

**WORKING IN
MILANO: Quick tips for
Students - Part Two**

How to apply for a job and tips for the recruitment process

November 26th, 2020

YESMILANO

 **SAN MARTINO**
ASSOCIAZIONE

CHANNELS

Job Centre (Centro per l'impiego)

- Mainly for low level jobs
- Not mandatory

Garanzia Giovani (EU Program)

- Age between 15 -29
- Extra UE with regular permit
- Personalized path



IL PERCORSO DELLA GARANZIA GIOVANI



CHANNELS

UNI PLACEMENT SERVICES

JOB SITES

TEMPORARY AGENCIES

DIRECT MAILING



MAIN JOB SITES

- MONSTER ITALY
- Indeed ITALY
- CAREERJET
- BANCALAVORO
- CLICCALAVORO
- INFOJOBS (IT PROFESSIONALS)



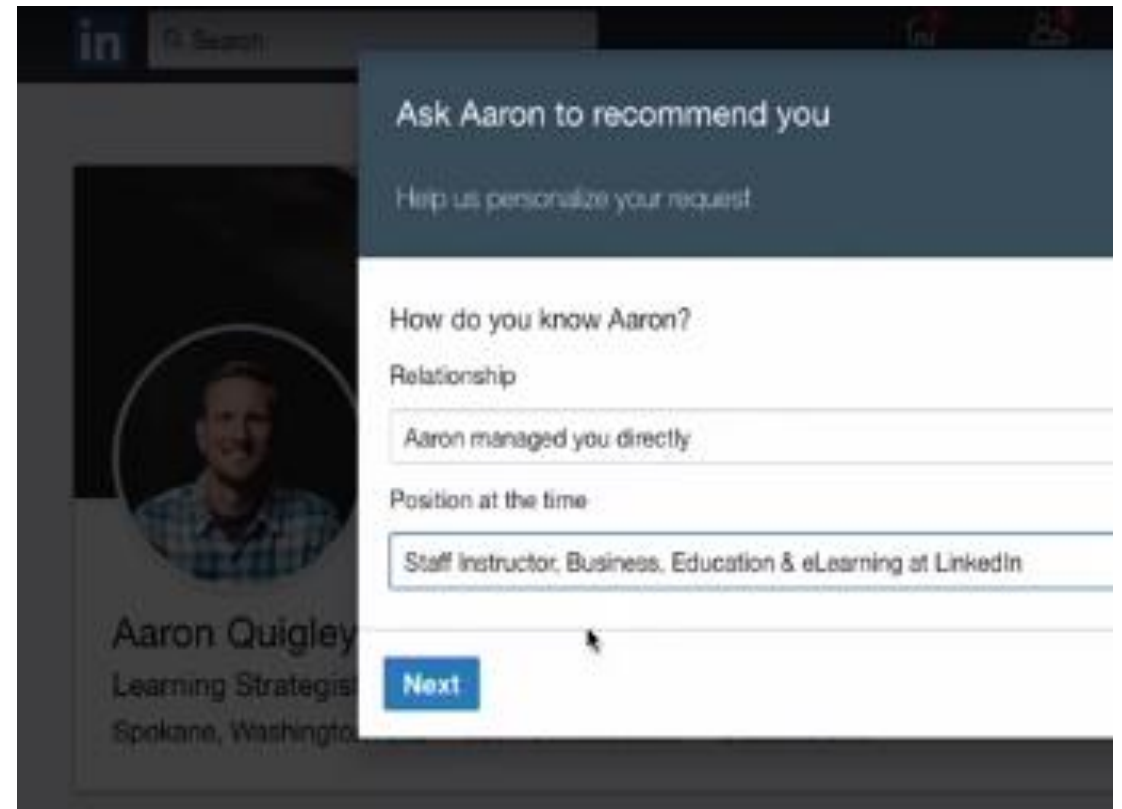


70% of jobs are assigned through [networking](#)



BUILDING YOUR PROFILE

- Develop a professional **Summary**
- Use **keywords** and phrases recruiters search for
- Collect diverse **recommendations** and **endorsement**
- **Update** your status regularly



The screenshot shows a LinkedIn profile for Aaron Quigley, a Learning Strategist in Spokane, Washington. A modal window titled "Ask Aaron to recommend you" is open, prompting the user to "Help us personalize your request". The form includes a "Relationship" dropdown menu with the selected option "Aaron managed you directly", and a "Position at the time" text field containing "Staff Instructor, Business, Education & eLearning at LinkedIn". A blue "Next" button is visible at the bottom of the form.





Summary

I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.



CREATE A PROFESSIONAL NETWORK

ADVOCATE

- Know on a personal level (friends, classmates)

THE STRATEGIC “IN”

- Someone you know professionally (professors, internship advisors)

SUBJECT MATTER EXPERT

- People in similar industry, job or with similar goals

JOIN GROUPS THAT LINE UP WITH YOUR GOALS





WRITING YOUR RESUME



THE RESUME



Personal statement



Education– information about High school and University (Institutions, Degree course, Thesis title, Degree grade)



Additional trainings



Work experience: you can insert experiences that are not directly related to the position you are applying for, if they can reveal something about you



Soft skills sections: try to describe them as achievements related to your experience, do not copy and paste general sentences!



Languages



IT skills: try to be specific



Hobbies: do not insert weird activities. Be prepared to explain why you love something



Privacy disclaimer

TAILORED CV



It shows you are interested in their job



It enables you to represent your skills and experience in a way that proves your suitability to the role



Use the job description / job profile to understand which skills and experiences have to be highlighted and to redraft your personal statement



THE RESUME: QUICK TIPS

1

A CV must be short: in most cases, 1/2 pages is enough. However, do not exceed 3 pages

2

Don't attach certificates unless specifically requested

3

Choose a compelling graphic that is also easily legible



EUROPASS



MOST USED FORMAT IN ITALY



IT WILL BE DIFFICULT TO STAND OUT AMONG THE OTHER APPLICANTS

LAYOUT



KEEP THE FORMATTING ON YOUR RESUME SIMPLE: IT MUST BE READABLE!

CHOOSE AN EASY LAYOUT: ON [CANVA.COM](https://www.canva.com) YOU CAN FIND THOUSANDS OF FORMATS

europass Curriculum vitae

PERSONAL INFORMATION Katie Smith
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+353 555 123 555 +353 127 6686 +353 999 888 777
smith@katie.com ksmith@bemail.com
www.katiehomepage.com www.katiehomepage.com
ADL Messenger katie.smith Google Talk ksmith
Date of birth 1 March 1975 | Nationality Irish

JOB APPLIED FOR European project manager

WORK EXPERIENCE

August 2002 – Present **Independent consultant**
National Youth Council of Ireland
3 Montague Street, Dublin 2, D02 V3T7, Ireland
Evaluation of European Commission youth training support measures for youth national agencies and young people

March 2002 – July 2002 **Internship**
European Commission, Youth Unit, DG Education and Culture
200, Rue de la Loi, 1049 Brussels (Belgium)
– evaluating youth training programmes and the partnership between the Council of Europe and European Commission
– organising and running a 2 day workshop on non-formal education for Action 5 large scale projects focusing on quality, assessment and recognition
– contributing to the steering group on training and developing action plans on training for the next 3 years. Working on the Users Guide for training and the support measures
Business or sector European institution

Oct 2001 – Feb 2002 **Researcher / Independent Consultant**
Council of Europe, Budapest (Hungary)
Working in a research team carrying out in-depth qualitative evaluation of the 2 year Advanced Training of Trainers in Europe using participant observations, in-depth interviews and focus groups. Work carried out in training courses in Strasbourg, Slovenia and Budapest.

EDUCATION AND TRAINING

1997–2001 **PhD - Thesis Title: "Young People in the Construction of the Virtual University": Empirical research on e-learning** ISCED 8
Trinity College Dublin, The University of Dublin, Ireland
This is a citation to my PhD Thesis [1].

1993–1997 **Bachelor of Science in Sociology and Psychology**
Trinity College Dublin, The University of Dublin, Ireland
– sociology of risk
– sociology of scientific knowledge / information society
– anthropology
– E-learning and Psychology
– research methods

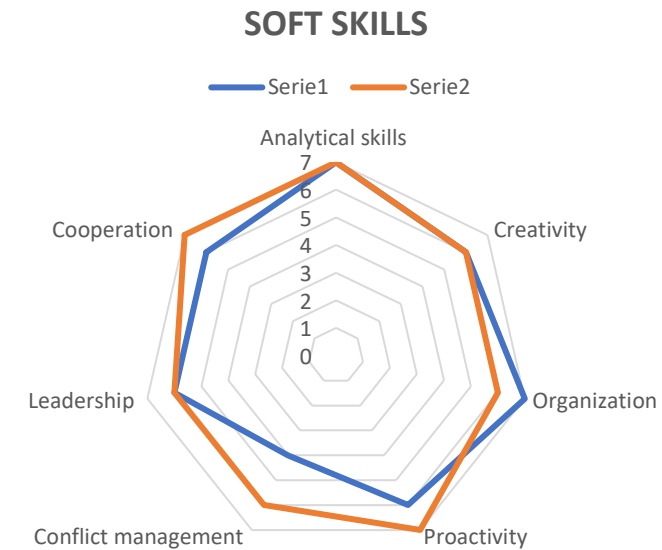
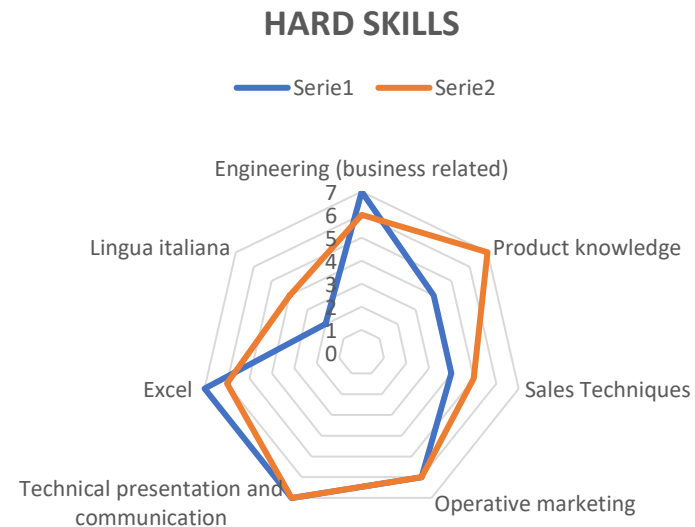




JOB INTERVIEW

GAP ANALYSIS

skills from education **VS** skills required by the job market



QUICK TIPS

The meeting schedule

- Be flexible in scheduling
- If you need the travel expenses reimbursement, ask before if it is included
- Be always on time (5 min in advance)
- Don't ask for an immediate feedback
- Don't ask many info by telephone

Choose date and time

MON 18 October	TUE 19 October	WED 20 October	THU 21 October	FRI 22 October	SAT 23 October	SUN 24 October
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QUICK TIPS

Be prepared for typical questions

- Generic question: Tell me about yourself
- Studies: why did you choose your course of studies?
- Pros and cons of your experience at UNI
- What are your plans for the future?
- What about your personality: positive and negative aspects
- What kind of job do you prefer?
- Where do you see yourself in 5 years?



QUICK TIPS

During the interview

- Focus on discontinuity
- Prepare a couple of questions: focus on contents related to the job and employer's expectations
- Don't ask for admin details (working hours, holidays, canteen, ...)
- Show proactivity
- Don't criticize and show disagreement



QUICK TIPS

Follow up

- Don't expect a formal follow up
- You can make a call after a couple of weeks
- You can ask for a feedback after a negative answer in order to improve your performance



GROUP INTERVIEW



The purpose of a group interview is to assess the candidates' ability to interact through the simulation of a situation (e.g. city council; case study; role playing)

WHAT DO THE INTERVIEWERS WANT TO ASSESS?

- Problem analysis and problem solving
- Ability to present your arguments
- Adaptation and collaboration
- Goal-oriented negotiation
- Time management and compliance with the rules
- Emotion management





UNDERSTANDING CULTURAL EXPECTATIONS

Interviewing in another country can be a challenging experience
Companies selection criteria may reflect certain cultural preferences

- **DRESS CODE**
- **PUNCTUALITY**
- **ARTICULATE YOUR ANSWERS:** try to avoid one-word answers
- **MOTIVATION:** an economic motivation is not perceived as positive
- **KEEP HOBBY-TALK TO A MINIMUM:** while in other countries it is completely normal to talk about hobbies, in Italy it is often considered not essential



HOW TO CHOOSE YOUR FIRST JOB: QUICK TIPS

1

Don't wait too long for the **ideal job**: it is easier to find a better job when you are working

2

Don't expect to find a job **immediately** after your course of studies: it can take months and don't demoralize yourself

3

Use this time in a smart way: don't remain «passive»(e.g. acquire additional skills)

4

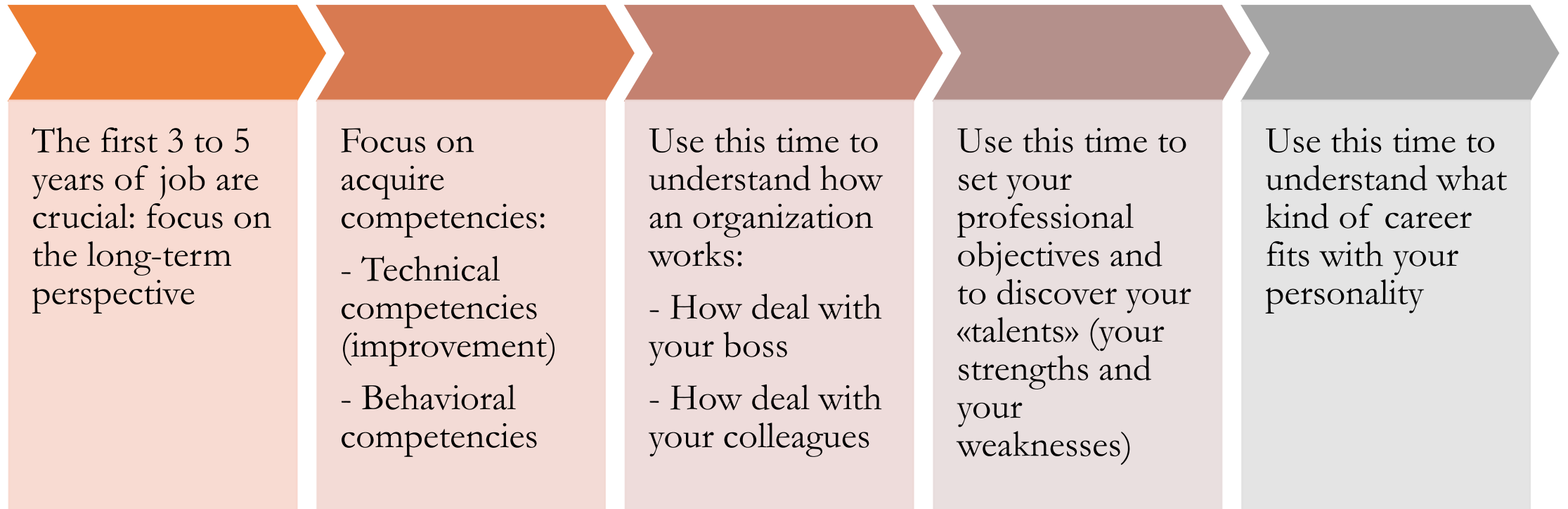
Look for a job that can offer **training opportunities**: focus on competency improvement in the first years

5

Look for a «**good Boss**»



THE FIRST 3 – 5 YEARS





Thank you!

Contacts:

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