

Employability Skills Training

For University Students and Graduates

Hosted by Youth and education support services Ethiopia

Jimma Team

YessEthiopia Telegram Group: YessEthiopia

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email yessethiopia2020@gmail.com

What is YessEthiopia

- It's a non-profit legal organization working on Youth empowerment and education quality
- Legally licensed to operate in all regions of Ethiopia

Why YessEthiopia?

- Unemployment of University graduates
- Education quality issues

Areas of operations of YessEthiopia?

- Trainings
 - Employability
 - Life skills
 - Business start-up
 - Project management
 - Research methods
 - Study abroad and further study
- Experience sharing
- Volunteer missions
- Tours
- Promoting model personalities and values of our society etc

What are ways to become a member?

- Awareness about missions of YessEthiopia
- Attend YessEthiopia basic life skills training
- Engage in volunteer missions

These are newly added topics ... more topics will be added

- Project management and grants
- Research methods and publication process
- Scholarship and further study
- Networking
- Business ideas and innovations

Training method

- Online Interactive lecture
- Group activity
- Individual activity
- Games and Role plays
- Discussion and debates
- Networking and Experience sharing

Note that this is **skill training ... its
important to do all the activities**

Norms

- Punctuality
- Respect opinions
- Active participation
- Note book and pen is must
- Bring computers if possible
- Also inform others

Schedule and certificate

- Flexible schedule,
- Mix of face to face and online
- To be certified, it is important to attend all sessions, submit all assignments and participate in YessEthiopia related volunteer missions

Day One... Introduction

- Introducing the Trainers
 - Fikadu Reta (an assistant professor at Hawassa University)
 - Fikadu Reta is from rural family background in Ethiopia
 - Has been staff member of Hawassa University since 2005 GC (1998EC)
 - His major is in Agriculture Development with focus in Human Nutrition
 - Studied at Hawassa University, University of Copenhagen and Belgium
 - His PhD from Belgium was suspended pending due to covid and other setbacks
 - Now he is doing PhD in Leadership at the University of Nebraska Lincoln, USA
 - He is also founder and General manager of YessEthiopia
 - He was in Thailand, Germany, Holland, USA, Denmark, Sweden, Netherlands, Kenya, Uganda and Eritrea
 - Was leading projects of about 2 million Euro total budget
 - Experienced in teaching, research, training, collaborative project management
 - Published more than 10 papers and wrote three none academic books
 - Passionate about volunteer missions, youth empowerment and education quality

Duration of the training

- Online 4 days meeting session
- Followed by practical activity
- Volunteer missions

CV Components

- Personal background
 - Career goal
 - competencies
 - Work experience
 - Education
-
- Skills ... language, team work, computer
-
- Short training ...
 - Volunteer experience
 - Memberships
 - Publication
 - Awards
 - Hobbies
 - References

Job Interview

Feedback from the emails sent

- emails sent
- Some had no subject line
- Few composed on subject line
- Others had no proper introduction
- One or two had no real name email ID
- Someone sent letter of introduction ... some wrote application letter already ...
- Some CVs were great but lacks focus and make color or bold and special font sizes ... decorated documents

A job interview

- **Is** a meeting between an employer and someone who is applying to work for the employer.
- Usually, the employer asks questions directly related to the applicant's experience. The employer wants to hear what the applicant did, how they did it, and what he/she learned from it.
- The employer also tends to ask about the applicant's strengths and weaknesses. When an employer asks questions during a job interview, he or she wants the applicant to answer the questions with **specific examples**.
- The applicant also has the opportunity to ask questions about the job and the company.
- **First impression is** very important.
 - ✓ People often remember the first time that they met someone else and what they thought of them.

Before and during interview...

prepare

- ☐ Gather information about the organization before the interview.
- ☐ Dress appropriately. ... Be on time, Bring a copy of the CV.
- ☐ Be **respectful** of the interviewer. ... Even if you are nervous, try to appear confident.
- ☐ Speak clearly and establish eye contact.
- ☐ Listen carefully to each question and answer exactly and completely what was asked.
- ☐ Provide **examples** to illustrate experience and emphasize strengths.
- ☐ Prepare questions in advance that reflect knowledge about the organization or job type and ask for an opportunity to discuss questions

Interview ...

- ☐ Notepad and pen/pencil.
- ☐ Does your appearance say, **“Hire me?”**
- ☐ Start with good personal hygiene.
- ☐ Well-groomed hairstyle. Men should be clean shaven.
- ☐ Clean and trim fingernails
- ☐ Well brushed teeth and fresh breath
- ☐ No visible tattoos or body piercing beyond conservative ear piercings
- ☐ No gum, candy or other objects in your mouth
- ☐ Minimal jewelry Avoid heavy makeup
- ☐ Clothes should be clean and wrinkle free

Interview ...

- ✓ Arrive **10-15 minutes** early
- ✓ Get a good night's **sleep** the night before.
- ✓ Express **interest**. ... do not criticise former employer
- ✓ Know and **correctly pronounce the names** of people you meet
- ✓ Use “**please**” and “**thank you**” when appropriate.
- ✓ Answer interview questions **completely**.
- ✓ Sit up **straight and maintain good eye contact**.
- ✓ Dress **appropriately and appear well-groomed**.
- ✓ Practice answering **difficult or “too personal” questions**.
- ✓ Come alone. Don't bring a relative or friend
- ✓ Don't bring personal problems

Interview

- ✓ Get information about the company/organization ahead of time.
- ✓ Sell your qualifications rather than your need for the job.
- ✓ Treat administrative assistants and receptionists politely.
- ✓ Listen carefully to the interviewer.
- ✓ Wait until you are asked to be seated or wait until they sit down.
- ✓ Avoid using poor language, slang, and pause words (such as - like, uh, you know
- ✓ Bring extra resumes and a list of references.
- ✓ Ask questions in the interview.
- ✓ Thank the interviewer when the interview is over

Don't ...

- Ask Questions About Pay And Benefits.
- Act As If You Have To Have This Job No Matter What.
- Interrupt – If You Have Questions Or Need Clarification, Wait For A Logical Break In The Conversation Before Speaking.
- Bring Up Personal Matters (Personal Problems, Financial Matters, Health Issues).
- Criticize Former Employers Or Co-workers.
- Give Petty Excuses Such As: The Work Was Too Hard; The People I Worked With Were Not Nice.
- Chew Gum, Smoke, Play With Your Hair, Or Constantly Adjust Your Clothes.
- Read Any Papers, Place Anything On The Interviewer's Desk, Or Handle Any Item On The Interviewer's Desk.
- Bring Bulky Items To The Interview. A Small Notebook And Pen For Notetaking Is Acceptable
- Be Shy. The Interview Is About You And You Are The Expert
- Exaggerate – Be Honest About Your Accomplishments And Experience

Job interview sample questions

- Tell us about your self ?
- Tell us summary of your final project ?
- Why did you want to work with us?
- Why should we hire you?
- Tell us your strength and weakness
- What if you face conflict with your manager ?

Job interview

- What if you come across corrupt people at work place?
- What if you become in Love with your manager?
- Tell us the time you made a mistake in your life?
- What is your career goal?
- What if the company goes bankrupt ?
- Do you have any questions?

Job interview

- 1.What software packages are you familiar with?
- 2.Describe role of design for engineering projects.
- 3.What strengths do you have that make you a good engineer?
- 4.What's your most successful engineering project?

Role play

- **Interview each other in a group**
- **Use the above questions as starting point**
- **Give feedback**

Questions

- 1.How do you stay current with the latest technology?
- 2.Describe a time you had to work on a team and something didn't go well. What would you do differently?
- 3.Have you ever had an experience with a difficult client, employer, or employee? How did you handle the situation?
- 4.Tell me about a time you got negative feedback on your work. How did you respond?
- 5.Why are you interested in this role? Why are you interested in working at this company?
- 6.What will be the biggest challenge for you in this position?
- 7.Describe your ideal manager.
- 8.What are your salary expectations?
- 9.Do you have security clearance to work on classified projects?
- 10.Where would you like to be in your career five years from now?

- How did you hear about this position? ...
- What type of work environment do you prefer? ...
- How do you deal with pressure or stressful situations? ...
- Do you prefer working independently or on a team?

Tips for before the interview, in the days before your job interview, set aside time to do the following:

- 1. Start by researching the company and your interviewers. Understanding key information about the company you're interviewing with can help you go into your interview with confidence. Using the company's website, social media posts and recent press releases will provide a solid understanding of the company's goals and how your background makes you a great fit.
- 2. Practice your answers to common interview questions. Prepare your answer to the common question: "Tell me about yourself, and why are you interested in this role with our company?" The idea is to quickly communicate who you are and what value you will bring to the company and the role—it's your personal elevator pitch. Review our guide to answering Top Interview Questions.
- Tip: You should come prepared to discuss your salary expectations. If you're unsure what salary is appropriate to ask for, visit Indeed's Salary Calculator for a free, personalized pay range based on your location, industry and experience.
- 3. Reread the job description. You may want to print it out and begin underlining specific skills the employer is looking for. Think about examples from your past and current work that align with these requirements.
- 4. Use the STAR method in answering questions. Prepare to be asked about times in the past when you used a specific skill and use the STAR method to tell stories with a clear Situation, Task, Action and Result.
- 5. Recruit a friend to practice answering questions. Actually practicing your answers out loud is an incredibly effective way to prepare. Say them to yourself or ask a friend to help run through questions and answers. You'll find you gain confidence as you get used to saying the words.
- 6. Prepare a list of references. Your interviewers might require you to submit a list of references before or after your interview. Having a reference list prepared ahead of time can help you quickly

- 7. Be prepared with examples of your work. During the interview, you will likely be asked about specific work you've completed in relation to the position. After reviewing the job description, think of work you've done in past jobs, clubs or volunteer positions that show you have experience and success doing the work they require.
- 8. Prepare smart questions for your interviewers. Interviews are a two-way street. Employers expect you to ask questions: they want to know that you're thinking seriously about what it would be like to work there. Here are some questions you may want to consider asking your interviewers:
 - Can you explain some of the day-to-day responsibilities this job entails?
 - How would you describe the characteristics of someone who would succeed in this role?
 - If I were in this position, how would my performance be measured? How often?
 - What departments does this teamwork with regularly?
 - How do these departments typically collaborate?
 - What does that process look like?
 - What are the challenges you're currently facing in your role?
 - Related: Questions to Ask in an Interview
 - Interview Tips
 - Image description
 - Tips for during the interview
 - After you've spent time preparing, you can be successful on interview day by practicing these tips:
- 9. Plan your interview attire the night before. If you're speaking to a recruiter before the interview, you can ask them about the dress code in the workplace and choose your outfit accordingly. If you don't have someone to ask, research the company to learn what's appropriate.

10. Bring copies of your resume, a notebook and pen. Take at least five copies of your printed resume on clean paper in case of multiple interviewers. Highlight specific accomplishments on your copy that you can easily refer to and discuss. Bring a pen and a small notebook. Prepare to take notes, but not on your smartphone or another electronic device. Write information down so that you can refer to these details in your follow-up thank-you notes. Maintain eye contact as much as possible. For more, visit [What to Bring to the Interview](#).

- 11. Plan your schedule so that you can arrive 10–15 minutes early. Map out your route to the interview location so you can be sure to arrive on time. Consider doing a practice run. If you're taking public transportation, identify a backup plan if there are delays or closures.
- Tip: When you arrive early, use the extra minutes to observe workplace dynamics.
- 12. Make a great first impression. Don't forget the little things—shine your shoes, make sure your nails are clean and tidy, and check your clothes for holes, stains, pet hair and loose threads. Display confident body language and a smile throughout.
- 13. Treat everyone you encounter with respect. This includes people on the road and in the parking lot, security personnel and front desk staff. Treat everyone you don't know as though they're the hiring manager. Even if they aren't, your potential employer might ask for their feedback.
- 14. Practice good manners and body language. Practice confident, accessible body language from the moment you enter the building. Sit or stand tall with your shoulders back. Before the interview, take a deep breath and exhale slowly to manage feelings of anxiety and encourage self-confidence. The interviewer should extend their hand first to initiate a handshake. Stand, look the person in the eye and smile. A good handshake should be firm but not crush the other person's fingers. For more, visit [Everything You Need to Know About Job Interview Etiquette](#).
- 15. Win them over with your authenticity and positivity. Being genuine during interview conversations can help employers easily relate to you. Showing positivity with a smile and upbeat body language can help keep the interview light and constructive.

- 16. Respond truthfully to the questions asked. While it can seem tempting to embellish on your skills and accomplishments, interviewers find honesty refreshing and respectable. Focus on your key strengths and why your background makes you uniquely qualified for the position.
- 17. Tie your answers back to your skills and accomplishments. With any question you answer, it is important that you tie your background to the job by providing examples of solutions and results you've achieved. Use every opportunity to address the requirements listed in the job description.
- 18. Keep your answers concise and focused. Your time with each interviewer is limited so be mindful of rambling. Practicing your answers beforehand can help keep you focused.
- 19. Do not speak negatively about your previous employers. Companies want to hire problem solvers who overcome tough situations. If you're feeling discouraged about your current job, focus on talking about what you've gained from that experience and what you want to do next.
- Tips for after the interview
- When the interview is over, give yourself the best chances of moving forward by doing the following:
- 20. Ask about next steps. After your interview, it is appropriate to ask either your interviewer, hiring manager or recruiter about what you should expect next. This will likely be a follow-up email with results from your interview, additional requirements like an assignment or reference list or another interview.

What to ask employer

- 1.If you're able to share, what are the most immediate projects in the pipeline for this position?
- 2.What are the next steps in the interview process?