

Library @

University of Kurdistan Hewlêr



Job Hunting

Who to go to for research advice:

- Your lecturer/teacher/tutor
- The university librarians

Where to find related subject materials on the Library shelves:

- Job seekers guide - 331.702
- Human resource development (HRD) in the public sector of Kurdistan Regional Government (KRG) - 378.56925
- Management and public relations - 650
- How to get hired - 650.144
- Business and administrative communication - 651.7
- Human resource management - 658.3

Sites with subject related information listed on the library webpages at:

- THE- Times Higher Education – UKH students and staff can access this weekly subscription from any computer while on the campus. User name and password are not required. Please click on the relevant link for the issue you require .- <http://portal.ukh.edu.krd/THES/5th%20July%202012.htm>
- Guide to Grammar and Writing – this contains scores of digital hand outs on grammar and English usage, over 170 computer-graded quizzes, and much more useful information - <http://grammar.ccc.commnet.edu/grammar/>
- Dictionary - 'YourDictionary' is a free online English dictionary which gives you definitions, thesaurus entries, spelling, pronunciation, and etymology results for your word - <http://www.yourdictionary.com>

Sites with subject related information that are not listed on the library webpages include such as:

- <http://www.forbes.com/sites/susanadams/2012/01/24/how-to-make-them-respond-when-you-apply-for-a-job-online/>
- <http://www.businessnewsdaily.com/6208-job-interview-apps.html>
- <http://www.orchidwire.co.uk/blog/6-reasons-your-job-application-might-fail-the-paper-sift/>
- <http://www.iraq-businessnews.com/>

We would be delighted to see you in the library at any time. If you have any questions please do not hesitate to ask and the staff will be more than happy to assist you

YouTube sites:

- <https://www.youtube.com/watch?v=uzIX32ISMeo>
- https://www.youtube.com/watch?v=0_SUnPkuE7c
- <https://www.youtube.com/watch?v=BV8LJOIMKqo>
- <https://www.youtube.com/watch?v=TNhJA69-uHI>
- <https://www.youtube.com/watch?v=vPfN2BnnpUc>
- <https://www.youtube.com/watch?v=iMS16PUKwCs>
- <https://www.youtube.com/watch?v=OW-yxxPMtro>
- https://www.youtube.com/watch?v=u_VdMHGQnZU

Points to Remember

1. If you are asked for two/three references give the requested two/three references. (i.e. you're Mullah, lecturer and intern line manager) - *make sure you ask people before you use them as a reference, and let them know when you apply for something and they are listed*
2. Ring the organisation up and ask to speak to someone who knows about the job. Find out if it is a new job signalling the organisation is either expanding or going through some form of change. (Both indicators of the kinds of questions you could be asked). Or is this a job that someone left and if so why?
3. Check newspapers, websites and Google for any mention of the organisation.
4. If you are asked for a covering letter, write one. Make sure it is tailored to the job you are applying for. This means it must show what you can offer the organisation - *sell yourself*. You do this by writing about how the knowledge and skills you have that match the job you are applying for. - *Do not reuse the same covering letter for your other applications*
5. If you make it to interview request information on who will be interviewing you and where the interview will take place so you know:
 - How to get there
 - How much time to allow for getting there ensuring you arrive in plenty of time for the interview
 - How many people will be interviewing you and what their interests will be (i.e. HR, Customer service, and IT literacy)
6. Plan what to wear for the interview and have it ready days in advance. Dress formally (i.e. a suit), clean, polished shoes
7. Consider (if successful at reaching the interview stage) of asking for a look round (unofficial tour) of the office/site/campus where you could be working before the interview. (If available it could prove an invaluable fact finding event. Giving insight into the organisation and potentially the people you will work for and with)
8. Write up potential answers for the questions you now think you will be asked at the interview. Cross check these with a mentor. - *This is essential preparation work you should carry out for every interview*
9. Consider arranging some test interview scenarios so you are familiar with the interviewing format before the real interview takes place
10. Bring some questions with you to ask at the interview. Remember you are interviewing the interviewers' as much as they are interviewing you

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