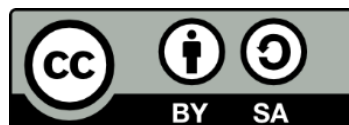


# ΑΓΓΛΙΚΑ III

## Ενότητα 4: Applying for a job

Ζωή Κανταρίδου

Τμήμα Εφαρμοσμένης Πληροφορικής



Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Κοινωνικό Ταμείο



ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ  
ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗΣ

Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης



# Άδειες Χρήσης

- Το παρόν εκπαιδευτικό υλικό υπόκειται σε άδειες χρήσης Creative Commons.
- Για εκπαιδευτικό υλικό, όπως εικόνες, που υπόκειται σε άλλου τύπου άδειας χρήσης, η άδεια χρήσης αναφέρεται ρητώς.



# Χρηματοδότηση

- Το παρόν εκπαιδευτικό υλικό έχει αναπτυχθεί στα πλαίσια του εκπαιδευτικού έργου του διδάσκοντα.
- Το έργο «Ανοικτά Ακαδημαϊκά Μαθήματα στο Πανεπιστήμιο Μακεδονίας» έχει χρηματοδοτήσει μόνο τη αναδιαμόρφωση του εκπαιδευτικού υλικού.
- Το έργο υλοποιείται στο πλαίσιο του Επιχειρησιακού Προγράμματος «Εκπαίδευση και Δια Βίου Μάθηση» και συγχρηματοδοτείται από την Ευρωπαϊκή Ένωση (Ευρωπαϊκό Κοινωνικό Ταμείο) και από εθνικούς πόρους.



Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Κοινωνικό Ταμείο



ΕΠΙΧΕΙΡΗΣΙΑΚΟ ΠΡΟΓΡΑΜΜΑ  
ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΔΙΑ ΒΙΟΥ ΜΑΘΗΣΗ  
*επένδυση στην κοινωνία της γνώσης*  
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ  
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Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης



ΕΣΠΑ  
2007-2013  
πρόγραμμα για την ανάπτυξη  
ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΩΝΙΚΟ ΤΑΜΕΙΟ

- 
- Have you ever noticed the job ads in newspapers?
  - What type of information does a job ad include?
  - In Sunday papers especially, there are plenty of job ads and some of them are in English.
  - Why do you think an employer would advertise in English in a Greek newspaper?

# Read the job ads and find:

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- Formal qualifications:
- Professional experience:
- Personality traits:

# Job ad 1: ANSWERS

- Formal qualifications:
  - uni degree in law/ finance/ economics/ business
  - Post-grad: an asset
  - English
  - computers
- Professional experience:
  - min 5 yrs experience in financial services, auditing, consulting
  - working abroad: an asset
- Personality traits:
  - an analytical mind and strong communication skills
  - strong organizational/project management skills

# Job ad 2: ANSWERS

## ○ Formal qualifications:

- **uni degree in Accounting and/or Finance, technical accounting experience as demonstrated by ...**
- **tax/accountant consultant license cat A.**
- **solid PC skills**

## ○ Professional experience:

- **experience auditing in large multinationals**
- **experience working in global business environment with sound understanding...**

## ○ Personality traits:

- **strong analytic skills**
- **excellent communication skills**
- **confidence/ assertiveness**
- **clear thinking/problem solving**
- **adaptable/flexible**
- **integrity**

# Job ad 3: ANSWERS

## ○ Formal qualifications:

- **University degree in Accounting or Finance.**
- **ACCA, CMA or MBA are preferred**
- **Fluency in English and**
- **excellent use of PC in all finance and commercial applications**

## ○ Professional experience:

- **3-5 of financial management experience preferably in multinational companies.**
- **Strong technical background of the financial functions (Finance, Accounting, Controlling, MIS, Legal, Taxation).**
- **Knowledge of Greek GAAP and IFRS.**

## ○ Personality traits: none



# Acronyms: what do they stand for?

- IT: \_\_\_\_\_
- ERP: Enterprise \_\_\_\_\_ planning
- ACCA: Association of chartered \_\_\_\_\_ accountants
- CMA: Certified management \_\_\_\_\_
- MBA: \_\_\_\_\_
- MIS: \_\_\_\_\_
- GAAP: Generally \_\_\_\_\_ accounting principles
- IFRS: International financial reporting \_\_\_\_\_
- PC: \_\_\_\_\_
- Apivita S.A.: \_\_\_\_\_
- HR Department: \_\_\_\_\_

# Acronyms: what do they stand for?

## ANSWERS

- IT: Information technology
- ERP: Enterprise resource planning
- ACCA: Association of chartered certified accountants
- CMA: Certified management Accounting
- MBA: Master in Business Administration
- MIS: Management Information Systems
- GAAP: Generally accepted accounting principles
- IFRS: International financial reporting standards
- PC: personal computer
- Apivita S.A.: societate anonym
- HR Department: Human Resource

# Job ad 4:

- Formal qualifications: none
- Professional experience:
  - good HTML/CSS
  - intermediate PHP
  - basic MySQL
  - good attention to detail
  - basic graphic manipulation
  - knowledge of Linux, Perl and/or version control systems
- Personality traits:
  - eager to learn,
  - develop and make this role yours

# Acronyms: what do they stand for?

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- HTML: \_\_\_\_\_
- CSS: \_\_\_\_\_
- PHP: \_\_\_\_\_
- MySQL: \_\_\_\_\_
- GBP: \_\_\_\_\_

# Acronyms: what do they stand for?

## ANSWERS

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- HTML: Hypertext Markup Language
- CSS: cascading styling sheets
- PHP: Hypertext Preprocessor
- MySQL: Structured Query Language
- GBP: Great Britain pounds

# In which ad do the following requirements appear?

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- a detailed analysis of the job
- the years of professional experience
- the university degree required
- knowledge of computers
- knowledge of English
- a postgraduate degree more favourable

# Which of the ads

- Mentions the company's offer?
- Appears on a web site?
- Refers to a vacancy in a foreign country/abroad?
- Refers to a senior position?
- Refers to more than one position?
- Is placed by a HR agency rather than the interested company directly?
- Sets an age limit?

# Vocabulary 1

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- The first three job ads find different ways in which computer knowledge of the potential candidates is expressed:
- Some of the job ads above refer to the offer that the company proposes to the potential candidates. Find different ways in which they express that:



# Vocabulary 2 ANSWERS

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- computer knowledge
  - computer literacy (A)
  - excellent use of PC in all financial & commercial applications (C)
  - solid PC skills: strong Excel skills in data compilation and aggregation (B)

Others could be:

- familiarity with ERP software packages, high PC knowledge, .....

# Vocabulary 3 ANSWERS

- offer that the company proposes
  - *attractive remuneration package and excellent career opportunities within a stimulating and challenging environment (A)*
  - *Salary: 20,000 to 25,000 Yearly (GBP)*
  - *Annual Bonus, Health Insurance, Life Assurance, Laptop*

# Vocabulary 4

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- In the **fourth job ad**, find adjectives or phrases that describe the **employer/ company** and the **potential candidate**

# Vocabulary 4: In the fourth job ad, find adjectives or phrases that describe

## employer/ company

- Reputable client
- Unbeatable customer service
- Leading developer
- Supplier of virtual dedicated server systems
- Small, pioneering team
- Fantastic environment

## potential candidate

- Talented
- Budding web developer
- Eager to learn
- Make this role yours

## • ANSWERS

# Vocabulary 5: match the words

- Audit ❖ service
- Balance ❖ systems
- Career ❖ development
- Customer ❖ sheet
- Financial ❖ adherence
- Job ❖ prospects
- Internal ❖ committee
- Internal/external ❖ compliance
- Money ❖ opening
- Server ❖ results/reports
- Site ❖ audit
- Staff ❖ auditor
- Tax ❖ analysis
- Variance ❖ laundering

# Vocabulary 5: match the words

## ANSWERS

---

- Audit committee
- Balance sheet
- Career prospects
- Customer service
- Financial results/reports
  - Job opening
  - Internal auditor
- Internal/external audit
- Money laundering
  - Server systems
- Site development
- Staff adherence
- Tax compliance
- Variance analysis

# More job ads: e-commerce consultant[1]

## Qualifications:

- Bachelors Degree (lessons on eBusiness are considered a plus)
- 3+ yrs of proven track record in managing eCommerce projects
- passion for eBusiness
- ability to frame, analyze and fulfil customers' eCommerce needs
- extreme attention to detail
- excellent Google Analytics skills
- experienced in Excel
- team spirit
- great communication skills (verbal and written)
- excellent English

## Additional Preferred Skills:

- MBA
- proven online marketing skillset
- experience in conversion rate optimisation
- alumnus of one of Big Four consulting firms
- experience in online Fashion / Beauty / Health

# More job ads: e-commerce consultant[2]

## Qualifications:

- **Bachelors Degree (lessons on eBusiness are considered a plus)**
- 3+ yrs of proven track record in managing eCommerce projects
- passion for eBusiness
- ability to frame, analyze and fulfil customers' eCommerce needs
- extreme attention to detail
- *excellent Google Analytics skills*
- *experienced in Excel*
- team spirit
- great communication skills (verbal and written)
- *excellent English*

## Additional Preferred Skills:

- **MBA**
- proven online marketing skillset
- experience in conversion rate optimisation
- alumnus of one of Big Four consulting firms
- experience in online Fashion / Beauty / Health



# CV 1[1]

Look at Paris Papadopoulos' CV and try to guess aspects of his personality and the various skills that he may have from the activities that he describes in his CV.

e.g. The fact that he participated in the European Youth Parliament Greek delegation indicates that he may:

- Have good presentation/ negotiation skills
- Enjoy challenge
- Express himself in public
- Be ambitious, confident, articulate
- Work as a team member
- Speak English fluently

# cv 1[2]

What do the following indicate?

- His national award by the Greek Computer Scientists:
- His membership in various organizations:
- His involvement in organizing committees of conferences:
- His professional experience in the financial consultants:

# CV 2

Which aspects of Triandafillos Zoumboulakis' CV indicate:

- Organization skills:
- Communication skills:
- Team-working spirit:

# Adjectives describing people:

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- Sociable
- Sophisticated
- Reliable
- Flexible
- Hard-working
- Adaptable
- Punctual
- Ambitious
- Talkative
- Tidy
- Articulate
- Confident
- Imaginative
- Perceptive
- Practical

# Phrases describing people's behaviour

- organizing things in advance
- checking for details
- success in my job is very important for me
- I always finish what I start
- Finding hidden associations is easy for me
- Thinking up new ideas is easy for me
- Working with statistics
- Clear & distinct thought
- Thinking in the abstract helps me solving problems
- People are usually convinced by my arguments
- It's easy for me to break down a situation into its constituent parts
- I can easily express myself in public
- I enjoy challenge in my work
- Analytical mind

# Organization skills

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- Reliable
- Enjoy organizing things in advance
- Hard-working
- Punctual
- Tidy
- I always finish what I start
- Practical
- Working against deadlines

# Thinking skills

- Checking for details
- Sophisticated
- Thinking in the abstract helps me solving problems
- It's easy for me to break down the situation into its constituent parts
- Finding hidden associations is relatively easy for me
- I like working with statistics OR statistics is my strong point
- Clear & distinct thought
- Perceptive
- Imaginative
- Analytical mind

# Communication skills

---

- Success in my job is very important for me
- Ambitious
- People are usually convinced by my arguments
- Can express myself in public
- Sociable, talkative, articulate
- Flexible, adaptable
- Thinking new ideas is easy for me
- I enjoy challenge in my work
- Confident
- Imaginative



- 
- Prepare a description of your own personality as it would apply in a professional environment.

*I consider myself as a ..... person, .....*

*If I could draw a picture of myself, I would say*

*...*

# Personal presentation[1]

## DOs

- make sure your computer battery is charged & your mobile turned off
- take care of the background. Seek a room with clear, bright lighting and check how you look on the screen
- take care of your body language (moves and gestures)

## DON'Ts

- place the computer in the bedroom
- chat with/ ask for help from your friends at the same time
- drink to relax your stress, save the glass for afterwards

# Personal presentation[2]

According to a research study:

- Six in 10 recruiters currently incorporate video into the interview process.
- 66% of candidates say they actually prefer it.
- The way communication is conveyed in these interviews is
  - 55% via human face,
  - 38% tone of voice, and
  - only 7% from the words that are said.

# Defining your skills

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- Position
- Duties & achievements (what was I doing?)
- Skills that I acquired & Personal Characteristics that I demonstrated
- What did I like the most?
- What did I like the least?

# Interview questions -1

1. What is your greatest weakness?
2. What is your greatest strength?
3. How will your greatest strength help you perform?
4. How would you describe yourself?
5. Describe your work style.
6. Do you work well with other people?
7. Do you take work home with you?
8. How many hours do you normally work?
9. How would you describe the pace at which you work?
10. How do you handle stress and pressure?
11. What motivates you?
12. Are you a self motivator?

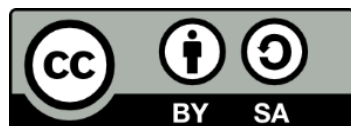
# Interview questions -2

- What are your salary expectations?
- How do you think you will fit in our company?
- **What do you find are the most difficult decisions to make?**
- Tell me about yourself.
- What has been the greatest disappointment in your life?
- **What are you passionate about?**
- What are your pet peeves? a continual source of personal annoyance
- What do people most often criticize about you?
- **What is the worst thing that you have ever gotten away with?**
- **When was the last time you were angry? What happened**

# Interview questions -3

- **Why did you choose your major?**
- **What have you learned during your studies?**
- If the people who know you were asked why you should be hired, what would they say?
- Do you prefer to work independently or on a team?
- Give some examples of teamwork.
- What type of work environment do you prefer?
- **How do you evaluate success?**
- **If you know your boss is 100% wrong about something how would you handle it?**
- Describe a difficult work situation / project and how you overcame it.
- **Describe a time when your workload was heavy and how you handled it.**

# Τέλος Ενότητας



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