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Your future job: how to apply

MUCH IS written about the requirements for particular careers, but little is written on what to do when applying for a job. What I aim to do in this article is to give a bit of general advice to people seeking jobs.

This advice is not intended to be definitive; there are many ways of ensuring the best results when applying for work; this is merely one of many courses of action.

There are four general rules to observe which will ensure that your application is given the full merit it deserves.

● The first point is, APPLY APPROPRIATELY.

In applying for a job it is important to be specific. One should not apply for any job that may be available in an organization but rather for a specific job such as personnel officer, accountant, secretary. This means that the applicant must have a clear notion of what he is best qualified for.

Qualified

In seeking a particular job, personal contacts within the organization are usually very helpful. This is not from the angle of string-pulling, but from that of telling the interested person exactly what the job entails. He can then judge whether he is qualified for it or not. Contacts are, of course, very useful in helping one to

by Eddie
Deutschmann

actually get a job, and for the sake of one's career, one should make as many friends as possible in whatever field one intends entering.

Employment agencies can be helpful in locating jobs but unless they are top rate agencies, you are likely to get a second-rate position. Newspaper advertisements are also useful. The best method is to apply through a recruiting campaign organized by one of the larger industrial or commercial firms.

The recruiting campaign has the advantage of personal contact with a member of the firm upon whom you can make a favourable impression. He is also in a position to advise you on the suitability of your qualifications for the job.

● The recruiting campaign leads on to the next point to bear in mind, which is, BE PREPARED FOR THE INTERVIEW.

The applicant should have all the facts about his education and previous work at his disposal, together with references and testimonials. Many people forget this last point. Study all this data and sift through it for possible flaws. Should there be anything adverse in it, like a report of misconduct, one should have the necessary explanations ready.

Well-dressed

An aspect which man overlooks, but which is basic to any interview, is that the applicant should be well-dressed and have a flawless manner. Some interviewers are very particular, especially when there is an important or much sought-after post at stake. Anything, from the correct way in which to light a cigarette to conversational ability in one's second language, can come under scrutiny.

● Point three is: WATCH THE APPLICATION FORM FOR TRAPS.

This is a point which reflects on the integrity of the firm concerned. Often there are clauses asking what religious denomination the applicant belongs to and so on, which are not directly concerned with the position being applied for and cannot be considered as relevant qualifications. I do know of an instance where an applicant was refused a job because he was honest enough to state that he was an atheist.

Testing

● The final point is USE CARE WHEN TAKING TESTS.

For many University students this does not constitute a major problem, as many of them will have done Psychology 1 and will know something about test taking. For those who have no experience of this, there are three things to note. Read the test instructions through very carefully and make sure that you understand them fully. Do not get flustered, remain cool, calm and collected. Finally, spend your time on test items in proportion to their value.

If the above four points are borne in mind when an applicant applies for a position, he will stand a better than average chance of success. Ultimate success, however, does not depend on following any set method, but on the determination and qualifications of the person concerned.

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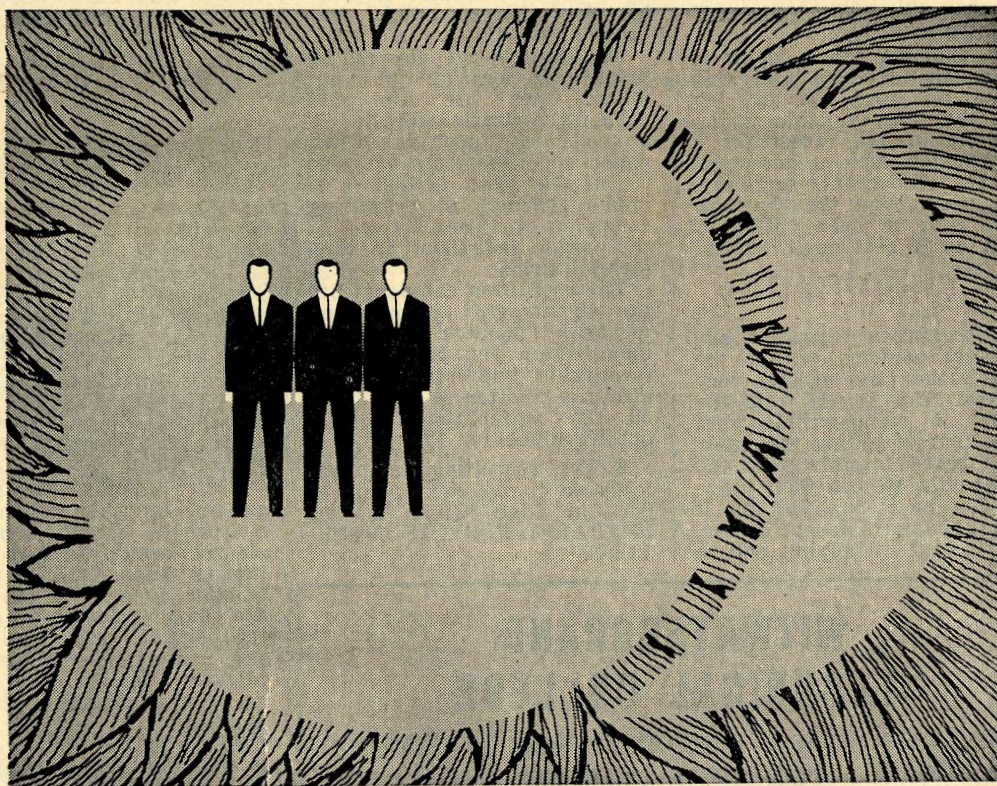
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Will you become a round peg in a square hole?

ARE YOU AFRAID of becoming a square peg in a round hole? Have you the right personality for your chosen career?

Many people in choosing a vocation take no account of their individual personality traits. Instead, for a variety of reasons, they try and fit themselves into a career for which they are not suited.

The following questionnaire is designed to answer a few fundamental questions on this point and to provide a basic guide to anyone in doubt about his prospective career.

Read the ten questions below and see which ones you would agree with. Then consult the section which follows the questions and see which careers you should be pursuing, on the basis of your personality traits.

- 1 Are you an extrovert who enjoys the company of other people?
- 2 Do you like children and adolescents?
- 3 Are you a person who can not accept the dictates of authority?
- 4 Are you the outdoor type who values physical action?
- 5 Do you enjoy expressing your own individual and original ideas?
- 6 Are you fond of the good things in life, the extra luxuries which not many people can afford?



**BY EDDIE
DEUTSCHMANN**
Psychology Honours
Student

- 7 Are you the reforming type who has a burning desire to set the wrongs of the world right?
- 8 Do you have an enquiring mind, always wanting to know what makes things tick?
- 9 Do you enjoy leading a reasonably calm life?
- 10 Are you a neat, methodical type of person?

A simple test to help you choose your career

You may have answered yes to several questions, and find that you have an enormous choice of careers. Look for those careers which overlap in several sections and those will be the ones you are most suited for.

Bear in mind also, the fact that these vocations are mainly for those people who have university degrees or diplomas.

- 1 Suitable careers for you are journalism, secretarial work, personnel management, hotel administration, acting, business management, psychiatry, and social work. Librarianship will also fit this personality trait.
- 2 Those who like young people make good child guidance workers, teachers and clergymen. Theirs is a particularly demanding task however, and it needs much patience and perseverance.
- 3 Desk work is definitely not for you. You should rather choose a career which will allow you to be your own boss. To this end you should establish your own business or professional practice. This would mean becoming a lawyer, businessman, clinical consulting psychologist or pharmacist. Artists and writers are also people who cannot accept authority and are known for being rebels.
- 4 People who answer yes to this are those who should become professional sports coaches, physical education teachers, and professional sports players. Geologists, veterinarians and sports writers are also people who have the opportunity for much outdoor life.
- 5 Drama and literary criticism, philosophy, painting, sculpture, acting and writing are possible careers for those who answer yes to this question. Politicians and university lecturers can sometimes fit into this category.
- 6 If you answer yes to this question you are most probably very ambitious, wishing to get to the top quickly with the ability to command a large salary. While this needs a forceful character, dedication of purpose and the capacity for hard work, you will find the greatest opportunities open for you in industry and in business. In actual fact, just about any career has its well-paid members, it is just that the above two have more than the rest.
- 7 Social work, politics and the church are the vocations best suited for you if you answered yes. Many newspaper editors, sociologists, psychologists and philosophers are also imbued with this spirit.
- 8 People with an enquiring mind are happiest doing research work in all fields. They are in fact very

suited for this type of work. Psychology and sociology are also suitable careers to follow.

- 9 If you answer yes to this question, you should be happy in the civil service, bank and in teaching. Research workers also fit into this group.
- 10 If this description fits you, then you will do best by going in for accounting,

mathematics and their related careers. Teaching the pure sciences at university or at schools could appeal to you. Secretarial work is also a good choice.

In conclusion, always keep in mind the fact that you have to live with your vocation. Eight hours of every working day will be spent in the career of your choice. This is fully a half of your average waking day and if you are not happy in your work because your temperament is not suited to it, your life could well be a misery. Remember that you can learn just about any type of work, but that this is useless if your personality is not suited to that field of work.

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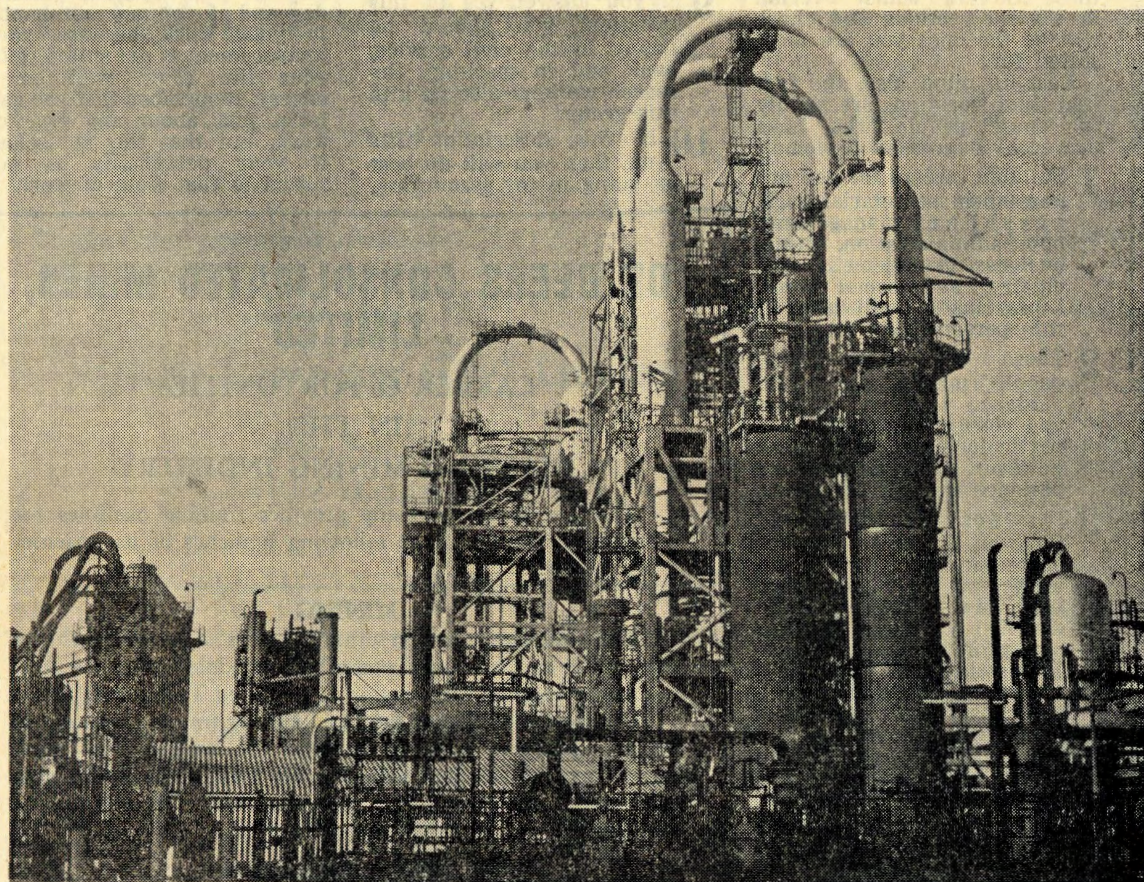
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