

# The HKUST CAREER GUIDE 2015



**Y**our career path is a lifelong conversation. It has to be constantly weighed, debated and evaluated. Some of you start off with a dream and cannot wait for it to take flight. Some of you start off with nothing and you are clueless as to what you will be doing after graduation. Regardless, your university education will help you acquire the 'language' in order to have an honest and meaningful 'career conversation' throughout your life – one that leads to ultimate fulfillment.

Within the covers of this publication are loads of tips and advice as to how to learn this 'language', but it comes down to 'how' you will be taking in all this information. Will you choose to follow those that seem easy enough or appealing at first sight? I hope the following three words will help you stretch your mindset and take full advantage of what this guide – and this university – has to offer.

**Abandon.** Yes, there is a lot you need to acquire but there is just as much you need to offload: bad habits, preconceptions about certain jobs, prejudices against certain people, and limiting thoughts about yourself. An open mind isn't just about being receptive to something new; it's also about freeing your mind from things and thoughts that tell you it is not possible.

**Examine.** In this digital age, we talk about efficiency and multitasking, but we often forget to dig deeper and look into the heart of things. You may join a gamut of activities to demonstrate your range of skills and interests, but how much of those experiences truly becomes your own? What you do in these few years is not for show and tell, it is to lead to what you are meant to become. So go deeper into everything you come across. You will be surprised by the treasure you find.

**Imagine.** University education is never meant to hand you a formula to making it big; in fact, we challenge you to envision your own idea of success. In this publication you will read stories of alumni who have taken a less traveled path. Be inspired, and know that you, too, can create your own future.

What HKUST offers you is a tool kit for life – one that you can always go back to as you carry out the 'career conversation' in years to come. I hope you will absorb everything with fresh eyes, an open mind, and the desire to really own it.

**Prof Tony F CHAN**  
President







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Dear students,

Hi, I am Cheryl, Associate Director of the Career Center at the HKUST. It's time of the year for the release of the Career Guide 2015 and I hope that each individual story in this booklet could somehow provide you with inspirations and insights on how to start off your career.



For those students who are under the new 4-year undergraduate program, I am sure you will spend the precious one more year to enjoy your university life and make the best out of the support university offers, including the Career Center services and programs.

Whether you decide to pursue your postgraduate education or move on with your career after graduation, just don't forget we welcome your visit should you have any query at all. We are here to assist you along the way, professionally and effectively.

My team is proud of our roles as your **Consultant, Trainer & Partner**. Our missions are to help:



your career opportunities through our vast and growing network with prospective employers in Hong Kong, Mainland China and worldwide.



yourself with the knowledge on how to identify a career of your choice and meanwhile assist you on your career decision.



yourself to be competitive in the job market and develop the important values to sustain a successful career.

I work very closely with a team of dedicated and experienced Career Advisors and pertinent colleagues to help you land on the road of success. We're more than happy to listen to your needs and guide you the best way we know how. Therefore I urge each of you to gain maximum leverage from the abundant resources here at the Career Center. They are all thoughtfully designed and offered to you throughout your HKUST education.

Lastly, everyone from the Career Center wishes you a good year ahead and all the best in your endeavors.

Yours sincerely,

**Cheryl LEE**

Associate Director (Career Center)  
Student Affairs Office

## *Ethics and the Job Search*

While in the process of knocking on doors for job interviews, there are a few key ethics one must observe carefully. Some people may get passed with unethical behavior but in time it will come back to haunt you and, at the very least, you will lose your credibility, if not your job.

**Prepare your portfolio:  
Be HONEST and never exaggerate the level  
of experience or education background**

**During job search:  
Only apply and interview for jobs  
you are truly interested in**

**Before an interview:  
Interview cancellation and  
no show management**

**Handle multiple job offers:  
Accept a job offer in good faith**

Lying is never fine, ever. If one falsifies the work experience and gets hired without being found out, sooner or later the person will be caught on the spot when he/she is asked to do some work but incapable of delivering it. In most organizations, lying on your employment application is grounds for immediate dismissal.

**Therefore never take a short cut by lying. Consult good CV writing guides or seek advice from our Career Advisor. Remember, "honesty is the best policy".**

Should I go to an interview just to practice or earn experience? Understandably most fresh graduates get nervous at a job interview but that does not mean you should accept interviews for the sake of experience rather than being really interested in the job.

**You must understand the process involves interviewer's time and money. More importantly, you are depriving a chance for another student who may have a strong interest in that job.** Should you have any doubt, go talk to our Career Advisor or try to talk with alumni for advice, but don't abuse the job interview if you are not serious about it.

Whether you are being interviewed on or off campus, **make absolutely sure you allow enough time to cancel prior because this is an important etiquette to observe and it reflects your sense of commitment and personality.**

Another serious negative behavior is failing to attend a scheduled interview without bothering to notify the company and the Career Center for proper arrangement. It is considered very unprofessional and rude, not to mention it hurts the image of your own university and the people who helped set up the interview for you.

Is it fine to accept a job offer and withdraw later when a better offer comes along? The answer is definitely "no". **If you need time to think it over, most likely the company is happy to offer you a grace period to make decision.**

The last thing either you or the company want is you stay for a short period and off for another company. Make sure the process is managed in a professional fashion so that you don't leave the company with a bad impression.

# On-Campus Recruitment Calendar

As a bridge between HKUST and employers, the Career Center brings recruiters from different industries to our campus so that you can meet them face to face.

## Government Recruitment

Government recruitment follows a set timeline each year and requires standardized assessment procedures. If you are interested in working for the government, the following schedule can help you plan your job search and internship activities for the coming year.

## On-campus Recruitment

Here is a general and tentative timeline of on-campus recruitment events for the year. Mark your calendar and register in advance at the Career Center website (<http://career.ust.hk> → "Event Registration").

## Government Recruitment Schedule (tentative)

Fall Term	Aug	Register for Common Recruitment Exam (CRE) and Basic Law Test (BLT) in October
	Sep	AO/EO: Attend Administration Officer (AO)/Executive Officer (EO) recruitment talks on campus AO/EO: Submit applications online
	Oct	Attend Common Recruitment Examination (CRE) and Basic Law Test (BLT) Attend Career Mosaic and meet representatives from different government units Auxiliary Police (Undergraduates) Scheme (AUS) and Police Mentoring Program (PMP): Submit applications and attend fitness training workshops
	Nov	AO Summer Internships: Submit applications via Career Center and attend preliminary selection interviews
	Dec	Attend Common Recruitment Examination (CRE) and Basic Law Test (BLT) outside Hong Kong (for those who have not taken it in October)
Spring Term	Jan	AO Summer Internships: Attend final selection interviews Auxiliary Police (Undergraduates) Scheme (AUS) and Police Mentoring Program (PMP): Attend selection interviews
	Apr	AO Summer Internship: Offers announcements AO (graduate positions): Offers announcements Police Mentorship Program (PMP): Inauguration Ceremony Register for Common Recruitment Exam (CRE) and Basic Law Test (BLT) in June Submit applications for Post-Secondary Student Summer Internship Program (PSSSIP) at various departments
	May	Auxiliary Police (Undergraduates) Scheme (AUS): Offers announcements
	Jun	Attend Common Recruitment Examination (CRE) and Basic Law Test (BLT)
	Jun – Aug	Post-Secondary Student Summer Internship Program (PSSSIP) AO Summer Internship Police Mentorship Program (PMP): Job attachment Auxiliary Police (Undergraduate) Scheme (AUS): training at Auxiliary Police Headquarters



## On-Campus Recruitment Schedule – by Industry

	Fall Term	Spring Term
Accounting	✓	✓
Airlines/Transports/Logistics	✓	✓
Career Mosaic- Job Fairs	✓	✓
Commercial Banks	✓	✓
Conglomerates	✓	✓
Construction/Engineering Consultancy	✓	✓
Education & Research	✓	✓
Engineering	✓	✓
Entertainment	✓	✓
Fast Moving Consumer Goods	✓	✓
Financial Services/Investment	✓	✓
Food and Beverage		✓
Government	✓	✓
Government Related Organizations	✓	✓
Insurance	✓	✓

	Fall Term	Spring Term
Internship Program Organizers	✓	✓
Investment Banks	✓	✓
IT	✓	✓
Management Consulting	✓	✓
Manufacturing		✓
Marketing & Market Research	✓	✓
Media/Advertising/PR	✓	✓
NGO		✓
Pharmaceuticals		✓
Property Development & Real Estate	✓	✓
Public Utilities	✓	✓
Recruitment Agencies	✓	✓
Retail/Trading	✓	✓
Telecom/Communication	✓	✓
Testing Services	✓	✓


## Other Resources

### Online Job Vacancy Information

- ❖ **JJIS (Joint Institutions Job Information System)** – All full-time university students can visit [www.jjjs.org.hk](http://www.jjjs.org.hk) to look for full-time, part-time, temporary and summer jobs. First-time users need to register before logging in. For enquiries, please email [support@jjjs.org.hk](mailto:support@jjjs.org.hk).
- ❖ "Finding a Job" on HKUST Career Center website - Some employers have graduate jobs and internships specifically targeted HKUST students. These jobs are posted on the Career Center website: <http://career.ust.hk> → "Finding a Job".

### General Career Information

- ❖ The Career Center subscribes to the **Vault Online Career Library** at <http://career.ust.hk/vault.html>. All HKUST students and staff have FREE access to these useful and updated resources for job search, career exploration and industry updates.
- ❖ **Reading materials** on career planning, industries, company information, professional qualifications and business strategies etc. are available at the Career Center Resource Corner (Rm 4001, Academic Building via Lift 4). Do drop by and take a look.
- ❖ Additional job-hunting resources can be found at the **HKUST Library website**: <http://library.ust.hk/guides/jobs/jobs.html>.



## Plan your path

### KNOW YOURSELF

Find out about your personal qualities, what you like, what you care about, what you're good at, what excites you etc. The Career Center offers workshops that help you to understand your personality types through different psychological assessments like **MBTI and Self-Directed Search (SDS)**. Make good use of these workshops and get ready to know yourself and what you stand for.

### GET INVOLVED

Once you set a foot on campus, you will be presented with a kaleidoscope of extra-curricular activities: interest clubs, student societies, sports teams, enrichment programs etc. Try to **strike a balance** in what you participate in.

### THINK AHEAD

Use your extra time and summer vacation to give your resume a boost. **Find a summer job, get into voluntary work, join an exchange program, or take part in a study tour.** Take a leadership role in these activities, and try to brush up your language skills. The Center for Language Education is a great source to advance your language abilities.

Year 1

Year 2/3

### EXPLORE YOUR OPTIONS

Get off the couch and look for ways to identify your career interests. Gain some real work experience by joining the **Internship Network (iNet)** offered by the Career Center is a good choice. What's more is to **attend job fairs, recruitment events, alumni sharing sessions and company visits** to know more about different industries.

### GET EQUIPPED

**Visit Career Center website and sign up for workshops** on CV Writing, Interview Skills, Presentation Skills and Group Discussion Skills, and a Mock Aptitude Test Session. Soft skills such as Business Etiquette, Personal Grooming and Work Ethics are also part of the package.

Take the **Career Building Course**, a one-credit general education free elective offered by the Career Center, for more structured job search skills training.

### PLAN AHEAD

Give yourself **an honest assessment** of what you have done and what still needs to be done. If all seems too much to handle, you can always **make an appointment with one of the Career Advisors**. Through professional coaching and discussion, they can **help you prioritize and focus on what's urgent and important**.





## Year 4

### BUILD YOUR NETWORK

**Be creative** in your job search. **Expand your network** through family members, relatives, friends, classmates, ex-colleagues, acquaintances, alumni and other sources. Effective channels include **joining a professional organization as a student member** through which you can build resourceful connections.

### GET READY

Early birds always catch the worm. Make yourself available to meet up with employers at **recruitment talks and Career Mosaic**. Make sure you have at least a set of presentable resume and cover letter on hand, and customize them according to individual needs. Polish your interview skills by getting real interview experience. Keep abreast of current affairs, the economic situation and industry trends by media. If you would like to go through a more structured job search skills training, taking the **Career Building Course** offered by the Career Center will be a good choice.

### LOOK AHEAD

No one can predict how good or bad the economic environment will be when you graduate. The time may be hard. Remember, this is only the first phase of your entire career path. You will **continue to equip yourself** and whatever experience you will have gathered in your first job will not be in vain. **If you can't find a job that you love yet, love the job you can get !** A positive attitude makes a world of difference. Take charge of your career development journey and build up your credentials along the way.

# Making Yzer Career Moves

**Khyati KAPAI**

*Founder and Principal Trainer, Yzer Solutions Pte Ltd., Singapore*

*BBA (Finance)*

*Khyati Kapai is the founder and Principal Trainer of Yzer Solutions Pte Ltd. She has been teaching and training since 2001. Born in Hong Kong, she is currently based in Singapore. She specializes in Professional Communication and other soft skills topics. As a trained Results Coach, she also offers executive coaching. She graduated with a BBA in Finance (First Class Honors) from HKUST in 1998.*

Like any Finance undergraduate, my career goal was to get a job in an investment bank. But I graduated during an economic recession, so I started off as a Staff Accountant with Deloitte & Touche and then switched to Equity Capital Markets in Citigroup when the job market improved.

I ended up leaving banking after just two years to pursue a long-time interest in education. My first introduction to teaching had been when I taught at Summerbridge Hong Kong in high school. Summerbridge is a non-profit collaboration that helps motivated, underprivileged students maintain an interest in learning. The key to its success is the students-teach-students model that offers older students the opportunity to teach younger students. Anybody who has ever been involved in the program would appreciate the irreversible value of learning it instills in you.

**“Indeed we undermine what we can learn from each opportunity if we don’t stick to it long enough to see things through, not to mention losing credibility along the way. Every opportunity maximized becomes a nugget for the future.”**





After exploring numerous interests in education, I eventually started my career as a Corporate Trainer, initially training for other companies. I set up my own training business in 2009 and have finally sunk my feet into what I saw myself doing for a very long time. I say this because even though I had switched to a field I was passionate about, that didn't give me occupational clarity in itself. For many years, even in education, I was pursuing one opportunity after another because I just didn't know what I really wanted to do.

I don't mean to encourage job-hopping though! Today all my experiences and professional relationships are a tremendous help to running my business. It really helps to remain curious along the way while being committed to whatever I am doing, and not get disappointed when things don't turn out as expected.

Career talks, mentors and even internships give us lots of information, but we still have so little idea of what a career is really like. **A career is a journey and making career decisions is difficult given all the choices. We are fearful of what we give up each time we make a choice. Even though I'm in a great place now, I sometimes still wonder: Should I have stayed long enough to get my CPA? Did I leave banking too early? But this is human nature.** It comes down to the saying: "Find something you love and you won't have to work a day." I'm one of the fortunate few who can live by that.

I always thought it was the long hours and demanding expectations that put me off banking, but I'm probably putting in just as many hours into my business now and also constantly juggling the demanding expectations of multiple clients. But it doesn't feel like work. Having said that, **just because I run my own business doesn't mean I have the luxury of doing only what I like.** There is no ideal job!

The most challenging aspect of running your own business is getting clients when you're starting up. Everybody wants to work with someone who has an established track record, so you're in the catch-22 situation of needing the business to build a profile. I started off through collaborations with other training organizations until it became easier to service clients directly. Now my business can take so many directions that I sometimes get overwhelmed with all the opportunities out there.

Training, coaching and talent development is a very interesting and always relevant industry. It has many dimensions and if you have a sincere passion for learning and people, it's the place for you. It's also never too late to pursue it. In fact, some of the best trainers and coaches have many years of industry experience, which makes their input so much more enriching.

**The best career (even life!) preparation is to cultivate two competencies: emotional intelligence and balance.** Relationships are so precious. Being able to interact with people naturally and effectively would really take the bite out of every challenge that presents itself. In addition, especially at university, achieving a balance between academic, extra-curricular and social pursuits would enhance your time management abilities and give you a sense of fulfillment that remains helpful throughout life. The story below illustrates this concept very beautifully.

Enjoy the journey and all the best!



Anekdote zur Senkung der Arbeitsmoral ("Anecdote concerning the Lowering of Productivity" in Leila Vennewitz' translation) is a famous short story by Heinrich Böll about an encounter between an enterprising tourist and a small fisherman, in which the tourist suggests how the fisherman can improve his life.

*A businessman was standing at the pier of a small coastal Mexican village when a small boat with just one fisherman docked. Inside the small boat were several large yellow-fin tuna. The businessman complimented the Mexican on the quality of his fish.*

*"How long did it take you to catch them?" the businessman asked.*

*"Only a little while," the Mexican replied.*

*"Why don't you stay out longer and catch more fish?" the businessman asked.*

*"I have enough to support my family's immediate needs," the Mexican said.*

*"But," the businessman then asked, "What do you do with the rest of your time?"*

*The Mexican fisherman said, "I sleep late, fish a little, play with my children, take a siesta with my wife, and stroll into the village each evening where I play guitar with my amigos. I have a full and busy life, señor."*

*The businessman scoffed, "I could help you. You should spend more time fishing and with the proceeds you can buy a bigger boat, and with the proceeds from the bigger boat you could buy several boats. Eventually you would have a fleet of fishing boats."*

*The businessman continued, "Instead of selling your catch to a middleman you would sell directly to the consumers, eventually opening your own can factory. You would control the product, processing and distribution. You would need to leave this small coastal village and move to Mexico City and eventually New York where you will run your expanding enterprise."*

*The Mexican fisherman asked, "But señor, how long will all of this take?"*

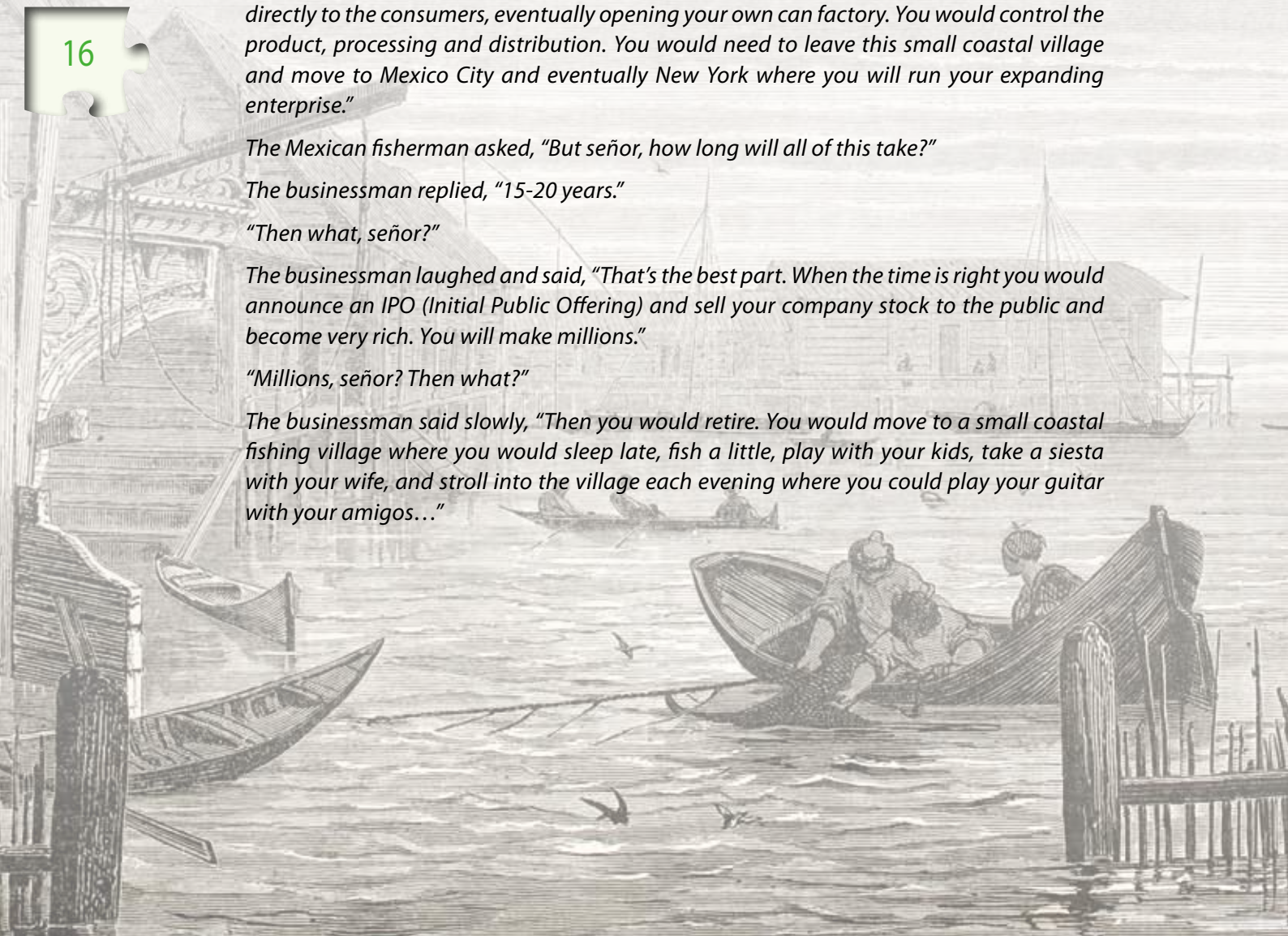
*The businessman replied, "15-20 years."*

*"Then what, señor?"*

*The businessman laughed and said, "That's the best part. When the time is right you would announce an IPO (Initial Public Offering) and sell your company stock to the public and become very rich. You will make millions."*

*"Millions, señor? Then what?"*

*The businessman said slowly, "Then you would retire. You would move to a small coastal fishing village where you would sleep late, fish a little, play with your kids, take a siesta with your wife, and stroll into the village each evening where you could play your guitar with your amigos..."*







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# 就業中心 Career Center

*Be Prepared*

*Be Positive*

*Be Passionate*



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