of CV

<http://europass.cedefop.europa.eu/europass/home/hornav/Doenloads/EuropassCV/CVTemplate.csp>

- Do not submit the same CV in every application that you make in different competition advertisement, that is, always adapt it to the competition advertisement you are applying in.

- Create a portfolio of your documents (start as of now to think of collecting in one place your documents related to education, references, employment, etc.)

Motivation letter:

Motivation letter is a possibility to add personal information to your CV. Many candidates apply for the same position and the motivation letter is intended to distinguish you from other candidates.

Motivation letter is written at most in five paragraphs starting by clarifying the position you are applying for, reason why you are interested, brief information on the education or the experience, continue with the request that they contact you if possible and at the end the conclusion.

INTERVIEW – Golden rules of interviews:

- Prepare and practice
- You should be clear in terms of what do you have knowledge about and where do you want to reach
- Ensure that the answers you give match the information given in the documentation you have submitted to the employer
- Single out your advantages and relate them to the position you are applying for
- Describe your weaknesses as an advantage
- If you have ever been fired, be more direct and do not try to avoid the question if asked by the interview panel.
- How to answer to the question: where do you see yourself in five years?
- Show that you do have personal standards
- Interviewing the interviewer

How to dress for an interview?

- Choose the outfit color that is not striking, combined with a shirt or blouse that fit together well
- Wear shoes of a normal model (females should not wear shoes with very high heels)
- Make sure your hair is neat and tidy
- Do not overdo the perfume and makeup
- Do not put on too many jewelries
- Try your costume/outfit one day before the interview: Your outfit is your mirror, therefore look at yourself on the mirror for several times and ask others what do they think of you

