University of Pretoria
Graduate Career Guide
2014

UNIVERSITEIT VAN PRETORIA
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University of Pretoria
Graduate Career Guide
2014

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Graduate Recruitment Programme

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The Graduate Career Guide is published once a year, in May, by the UP Graduate Career Office.

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Janine Smit Editorial Services

Letter from the editor

Dear Tukkie

Congratulations! You are nearing the end of your undergraduate journey. Soon you will be done with your degree and the world will be your oyster. But before you reach that stage, it is important to ensure that you have thought about your future after you complete your undergraduate studies.

Here are some fundamental questions you will need to ask yourself:

- What next?
- Will I study further?
- Will I apply for a job?
- If I intend to get a job, what kind of job do I want?

Those of you who are planning on entering the world of work will be tasked with choosing your ideal job and employer, developing job-seeking skills and securing your first job.

The Graduate Career Office at the University of Pretoria offers a variety of tools to assist with the "transition-to-work" phase.

Although the job search might prove to be frustrating, complex and time-consuming, if done correctly it will result in a first job that is compatible with your skills and interests.

It will also provide a more satisfying start to your career.

The Graduate Career Guide is a booklet that touches on a variety of career-related topics, such as tips for writing your CV and cover letter, and preparing for an interview. It also provides the contact details of various organisations, and profiles of some of these organisations.

The Graduate Career Office also organises career days that expose you to the various employment opportunities at some of South Africa's top employers.

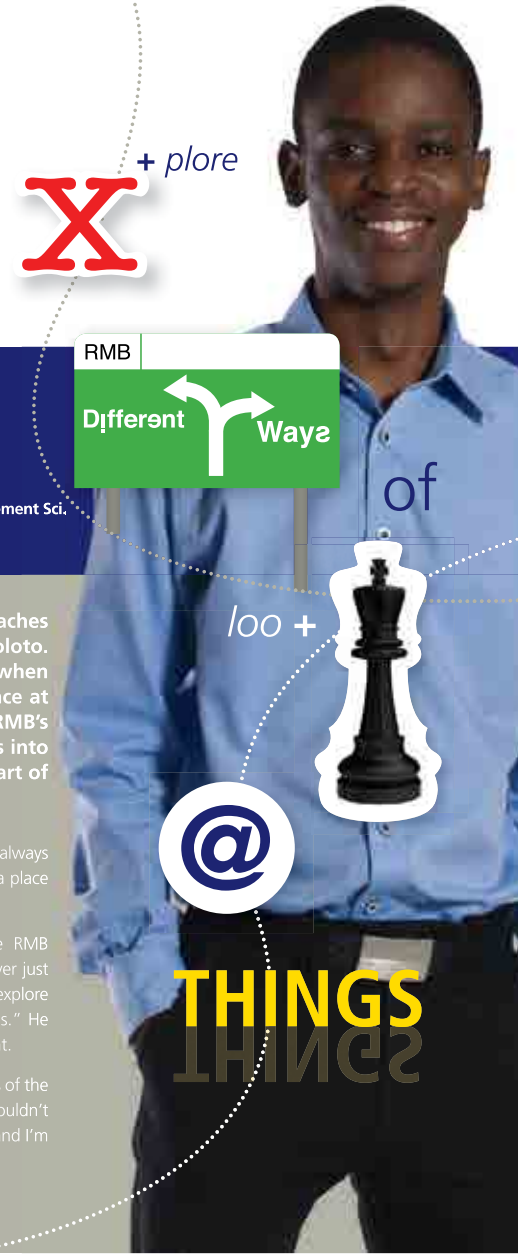
The Graduate Career Office wishes you success for your future and shares in your excitement as you complete your degree. We look forward to seeing you at our various career events and providing you with the necessary support to help you embark on your professional career.

Katlego Molaudzi
Manager: Graduate Career Office

RMB

- a job *fit for a king*

X + *plore*



PRINCE MOLOTO

Challenge seeker | BCom Economics | BCom (Hons) Financial Management Sci.
Analyst, International Credit: Country Risk, RMB

RMB is a company that invests in its people, and teaches them to think. One such investment is Prince Moloto. His relationship with RMB started six years ago when he received a bursary to study economics and finance at the University of Pretoria. Today Prince is one of RMB's proud graduates who is putting his theoretical skills into practice as an analyst in the Country Risk area – a part of the International Credit Team.

One of the things Prince loves most about RMB is the fact that he is always challenged. "RMB is a place where one is always challenged. It is a place where one works hard and plays hard."

As a young analyst working in the Country Risk area of the RMB International Credit Team, Prince quickly learned that "there is never just one solution or answer to a problem at RMB. You have to be able to explore different ways of looking at things and not make any assumptions." He also learned that one can never be too comfortable and complacent.

Does this young man lie awake at night worried about the problems of the world? "Ever since I've started working I've been so tired that I couldn't worry even if I wanted to. Tomorrow will bring its own challenges and I'm always looking forward to a challenge."

It is clear that Prince is in the right place – a job fit for a king.

Be a part of the equation.

Visit www.rmb.co.za from 15 May - 15 August to submit your CV.

RMB

Graduate recruitment calendar 2014

January
6: Academic year commences
18: Welcoming Day

February
1: Rag
3: Lectures commence (Semester 1)
11: SAISA Career Day
20: Big Accounting Career Day
22: Law Career Day
27: General Accounting Career Day

March

April
8–9: Career presentations
15–16: Career presentations

May
13–15: General Career Fair
22–23: Agri-Food Career Fair
29: Lectures end

June
2–23: Examinations

July
21: Lectures commence
23–24: IT Career Day
25: Supply Chain Management Career Day
25: Actuarial Career Day
28–29: Engineering Career Fair

August
6–7: Career presentations
12–14: Career presentations

September

October

November
7–27: Examinations

December
Academic year ends

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Graduate Career Office
Email: cgo@up.ac.za • Tel: 012 420 6438

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Find us on Facebook or go to vw.co.za/careers. Applications open from 1 June to 15 August annually.

Das Auto.

How to land a job at a career fair

There are different types of career fairs: targeted career fairs for specific industries, such as high tech, retail, biotech; and career fairs that appeal to a broad group of candidates with a variety of backgrounds. If you are working in a general industry, with a skill set most companies want, such as management, sales or marketing, human resources, administration or office management, or warehousing and operations, you would do well to check out the general career fair.

Why do companies attend career fairs?

Companies are predominantly there to recruit good, qualified candidates. There are many other benefits: good public relations, community visibility, outreach, and surveying the labour market.

What to expect

If you have never attended a career fair before, you may experience a variety of emotions. These can range from feeling energised to being overwhelmed. Most companies post a list of current openings and information about the company. Many companies will send human resources representatives with hiring managers. The more popular companies might have the larger lines, and more elaborate trade show booths.

How to prepare

- First and foremost, bring 20 to 30 copies of your resumé. I am always surprised when candidates come with just one original.
- Dress professionally. First impressions count. Some people take this as a casual event. It is not. The serious job seeker will dress appropriately.
- Do an attitude check. Am I coming across positively? Do I really want to be here?
- Come prepared with a skills statement: "Hello, I'm Mdu. I will soon be an HR graduate. I would like to know more about your Human Resources Department."
- Be prepared to ask a few questions. Remember, career fairs are quick impressions of you, as well as of the company.

- Thank the interviewer for his or her time. Courtesy goes a long way. By displaying proper etiquette, you will also stand out in the crowd.
- What's the next step? May I call you in a week? When would it be appropriate to call?
- Go to the shortest line first.

The biggest mistakes candidates make (based on experience gained from attending career fairs)

- Assuming that your background does not fit with the company's. Sometimes, companies only bring their current openings. You will be missing opportunities if you don't ask about future openings.
- Focusing on just one or two companies. The advantage of a career fair is to talk and network with as many companies and resources as you can.
- Not following up on leads. Follow-up is the key in the job search process. You might have some initial excitement, but persistence is what gets the job.
- Not being focused or direct. Focus and direct communication will get you closer to your goal.
- Treating career fairs impersonally. Come with a smile and a firm handshake. Recruiters are people too.

When to come to the career fair

Most job seekers stick to the adage that the early bird catches the worm. This is not necessarily the case. Most of the time, recruiters will have two shifts of people, so the adage does not apply. The best time to go is at a quieter time, such as midday, or the beginning of the second shift. If you cannot avoid coming at 10:00, it is better to attend anyway than to stay away, but you will have more time to speak with representatives during quieter times of the day.

How much time to spend at a career fair

Plan to spend two or three hours there. Remember, the advantage of a career fair is that you can talk with real people about real jobs. It is not about sending paper and paper management.

Have a set of goals

Research has shown that people with written goals are more likely to accomplish what they want. Think about how many companies you wish to see. Planning in advance really works and it takes some of the stress away from the event. If you are starting a career, a career fair is a great opportunity to see what's out there, who's hiring, what kinds of jobs they have, and the salaries that are being offered. In short, a career fair is a great place for anyone who is looking for a job either now or in the future.

Adapted from
Graduate Magazine, 2013
www.gradz101.co.za

Job search strategies

The rise of generation C, the "Connected" generation, has opened the doors to social media recruitment in South Africa. Facebook, Twitter, LinkedIn and YouTube are definitely not fads; they play host to one of the biggest talent pools in South Africa.

Never before have recruiters had the ability to advertise in the sphere where their target audience spends most of their time. Although social media in recruitment is on the increase, the value of print and other online media should not be ignored.

Print media

The print media includes newspapers, flyers and notices. A few good newspapers to get your hands on include the *Pretoria News*, *Job Mail*, *Sunday Times*, *Mail & Guardian*, *Beeld* and *Rapport*. If you are searching for a position in a certain geographical location, try to get a copy of the specific local newspaper.

Online media

Online job boards or job listings are very popular and easily accessible in South Africa. There are literally hundreds of these out there. The good ones in South Africa include the following:

- UP Student Career Portal (http://up.careerjunction.co.za)
- CareerJunction (www.careerjunction.co.za)
- IOL Jobs (www.ioljobs.co.za)
- Careers24 (www.careers24.co.za)
- PNet (www.pnet.co.za)
- Jobs.co.za (www.jobs.co.za)
- Bizcommunity (www.bizcommunity.co.za)
- Best Jobs (www.bestjobs.co.za)
- Gumtree (www.gumtree.co.za)

Don't forget to visit your ideal employer's website, as the company might have its own career portal that will allow you to add your CV to its talent pool and browse for vacancies at the company.

Social media

Social media has overtaken pornography as the number one activity on the web. Facebook, Twitter, YouTube and LinkedIn have replaced face-to-face communication to a large extent.

1. Facebook (www.facebook.com):
   Companies are creating pages and groups on Facebook that you can join to receive updates on their recruitment activities and job opportunities. It is also a great platform to learn from existing employees what the company is all about and what it is like to work for that particular company.

2. Twitter (www.twitter.com):
   Companies are using Twitter very creatively in announcing jobs to their followers. These jobs are often retweeted to other followers, which gives the company a lot more exposure than only posting a job on a job board or advertising in a newspaper.

3. YouTube (www.youtube.com):
   Companies use YouTube creatively to market their brand and to advert-ise their graduate programmes through attractive advertisements.

4. LinkedIn (www.linkedin.com):
   As with Facebook, companies have pages on LinkedIn where they can post jobs and you can connect with the recruiter of a particular position. This is a very effective tool to build your professional network.

Don't be afraid to create an online presence, you might even brush up on your IT skills while you are at it!

So, which method is the best? Not one can be singled out. It is important that you utilise as many tools as possible to optimise your chances of finding and securing employment. Use a combination of the different media channels to get exposure to a bigger variety of opportunities.

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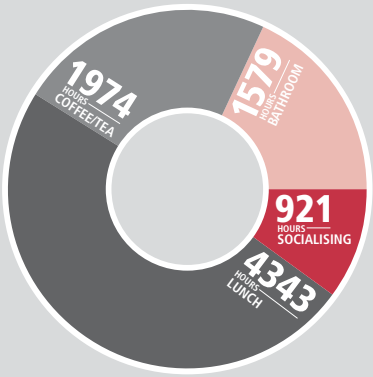
WHERE YOU START YOUR CAREER IS IMPORTANT. HERE'S WHY.

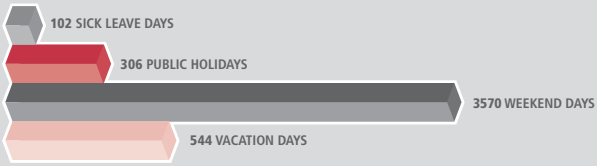
LENGTH OF AN AVERAGE CAREER

34 YEARS

AVERAGE PERSONAL BREAKS TAKEN



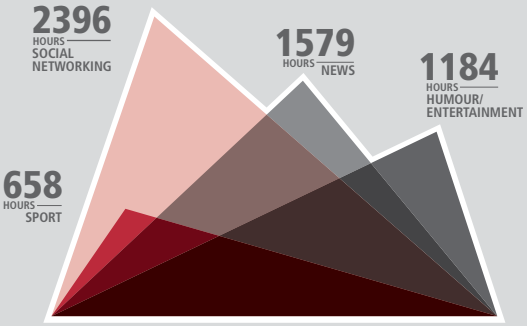
AVERAGE AMOUNT OF LEAVE TAKEN



AVERAGE AMOUNT OF WATER-COOLER TALK

1711 HOURS	2106 HOURS
GOSSIP / OFFICE POLITICS	WEEKEND PLANS

TIME SPENT SURFING THE NET



AVERAGE TIME YOUR COMPUTER TAKES TO BOOT UP

526 HOURS

YEARS OF ACTUAL WORK

15 YEARS AND 138 DAYS

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Figures used in this advertisement are averages from a survey of 30 Financial Services and Marketing professionals.

ALLAN GRAY
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3 golden keys to job-hunting for new grads

So you have finally graduated and are looking for your first real entry-level job. How should you go about your job hunt? Just sit home and click away at the "submit resumé" button all day? Stop what you're doing!

Find out what are the real keys to job-hunting as a new graduate in this economy and improve your chances out there!

1. Consistency

Ever heard of the phrase "looking for a job is a job in itself"? That holds true for many people. If you want to be successful in your job search, you must have a certain job-hunting process you go through every day and you must carry it out, every day, consistently. For university grads this shouldn't be anything new; studying at university showed you that consistency brought results. Were you more confident going into a test studying at the last minute, or reviewing content every week? Here's a little example of a job-hunting process:

- You wake up and apply for jobs you see posted online (job boards, job aggregators, corporate sites).
- You spend a few hours reading articles on how to brush up your job interview skills, or how to improve your resumé. Maybe you even do a mock interview with a family member or friend.
- Later you spend an hour or so trying to figure out who you can network with. Who do my friends know? Who does my family know? What about online networking sites like LinkedIn? Who should I contact locally?

(Continued on page 12)

(Continued from page 11)

This is just a small example, and by no means should you manage your time particularly like this – but what's important is the fact that these are steps. You must be consistent and keep at what you are doing. If you don't stay consistent during your job hunt, you will see no results. For example, say you start networking on Monday and apply for jobs, and then don't follow up on networking the next few days and only focus on your resumé. A week passes by, and you totally forget about replying to the people you networked with. Those people may now think you're unorganised and already you lose any value you could present to them as an acquaintance.

You have to stay consistent with what you do as a job seeker; show those people you're on top of things and are eager to find work.

2. Focus

What is the particular job position you are looking for? In what industry? Fresh graduates have a lot of trouble with this one, partly because many are not even 100% sure what job they want. Once again, coming out of university, you have experience with this: you spent four years trying to figure out what you want to do with your life and what to major in, so this is just another thing you have to figure out.

Grads should focus on two things:

1. What is the job position you really want?
2. In what industry do you want to work? What companies do you find attractive?

We are in a recession and you'll be told not to be picky, but believe it or not, sending out 50 resumés every day for 50 different jobs at 50 different companies in totally different industries will not yield the best results for your job search.

So what happens if you focus on a job and industry?

Job position: Take a look at your resumé, and determine what duties you performed that could be applicable to an entry-level job that you like. Fast forward to an HR manager reading your resumé, and he or she will see your job duties are similar to the ones advertised for the new job opening, and you look like a promising candidate. Match your skills and strengths to particular job types as well.

Industry/company: Get involved in an industry you're passionate about. Join clubs and organisations and read their newsletters, magazines, and books. Most importantly, keep up with the trends in the industry. Why? Let's say you are networking with a particular person who works for a company in the

(Continued on page 14

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For further information please contact
Renee Fuchs-Matthiessen at renee.fuchs-matthiessen@bakermckenzie.com

(Continued from page 12)

entertainment industry and you mention some trends you noticed or predictions you have. That person will be impressed because you have done your research as a university graduate, and because you have a strong passion for that industry and it shows! Passion truly does give you motivation, and motivation is a recipe for success when you are working.

3. Change

People change, job duties change, the economy changes, so why shouldn't your job search strategies? Set a "point of review" – this could be every week, two weeks, or even every month or two (we don't suggest waiting too long).

During your point of review, you should analyse three things:

1. What are your results so far? Write them down according to interviews set up and leads you got through networking.
2. What approach did you take that lead to those results? Did you talk about the industry trends with the person you were networking with? Did you leave out the career objective in your resumé?
3. What are you going to change this time around?

During your job search (especially as a new grad) it is difficult to understand the cause-and-effect relationship of things you do, but sometimes some things are quite obvious. A small tweak in your resumé's language can make a huge impact. Similarly, a simple change in your body language when you go to networking events can make a huge difference. For example, take note of how you acted: were you talking too long during the interview? Did you interrupt the interviewer a few times perhaps?

What you should do is try to use your "observing ego" – this is when you essentially observe what you say and how you act, and the results that come with that. Remember how you went about things and think of what you can change – little things of course, we're not saying you should go to your next networking event in your Halloween costume (although that would be very entertaining for the rest of us).

So that's it, consistency, focus and change. These are basic principles that bring great results, so use them to your advantage.

Good luck on your job hunt, new grads!

Whitney Austin
New Grad Life

McKinsey&Company

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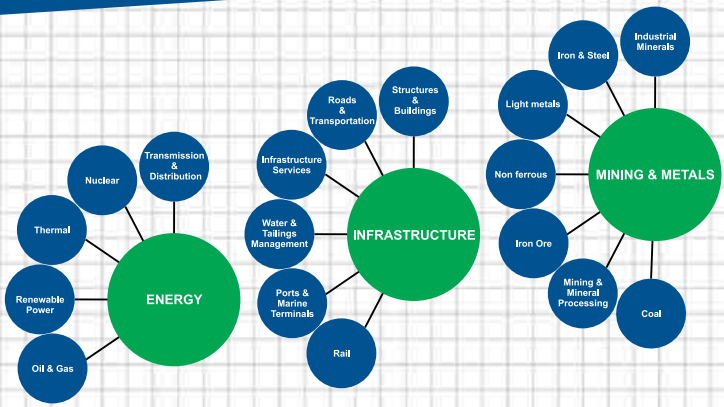

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Cover letter mistakes

you make when applying by email

How many times have you replied to a job ad via email by shooting them a copy of your resumé and cover letter? I'm going to venture a guess and say at least 20 (but more likely hundreds of times) if you've been searching for any significant length of time. Here are some of the most notorious mistakes we've seen – and what you can do to greatly improve your chances of being noticed.

Attaching the cover letter to the email

What's wrong with that, you ask? Most hiring managers aren't going to open the cover letter and read it. They'll go straight to the resumé instead. Want to ensure your cover letter gets read? Copy and paste it into the body of the email. Whoever receives the email will be much more likely to read it if it's already right there in front of them.

Writing your whole life story in the body of the email

Don't go overboard with details; keep it short. The hiring manager won't be willing to invest a lot of time reading your email. Keep it short and to the point.

Providing information that is not relevant to the position

Here is a great example: When I want to bring an additional resumé/cover letter writer on staff, I'm not looking for someone with technical writing expertise, article writing skills, or journalism savvy. Those forms of writing aren't relevant to what we do here. I want a writer who has extensive expertise and certification in resumé writing. If someone goes on and on in their cover letter (or in the body of the email) about all their other writing experience, they will lose my interest. Instead, I want them to tell me about their most relevant experience as it relates to my needs. I want them to tell me about any resumé-writing experience they have. Give the hiring manager a brief overview of the most relevant experience you have, appropriate to the position they are trying to fill. This will pique their interest, rather than lose it.

(Continued on page 20)

Citi Africa Management Associate Programme

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(Continued from page 18)

Excluding information they've specifically asked you to include

Depending on the position, the employer may ask you to submit a sample of your work, portfolio, hours of availability, or even salary requirements. Whatever it is they've asked you to include, make sure you include it in your cover letter. If not, you will most certainly be removed from consideration for failing to follow instructions. Following instructions and acknowledging everything the employer has asked you to address in the job ad not only saves the employer time, but makes you look good. I can tell you this from experience because nine out of ten applicants will fail to address every stipulation the employer has listed. It happens to us all the time.

Not using a cover letter at all

We've received emails from applicants, and the body of the email provides either little or no information whatsoever. Some simply state "Here is my resumé for your review." You are selling yourself short by not including at least a brief introduction. Especially if the employer outlines specific requirements. Take the time to write "I see you need someone with availability to work nights and weekends; I would enjoy working these hours and am available to do so," or "I have included a sample of my work for your consideration along with my resumé. If you have any questions, please do not hesitate to contact me."

Forgetting to tell them why you're the best fit

Let me tell you about one of the best cover letters I've ever seen: I could tell this person put effort into it, and she took the time to specifically and meticulously review our job requirements. She scrutinised our requirements and detailed in her cover letter how she had experience meeting those needs. It was applicable, relevant and it grabbed my attention. It was probably one of the only cover letters that actually made us want to read the corresponding resumé.

Using a boring closing statement

Instead of using the same old boring line, spice it up a bit. One of the more daring cover letter closings I have read closed with "Call today, don't delay." I applauded her boldness and had to call her. The closing was confident, feisty, and it certainly grabbed my attention. Not to mention the entire cover letter addressed everything she brought to the table as a potential employee and how these elements were relevant to meeting our needs.

Take the time to write something catchy, relevant, and targeted to the position for which you are applying. Sure, it may take a few extra minutes – but in the end, if you get the interview, won't it be worth it?

Brenda Mitchell
New Grad Life

Many **factors** interact to make a successful **career.**

Careers at Spoor & Fisher

ABOUT US

Spoor & Fisher specialises in all aspects of intellectual property law including patents, trade marks, copyright and designs. This includes related litigation, commercial transactions, due diligence, portfolio management and audits. In addition to the normal services, our trade marks department has specialist teams dealing with anti-counterfeiting and ambush marketing and our patent department has specialist teams dealing with biotechnology, nanotechnology and computer software related inventions. Together with Spoor & Fisher Jersey, our associate office in the Channel Islands, we provide a service in filing patents and trade marks in South Africa, the rest of Africa, the Middle East and the Caribbean.

To best serve the needs of our clients we have offices in Johannesburg, Cape Town and Pretoria.

WHAT IS INTELLECTUAL PROPERTY (IP)?

Successful innovation and marketing attracts imitators. In a competitive world it is increasingly important for businesses to protect the originality of new products, the confidentiality of know-how and the distinctiveness of names, trade marks and get-up.

These aspects are referred to collectively as "intellectual property" or in short "IP". These products of human creativity have a definite and often very considerable commercial value. Most businesses rely on several intellectual property components. None can exist without any. Intellectual property describes a range of instruments that can be used to define, protect and exploit new and innovative ideas. The idea could take any of a range of forms such as invention, a product name, a logo, the plot of a novel, musical theme tune or the design of a product.

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4 tips for giving your entry-level resumé veteran appeal

Are you feeling a bit intimidated because you're currently crafting your entry-level resumé and worry that you don't have enough experience to make it look impressive? Don't worry. The key to resumé success is to boost your current qualifications, even if you're on a low rung of the corporate ladder. Giving yourself veteran appeal is easier than you think.

1. Reel them in with a great job target.

Just like writing a great title for a research paper, a great job target (or headline) can induce a hiring manager to read the rest of your resumé. At the entry level, you may feel that you don't have enough experience to create a good job target, but with a little creativity you can convince an employer to schedule an interview with you.

2. Include industry-specific keywords.

It's easy to underestimate the value of keywords. These words can make or break your chances of being called for an interview. This is because the first stage of your application process is likely to include the company's use of screening software that scans for specific keywords throughout resumés. If yours doesn't include words that very specifically describe the field you're in and the contributions you can make to the position you're seeking, you may be denied the position before you've even had the opportunity to be interviewed.

3. Add testimonials.

Another great way to make your resumé appealing is to include testimonials. This is something that may surprise hiring managers. So take this opportunity to add two or three short quotes from a former employer, former professors or other influential people in your field. This approach not only works as a great resumé filler, but helps make you that much more desirable as a candidate.

4. Incorporate awards and recognitions.

If you've received awards or recognitions, don't be shy about listing them. It's great to be recognised for your accomplishments. Just because you're getting your foot in the door at the entry level doesn't mean you're not highly qualified for the job you want. So take time to really think about your accomplishments to date.

Adapted from an article by Jessica Hernandez on the website www.greatresumesfast.com

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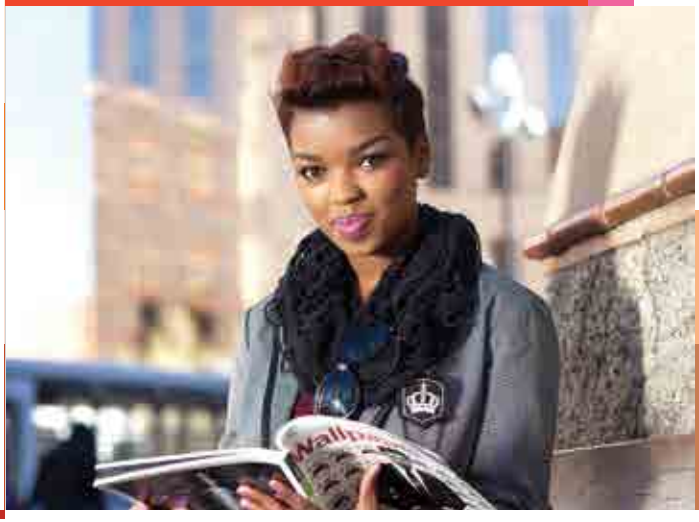

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Writing a **curriculum vitae (CV)**

Your CV is a sales pitch designed to make a prospective employer think you are worth their time for an interview.

It is a single step in the hiring process designed to lead to the next step. CVs are not only used for employment purposes but also for bursary applications. Your CV should be a complete audit of your skills, knowledge and abilities. Think of your CV as the first piece of work you are presenting to your potential employer. It should thus be benchmarked against the employer's standards.

The most common mistake applicants make is to compile their CVs when they see a job opening. Compiling your CV when you are in a hurry won't allow you to perform a complete audit of your skills, knowledge and abilities or give a true reflection of your suitability for the position. Don't leave the most valuable information for the interview; you might not make it to that stage if your CV is incomplete. Create a master copy of your CV and every time you need to make an application, adapt it to meet the requirements of the position.

You need to set aside time for applying for a position to ensure that your CV stands out above the rest.

The 10 golden rules when writing a CV are as follows:

1. Try not to use CV templates – create your own template that displays your uniqueness.
2. Do not use clip art, images or borders – keep it professional.
3. Keep your font type and size consistent throughout and make sure it is reader-friendly.
4. Your CV should be typed – always ensure that you have an updated copy saved somewhere.
5. Update your CV on a regular basis to ensure that you don't leave out any important information.
6. Customise your CV for each application so that it matches the requirements of the job or bursary you are applying for.
7. Do not lie or give misleading information.
8. Organise your information into logical sections and keep the information relevant, summarised and to the point.
9. Spelling and grammar mistakes may cost you the job.
10. Do not overlook the cover letter, as this is a great tool to accompany your application and increase your chances.

(Continued on page 26)

COOLER & HOTTER

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When you do your articles, you'll want to work for a company that's regarded as "hot". Everyone wants to be on a winning team...

But what's most important, is how Nolands will make *you* the hottest professional you can be.

SOME THINGS OUR TRAINEES HAVE TOLD US:

"There is strong one-on-one mentorship"... "We hardly work any overtime so you can really focus on your studies"... "Unlike my friends at the Big 4 who spend months at the same client, I have already audited a spectrum of clients, from hotels to manufacturing companies".

Many trainees told us how special they feel being given real responsibilities at an early stage. Becoming "HOT" is ultimately up to you, but we'll support you every step of the way!

To find out more go to www.nolands.co.za and click CAREERS

Nolands

NOT YOUR ORDINARY AUDITORS

(Continued from page 24)

Certain types of information are more important than others, depending on the requirements of the position you are applying for. As a guideline, your CV can be divided into four basic categories:

Personal and contact details: This includes your name and surname, contact details such as a telephone number where you can be reached at all times and an email address that is easily accessible to you. You should also state your availability (when will you be available to start work, for instance 30 calendar days or 1 January 2013), whether you have a driver's licence and what your transport situation is (eg own reliable vehicle). Although you are not obliged to submit information that relates to race, gender, disability, age, language proficiency or other arbitrary ground, volunteer as much information as you feel comfortable with.

Educational details: Go as far back as matric, but write in reverse chronological order; in other words, start with what you are busy with currently. Include the dates, qualifications and institutions where you have completed or are completing your qualification.

Employment history: This section should also be in reverse chronological order, starting with your most recent employment to your first position. List the position or title you held, the company name, full dates of your employment and a full list of your duties and responsibilities whilst with the company.

Competencies: A competency or transferable skill is an attribute you have acquired and which you are able to apply to a work setting; in other words, you can transfer it to the work environment. To identify your attributes, think of something you have the knowledge of, have the ability to do and have experience in doing.

You may also wish to include your achievements (all the awards and prizes you have won, but do not include too much information and try to keep it relevant); associations/professional registrations/societies you belong to; extra-curricular activities you participate in and voluntary work. It is also recommended that you include a career objective or personal mission statement in your CV. The career objective or personal mission statement is a short paragraph and will help place the spotlight on the personal values that shape you and the goals you have.

General formatting and presentation issues: Your font type and size should be easy to read. Arial 11 point and a line spacing of 1.5 gives your CV a professional edge and makes it a pleasure for the recruiter to read. Your CV should not be longer than two to three pages – it is a summary, not an essay. Do not CAPITALISE each word, but make your headings slightly bigger or bold.

Lastly, allow a friend or family member to read through your CV to check for spelling, grammar and formatting issues, but remember your CV should be a true reflection of your uniqueness, as it is ultimately your sales pitch.

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BAIN & COMPANY

MAKE YOUR MARK. CHANGE OUR WORLD.

Personal brands – what they are, why they matter, and how you can build yours.

Brands are an inescapable part of modern life. Whether we're aware of it or not, they influence how we think and feel about the products and people around us. They're powerful. And building your own personal brand could make all the difference as you set out on your career journey.

What do we mean by your personal brand? It's a set of meanings and values that will be unique to you. It's how you want to portray yourself. If it's credible, backed by evidence, and communicated properly, it will become how others perceive you. Perhaps most importantly, it will help you differentiate yourself in the eyes of potential employers. In an increasingly competitive graduate market, this is more important than ever.

"If I can see, straightaway, that a candidate stands for the same things we do, I can put them forward with confidence."

Young Talent Recruiter, Barclays Africa HR

Simply put, your personal brand is your reputation. And you can begin building yours today. Start by giving some serious thought to how you want others to see you. Which of your personality traits would you like to be known for? What are you good at, and what makes you shine? What associations do you want others to make about you?

There are four key elements to an effective personal brand. Firstly, there's Awareness – what are you known for? Secondly, there's Trust – how able are you to demonstrate the things you're known for? Then there's Reputation – what is your track record of the value you can offer? And finally, there's Perception – how do others feel about what you offer?

Think about how these questions relate to you. If you can provide strong answers for each, you're well on your way to developing your personal brand. You'll have a group of values and achievements that will be unique to you. And these will help you answer the biggest question in personal branding – what makes you different?

The next step is to take all of this and turn it into a story. By this, we mean the way in which you communicate the strengths and values that set you apart. You can tell your story in your social media presence, your CV, the way you act, and how you come across in person.

To maximise the impact of your brand in your job search, make sure it aligns closely with the competencies and values of your target organisation. For example, Barclays' Africa values are Respect, Integrity, Service, Excellence and Stewardship. And when we recruit, we look for people who have embodied these values through their experiences and achievements in and out of education.

When we see a candidate whose personal brand aligns with our values, we know that we can be confident that they will fit in here. But more than that, we know that those individuals will work in the right way for us and our customers. And we can also be confident that they've got what it takes to grow in their career here.

Personal brands matter to us. And they should definitely matter to you.

ABSA

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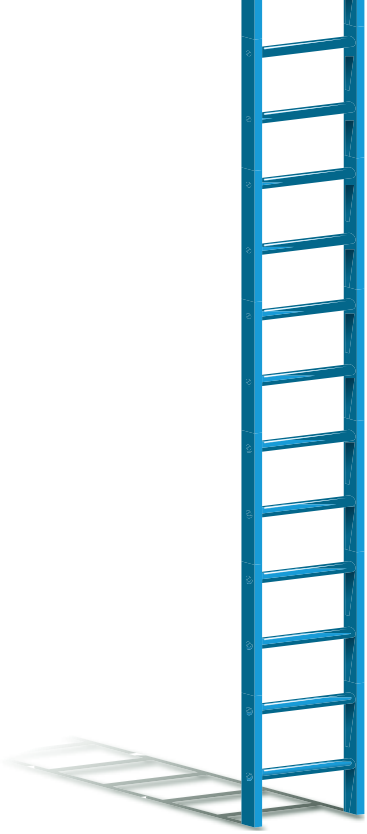

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Coping and dealing with nerves at your interview

During an interview – nerves

Nerves – love them or hate them, we all have them and they apply to everything we do in life, whether it's a new job, a date, going to the dentist or being reprimanded. What are nerves? They are your body's way of dealing with stress, usually caused by a fear of the unknown. Your body puts up a protective barrier to help you deal with this. Symptoms include a dry mouth, shaky hands, sweating, a thumping heart, faintness and feeling like you need to go to the bathroom. Does this sound familiar? Everyone is nervous when attending a job interview. After all, you are doing this because you want to get that new job. Your body is releasing a hormone called adrenalin, which assists you in focusing your mind completely on the situation that you are dealing with. The secret is being able to manipulate and control your frame of mind, use that adrenalin to your advantage and not let it take over completely.

How can I control my nerves?

The secret to controlling your nerves is to convince your brain that you have little to worry about. The reality is that we all get ourselves worked up far too much in the first place. We convince ourselves that we are going to underperform or embarrass ourselves beyond belief. I am sure you have been in many situations where you were a nervous wreck and once the situation was over, like at the end of an interview or coming out of the dentist's rooms, you experienced an overwhelming sense of calm. This is caused by your body relaxing and the release of adrenalin ceasing. So, how can you combat this? It's really simple. All you need to do is be prepared and calm yourself. The nerves, to a degree, will be far less. I am sure you will have heard of the term "mind over matter". The brain and body are complicated things. You can convince yourself of anything if you want to and this can have a negative or a positive outcome. So, to deal with this issue and put your mind at rest, and ultimately reduce your nervousness, it's always a good idea to try and address the areas you need to deal with where you feel you will be an absolute failure if things go wrong.

Let's look at the major areas:

Drinks – should you or shouldn't you? If you are offered a drink, be it tea, coffee or water, and you think you are suddenly going to have an explosive fit and chuck your cup three feet in the air, don't accept one. The only exception I can recommend here is water.

(Continued on page 35)

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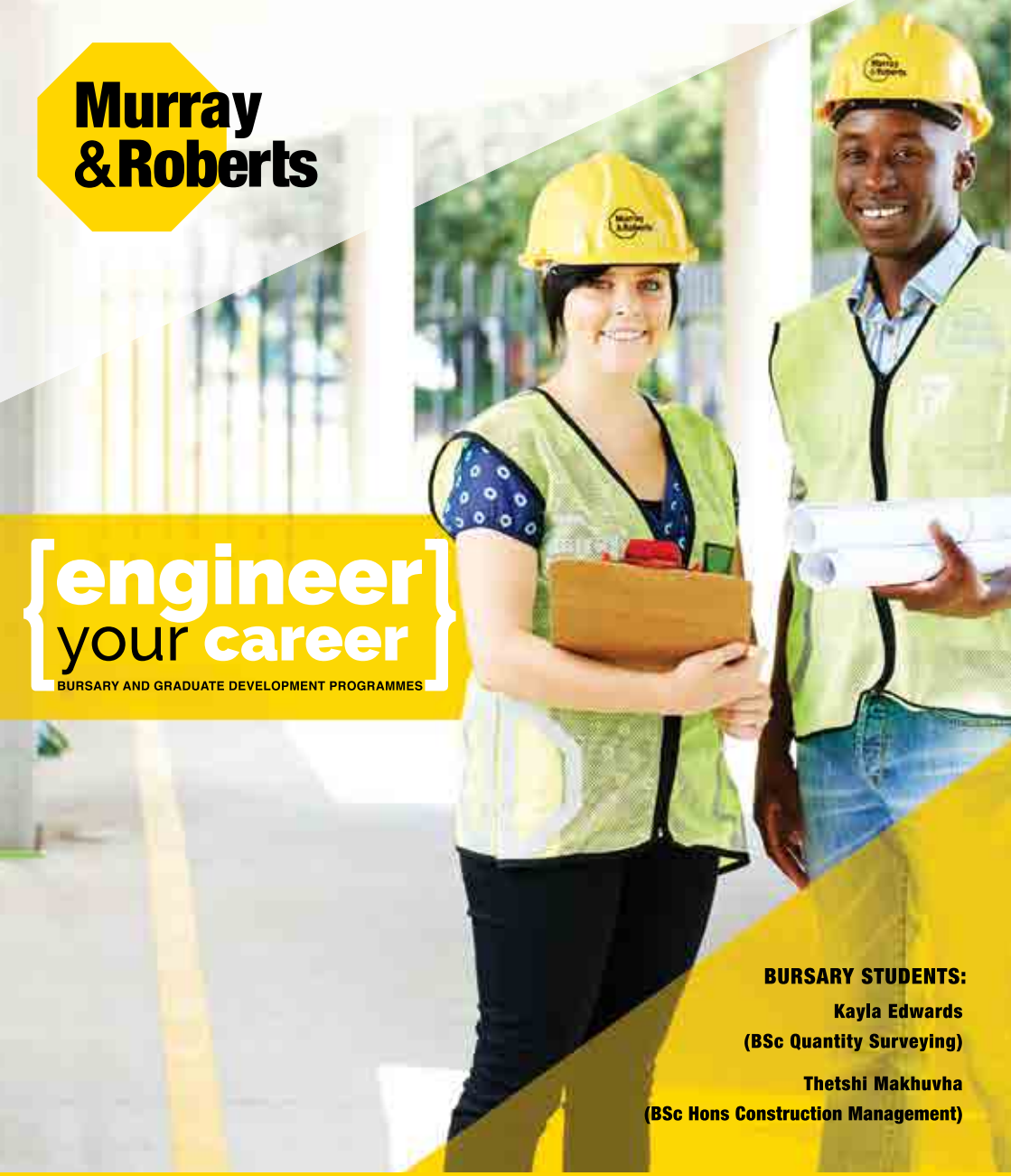

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(Continued from page 32)

The reason is that if you have a glass of water, no one will notice if you drank it or not. However, if you get stuck for something to say when asked a difficult question, or you find your mouth is getting irritably dry, it's a good excuse to take a sip. While it doesn't buy you a great deal of time, it does give you chance to pause and reflect on the question a few moments before you give an answer.

Awkward questions – Unless you have a crystal ball, you won't know what they will ask you. However, if you know anything about the job, you can have a good second guess at what is likely to come up and figure out some answers accordingly. Remember how it was when you sat for exams at school. You didn't know which questions were going to come up, so you revised all of them. If there is a discrepancy in your CV and you think it may be an issue, try and think of an appropriate answer. Don't just ignore it and think to yourself "I hope they don't mention that". Be prepared, it will lessen the worry.

Shaky hands – There is no real definitive way of dealing with this. The only thing you can do is keep them under control by placing one hand on top of the other and keeping them on your lap. As you gain confidence through the interview and your mind drifts away from the issue, you will find that the shaking will naturally ease and it should no longer be a problem.

Dropping or tripping over your briefcase or handbag – Come on, there's absolutely no need to be clinging onto that briefcase or handbag. Place them on the floor, preferably under your chair. That way you aren't going to drop them or fall over them when you get up. If you need a pen and paper (and it's always good to have them), take them out at the start of the meeting.

Fear of sneezing or having a runny nose – Again it all comes down to being prepared. Make sure you take a handkerchief or tissue and have it somewhere accessible. It's no good locked in your handbag or briefcase. Place it in your pocket so you can get it quickly, should you need to.

Make life easier for yourself at the interview

The night before your interview, try and get a good night's sleep. Eat your evening meal earlier than usual and go to bed a bit earlier. Don't go out on the town with your mates until 02:00 in the morning or eat a curry, food with garlic or any other meal that gives off a strong-smelling after odour. As you will no doubt be aware, garlic smells dreadful the next day. Try and steer clear of meals that include this. Also, alcohol stays in the bloodstream for a fair while and you don't want to turn up at your new job interview feeling

(Continued on page 36)

(Continued from page 35)

hungover and tired. If you are worried about your breath smelling, eat a mint before you go into the interview or use a menthol spray. You can buy little handy ones from the chemist that will fit in your pocket.

On the morning of the interview, if it's in the morning, try and have some breakfast. It's difficult to eat on a stomach that's turning around faster than a washing machine on a full spin cycle, but food is fuel for the brain and it will help you keep your mind on the job. Besides, if you don't eat and have an empty stomach, it is very likely that you will experience that intensely dreadful sickly feeling. If you have an interview during the afternoon, see if you can catch an early lunch, or if the interview is in the early evening, try and eat a decent breakfast and catch a late lunch. Ideally you don't want to eat more than two hours before the start of the interview to give your body the chance to digest your food.

If you are really strung out and feeling uptight just before your job interview begins, you can always try some breathing exercises. Taking deep breaths in through your nose, holding it in for a few seconds and breathing out through your mouth helps. Think happy thoughts. Whether they are about your family, friends, partner or whatever, try and think of something that makes you smile. It takes far more muscles to make you frown than it does to make you smile, and by using this technique you will automatically begin to feel the element of well-being. It will also temporarily take your mind off the situation ahead, which will ease your stress and worry.

When you get into the interview and are seated, try and relax and get comfortable. Don't slouch in the chair, but try to pick a position where you are not all screwed up like the hunchback of Notre Dame. Being comfortable will help relax all your muscles, including your legs, abdomen and chest, ultimately making your breathing more relaxed. During your interview, make sure you listen properly to each question posed to you. Don't try to think of an answer while your interviewer is still asking the question.

Article adapted from www.redgoldfish.co.uk

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How to market yourself

Part 1

If you ask employment seekers what their biggest challenge is, most of them will tell you it is marketing themselves. They either hate it or are very uncomfortable with it.

This is a major problem, because their success is directly tied to how effective they are at marketing themselves. The good news is that "self-marketing" can be learned. The main reason for their discomfort with marketing is ignorance. They don't understand it and assume that since they don't have a background in it, they won't be effective at it. The challenge is to get rid of their current perceptions about what marketing is and to accept the fact that, with hard work and being prepared to move out of their comfort zones, they can become effective at it.

The myth of the backslapping, loud, aggressive sales type is just that: a myth. Successful salespeople are professionals who are well-trained, attend to the needs of their customers and are genuinely interested in helping them. They're resilient and they've endured a lot of rejection and bounced back from it. Some of the most successful salespeople are quiet, unassuming people – not quite the stereotype often attached to salespeople.

The main reason why they're successful is that they're sincere. Their customers pick up on that because sincerity can't be faked. The common view of what selling is about is pure bunk. The "gift of the gab" is not an asset – it's a liability. There's no such thing as a born salesman or saleswoman.

Successful salespeople achieved their success through working hard, believing in the product or service they sell, knowing it inside out, knowing how it can benefit potential customers and by not being easily discouraged. These are characteristics that you must acquire. If you have any lingering thoughts that you're not good at selling yourself, you need to get rid of them.

Your selling challenge is to communicate to a potential employer or client how they can benefit from using the skills and experience you have to offer – not in a fancy, forced or insincere way, but in the way of having a normal conversation with them. If you are a low-key individual, be assured that many successful salespeople are like that too. The last thing a potential employer or client wants from you is a sales pitch. The primary reason employment seekers fail at selling is a lack of preparation, or failing to do their homework before meeting an employer or client.

To succeed, you need to be absolutely clear about the following questions:

- **What** do you have to sell?
- **Where** are you going to sell it?
- **How** are you going to sell it?

(Part 2 follows on page 40)

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How to market yourself

Part 2

Where are you going to sell it?

As part of analysing the skills and experience you've picked up in the past, you may have identified some characteristics of the companies where you've had success. Or you may have identified certain types of projects that you really enjoyed working on. If not, revisit over Part 1 and look for the types of companies you've worked for and projects you've worked on that you really enjoyed and that brought out the best in you. Then look for similar companies or projects where you can duplicate this success.

Employment seekers sometimes over-look this. They get so focused on finding their next gig that they don't pay enough attention to finding opportunities that are a good fit for them. You also want to be looking for opportunities where you can build on the experience and success you've had. For example, if you did a project for a legal firm that was successful and that you enjoyed, why wouldn't you try to build on that experience and success by marketing yourself to other legal firms?

Most commentators on the workplace will tell you that at least 80% of employment opportunities are never advertised. This is why so many people who are looking for work are struggling. They approach finding work in essentially the same way as their parents did. They scour the mainstream media and popular internet job sites and when they can't find work, they give up or settle for low-paying service jobs. They simply don't know how to tap into those hidden employment opportunities.

You need to take your connectivity to what is going on in the economy and in your field to a much higher level than the average person. You need to become a news hound and sniff out those hidden opportunities.

You can test yourself on how well you are doing this by your reaction to news about your field that appears in the mainstream media. If it is news to you, you're not as connected as you need to be. You should already be aware of it through the database of news sites and other sources that you monitor regularly. Talk to successful employment seekers and you will find that they are very well informed about what is going on in the economy and in their field. Market research is one of those areas that everybody agrees is important. Talk to those who are struggling in today's workplace and you will consistently see that they approach market research passively or simply don't understand how important it is. They've probably heard that most employment opportunities are hidden, but they have no idea about how to find them.

(Continued on page 43)

RBB | Economics

RBB Economics offers career opportunities for entry level economists

Who are we?

RBB Economics is an independent economics consultancy specialising in competition policy. We are one of the largest competition economics practices in the world, with offices in London, Brussels, The Hague, Johannesburg, Melbourne, Madrid and Stockholm. Our work concerns the behaviour of firms with market power, and covers issues such as mergers, vertical agreements, joint ventures, price setting and the abuse of dominant positions.

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South African Graduate Recruiters Association Candidate Survey, 2013

*Rankings, awards and accolades included here pre-date the combination of Norton Rose and Fulbright and Jaworski LLP on June 3, 2013.

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Financial institutions | Energy | Infrastructure, mining and commodities
Transport | Technology and innovation | Life sciences and healthcare

(Continued from page 40)

Can you identify the fastest growing sectors in the region that you want to work in? What are the key trends in the areas you want to work in? Can you identify some significant projects that are underway or will soon be started that might provide employment opportunities for you? Are you right on top of what is going on in your field? What skills are most in demand in your field? Do you have them? If not, how can you acquire them? If you were asked to take on the "programme chair" position for the professional association that you belong to, how easy would it be for you to identify topics that you know would be of interest to the members as you put together the programme for the year?

Recruiters, headhunters and HR managers are increasingly turning to the internet to fill jobs or find staff for projects, which is one of the reasons why many employment opportunities are never advertised.

Name the best media sources, web-sites, blogs, newsletters, journals, etc, for keeping you connected to what is going on in your field. How creatively and diligently do you monitor these sources? Which companies have recently landed significant contracts that might provide an opportunity for you? Can you identify some key players in your field who have recently been promoted or have taken on new assignments? Could your skills and experience be of interest to them?

How easy would it be for these people to find you on the internet? Have you ever thought about what a search on the internet would reveal about you? Do you realise that it's becoming common practice for managers and business owners to do an internet search on candidates as part of the hiring/ screening process?

Are you doing any cybernetworking? Do you know about websites like LinkedIn, Visible Path, Zoodango, ZoomInfo, Ryze and Xing? Have you ever used these sites? Do you know that employers are increasingly using them to find candidates?

Which blogs do you subscribe to? Have you thought about creating your own blog? Are you aware that recruiters often monitor blogs that are related to the field they're searching for to find experts? They find candidates by looking for postings from people who obviously have the background they're looking for and who communicate well.

Finally, a potential byproduct of being well informed about what is going on in the economy and in your field is that you may spot unmet needs. Maybe you can create your own work opportunity by going directly to an employer with an idea at exactly the right time.

(Part 3 follows on page 46)

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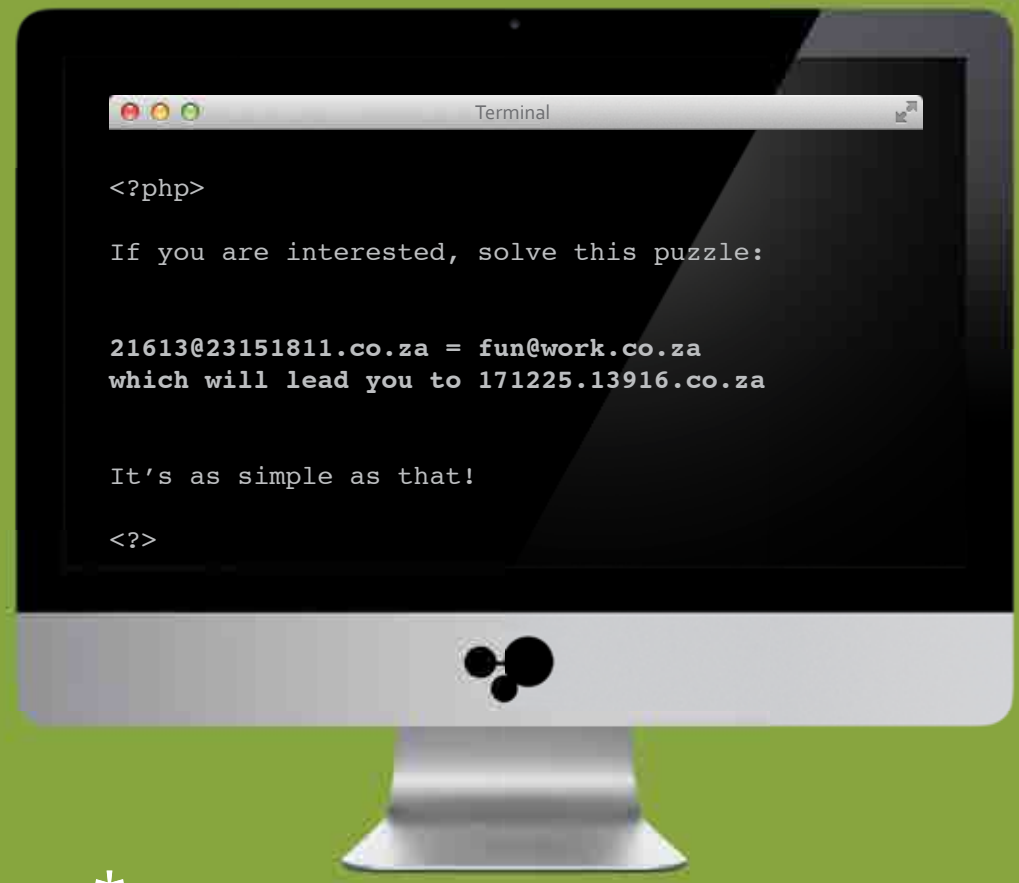

* Remember, interns who succeed will be paid a salary for the duration of their training, and have the opportunity for permanent employment at the end of the internship.

The course is short and the opportunity is long!

How to market yourself

Part 3

Now that you know exactly what you have to sell to employers or clients and where you are going to sell it, we come to the final step in the process: How are you going to sell it?

The sales cycle consists of two parts: marketing and selling. Make sure that you understand the difference between them. First of all, marketing precedes selling. It refers to a wide range of activities that have as their objective getting the attention of potential buyers of a product or service. These activities can be anything from a sophisticated, expensive television commercial or infomercial to someone walking around a busy shopping area with a sandwich board strapped to them that is promoting a product or service. Selling is what happens when you get the attention of a prospective buyer and they call you, walk into your store or visit your website.

No professional sales organisation will let a sales representative get in front of a customer until they have proven that they know the product or service they're selling inside out and how it can benefit customers. Employment seekers tend to jump straight into selling before they're ready to sell, and when that doesn't work, they assume that they're not salespeople and never will be.

You need to spend the majority of your time in the marketing phase and only when you have mastered that, can you begin the selling phase. To succeed in selling, you must first succeed in marketing. Part 1 and Part 2 were all about marketing and most of this section is about marketing. You're not ready to sell yourself until you've done all the work required in these sections. Your success in selling yourself will be directly related to how hard you work at the marketing phase, how creative you are, and how willing you are to move out of your comfort zone.

As you go through the marketing phase, your self-confidence and eagerness to sell yourself will rise. You are going to be pleasantly surprised at how successful you can be at selling yourself now that you know how the process works.

Most employment seekers today use one marketing tool: a traditional resumé or CV. It still has a place if you're applying for a job, but it's the wrong tool for marketing yourself to employers or clients when you're approaching them on speculation that they might benefit from the skills and experience you have to offer.

Today's tools can include a visumé, a two-and-a-half-minute visual resumé, a marketing letter, blog, website, brochure and variations on the traditional resumé or CV, which are marketing-oriented. The generic, one-size-fits-all resumé or CV, or any other such tool is a dinosaur.

(Continued on page 48)

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10. Complimentary Isabella Garcia products every 8 months to the value of R2 800 (after 6 months of employment).

(Continued from page 46)

You need to tweak your marketing tools to address the needs of the employer or client you're targeting. You must clearly indicate that you know something about them and imply that the experience and skills you have to offer will benefit them. You must indicate in your marketing tool that you will promptly follow up with them and make sure you do that. Some employment seekers are reluctant to follow up and that is a major mistake. According to a February 2006 survey by Robert Half International, 86% of Canadian executives said that employment seekers should follow up within a week of submitting an application.

There's probably no other word that is used more frequently in relation to today's workplace and that is more abused, misunderstood and overused than "networking". That's unfortunate, because if you understand what networking is really all about and you're prepared to invest the time it takes to put an effective networking strategy together, it is probably the most powerful tool you can use to market yourself and find hidden work opportunities.

You first need to be clear about your motives for networking. Successful networkers are givers, not takers. If you only contact people when you need help, you're not a networker, you're a sponge. Successful networkers give generously of their time and expertise to their profession and their community. You will find them serving on the executive and committees of the professional associations they belong to and on the board of at least one non-profit or charitable association in their community.

Many so-called networking events are a waste of time. They attract employment seekers, recruiters who are looking for commission salespeople, personal coaches and the like. If an event is being marketed as a networking event, you should probably avoid it. You need to determine what activities, such as seminars, courses, trade shows and conferences, are coming up in the next few months where the people you want to connect with are likely to attend.

You need to be patient and not expect immediate results from the networking events that you attend. If you're on the executive or committees of the professional associations you belong to, if you are on the board of at least one non-profit or charitable association in your community and your motive for networking is not self-serving, you will have your share of success. Write some articles for the journals or newsletters of the professional associations you belong to, volunteer as a speaker at events where people can benefit from your expertise, or start up a new association or special interest group in your area and you will be on the radar screens of the people you need to connect with.

Ron McGowan
How to find work

WEATHERMEN & CO

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How to evaluate a job offer

Your job search preparation pays off when a company offers you a job. If you are certain about the job offer, accept it on the spot. Just be sure that you understand the conditions and elements of the job.

If you are uncertain about a job offer, evaluate it. Doing so takes some experience and practice, so you'll want to be prepared for handling this aspect of the job-hunting process.

Job offers are made by telephone, by letter, or in person. If the offer is made by letter, you have time to think it over more carefully and less emotionally than you would if you received it by telephone or in person. If the offer is made by telephone or in the interviewer's office, you'll want to respond appropriately. It's best to request some time to think the offer over and to ask any questions that immediately come to mind regarding the information you are given. If you object to any aspect of the offer (the salary, for example), be prepared to negotiate this aspect with the company. If you are indeed the candidate the company wants and if the company does not want to interview additional applicants or the "second choice" candidate, the interviewer may negotiate this aspect or other aspects of the offer with you. If you are not happy with the salary offered, be prepared to specify the salary you would accept and to reaffirm your interest in the job. Take your lead from the employer as to whether the salary is negotiable. Upon receiving an offer, you may find it beneficial to discuss the job offer conditions with a family member, members of your support system or other trusted people. You do, however, want to respond to the offer quickly so that you don't jeopardise it, but it is certainly appropriate to request some time to think it over. It is in your best interest to take a day or two to consider the job offer.

Now let's turn to the question of how to determine what a "good" job offer is. You're in the best position to decide this. Your first job will position you for future career success, so be certain that you determine whether this is your best fit in a number of areas. Many factors affect your decision. Review the following questions to help you decide.

(Continued on page 52)

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WORLDWIDECREATIVE EMERGENTENERGY DIGITAL SEKUNJALO

(Continued from page 50)

The major areas that you should be concerned about include the following:

- Scope of the job
- Organisation and personnel
- How the job meets your goals
- Salary, benefits and potential for increased salary
- Opportunities for your professional growth
- Values and philosophies of management
- Geographic conditions (relocation and/or travel requirements)

When offered a position, proceed professionally. Write down your responses to these questions and to any that you think you need to add. When you are finished, review your answers. If there are areas of conflict or uncertainty, resolve them before saying "Yes!"

1. Does the position match my career goals?
2. Does the position seem to offer the challenge I am seeking?
3. Will the position use my existing skills and educational preparation well?
4. Do I understand the job responsibilities clearly? What is the scope of my responsibility?
5. What will I be paid in this position? Is there a fixed salary or salary range for this position?
6. Are the work hours acceptable? Is overtime required? If so, how often?
7. Must I travel? If so, how much? How far?
8. Must I relocate in the future?
9. How, by whom and how often will I be evaluated?
10. Do I understand the chain of command clearly?
11. Do I know my manager's style and work expectations?
12. What does the rest of my department team look like? Do I feel that I will fit in?
13. Can I become a member of the team quickly and succeed immediately?
14. What are my promotional opportunities in this position?
15. Do I think that I can advance in this company? Is it a leader in its field or industry?
16. Will I fit into the corporate environment?
17. What is the company's future? Is it restructuring? Downsizing?
18. What does the company do to help me maintain and improve my professional status and knowledge?
19. Is superior performance rewarded? How?
20. What is the benefits package?

If for some reason you indeed decide that this is not the job for you, notify the employer by telephone first, if possible. Politely give your reason for declining. Then decline the offer in the same way by letter. Remember, thank the employer for the job offer and wish the employer success.

Chris B Bardwell
The Black Collegian Magazine

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Company profiles

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Degrees we consider
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Ideal candidate profile
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Degrees we consider
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Ideal candidate profile
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Opportunities offered
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Website: www.cum.co.za

Closing date: Continuous

How to apply
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Degrees we consider
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Ideal candidate profile
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Opportunities offered
Permanent and contracts

Website: www.dcd.co.za

Closing date: Continuous

How to apply
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Ideal candidate profile
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Opportunities offered
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Closing date: Continuous

How to apply
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Website: www.nortonrosefulbright.com	
Closing date: See website	

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Degrees we consider All Economic, Business Sciences and Humanities degrees.	**Ideal candidate profile** Third- and fourth-year students who are ready for an internship or the working world.
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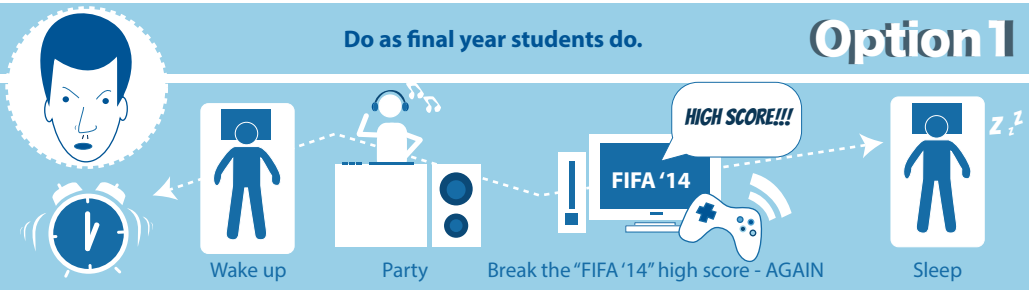
Website: www.jobs-pg.com/sandton	
Closing date: Continuous	

FINAL YEAR! NOW WHAT ?

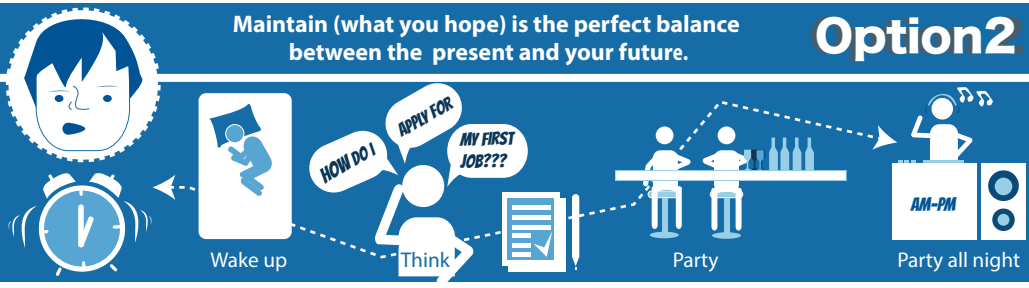
Option 1

Do as final year students do.



Option2

Maintain (what you hope) is the perfect balance between the present and your future.



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33 Scott Street
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dariel

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Saratoga is a niche professional services company positioned at the convergence of business and IT. Our solutions offer a careful balance of intelligence, innovation, quality and smart business fit. It is our passion to develop solutions that spark business growth and future prospects. To this end, we offer an integrated range of services, including engineering, business intelligence, professional services, and usability and design. Headquartered in Cape Town, we have offices in Johannesburg and an affiliated company in the USA. The company is majority-owned by the JSE-listed Sekunjalo Group.

Degrees we consider	**Ideal candidate profile**
BCom (Informatics), BIT (Information Systems), BSc (Computer Science), BSc (Computer Science) (Honours), BEng (Computer Engineering), BCom (Business Management))	Candidates with both IT and business interests.
Opportunities offered Permanent	**How to apply** Send cover letter, CV and transcripts to recruitment@saratoga.co.za
Website: www.saratoga.co.za	
Closing date: 15 August 2014	

Torrecid South Africa

Torrecid is a multinational business group with its headquarters in Castellón (Spain). The company is dedicated to providing products, services, solutions and future trends to the ceramic sector (tiles, tableware and sanitaryware) and to the glass industry. Working at Torrecid will give you the opportunity to face professional challenges and to go as far as your talent and ambition allows you. The variety of companies and countries in which we are present allows you an extremely wide range of international possibilities. To work in Torrecid means challenges, effort and enjoyment on a daily basis. Our group innovation and leadership is the key to our success. At Torrecid you will work with the best professionals in the sector worldwide and you will learn and develop as a professional. At the same time, you will have superb opportunities to compete in today's ever-changing world.

Degrees we consider	**Ideal candidate profile**
All degrees	Recent graduates
Opportunities offered Permanent, contracts and internships	**How to apply** Submit CV to ignacio.hermo@torrecid.com
Website: www.torrecid.com	
Closing date: Continuous	

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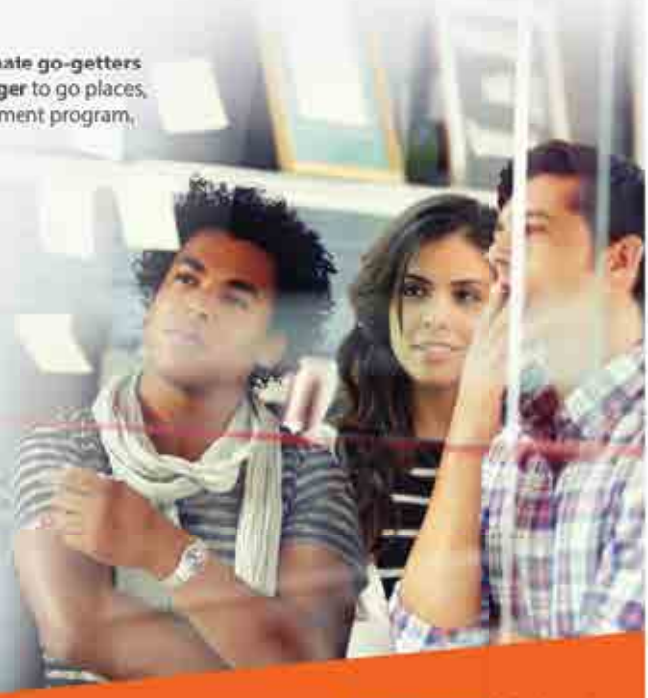

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2014 University of Pretoria
Employer Directory

The UP Employer Directory is a job search tool exclusively for University of Pretoria students. The directory alphabetically lists some of the employers interested in recruiting UP students and provides important recruitment information, such as the opportunities the employer has available, the geographical location(s) of positions, the degrees the employer will consider, closing dates, contact details for enquiries and information on how to apply for a position at the specific company.

Abbreviations

Academic programmes	
Programme	**Abbreviation**
Economic and Management Sciences	
Accounting Sciences	Acc
Bachelor of Commerce	BCom
Business Administration	BAdmin
Business Management	Mgt
Communication Management	Comm
Econometrics	Ecm
Economics	Ecos
Entrepreneurship	Entre
Financial Management Sciences	FinMan
Honours	Hons
Human Resource Management	HR
Informatics	Info
Internal Auditing	IntAud
International Relations	IntRel
Investment Management	InvMan
LLB	LLB
Marketing Management	MM
Public Relations	PR
Statistics	Stats
Supply Chain Management	Sup
Retail Management	RM
Taxation	Tax

Engineering, Built Environment and Information Technology	
Bachelor of Engineering	BEng
Bachelor of Information Science	BIS
Chemical Engineering	Chem
Civil Engineering	Cvl
Computer Engineering	Comp
Computer Science	CompSci
Construction Management	Cons
Electrical Engineering	Electr
Industrial Engineering	Ind
Information Systems	InfoSci
Information Technology, Computer Science (and related IT degrees)	IT
Mechanical Engineering	Mech
Metallurgical Engineering	Met
Mining Engineering	Min
Quantity Surveying	QS
Real Estate	Est
Risk Management	Risk Mgt
Humanities	
Bachelor of Arts	BA
Industrial Psychology	IndPsy
Social Science	BSocSci
Law	
LLB	LLB
Natural and Agricultural Sciences	
Actuarial Science	AccSci
Animal Science	AnimSci
Applied Mathematics (and Mathematics-related degrees)	Math
Biochemistry	BioChem
Biotechnology	BioTech
Chemistry	Chem
Environmental Science	EnvSci
Food Science (and related degrees)	Fsci
Geology	Geo
Microbiology	Mcb

Company opportunities

Offer	Abbreviation
Graduate programme	Grad programme
SAICA training programme	SAICA
SAIPA training programme	SAIPA
Vacation school	Vac school
Vacation work	Vac work

Faculty of Economic and Management Sciences

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Accenture Applications open 15 March 2014	Permanent employment	All commerce degrees All business-related degrees	www.accenture.co.za/gradSA
Calculus Auditors	Contract	BCom (Acc), BCom (Acc)(Hons) - CA(SA) route	www.calculusgroup.co. Email CV and academic transcripts to info@calacc.co.za
Christian Art Distributors Closing date: Continuous	Permanent and fixed-term contracts	Marketing, PR and Administration, HR, IT, Finance, Logistics and Project Management.	Applicants/students can email their applications to cv@cabooks.co.za or fax it to 086 599 8930. Please use the word "University of Pretoria" as reference. Applicants can also apply via SkillsMap: http://cum.jb.skillsmapafrica.com.
IBM Closing date: 31 October 2014	Permanent Contract	All	www.ibm.com/za Applications are made online at www.ibm.com/employment/za/graduates
Investec CA Programme Closing date: 15 March (every year)	Permanent	BCom (Acc), CA stream	www.investec.com/CAprogramme Apply online at www.investec.com/CAprogramme
IQ Business (Proprietary) Ltd Closing date: 31 August 2014	Internships	All commerce degrees All business-related degrees	www.iqrecruit.co.za
KPMG	Training Contract Internships	BCom (Acc), BCom (IntAud) (Hons), BCom (FinMan), BCom (Tax)	Netasha Timothy 082 719 2858 or Riette Ormond 082 719 8429 Apply online at www.joikpmg.co.za
Mazars Closing date: 1 December 2014	SAICA training Vac work Bursary	BCom (Acc)(Hons)	www.mazars.co.za Applications are made online at www.mazars.co.za
McKinsey & Company	Internships and permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Nolands Closing date: 30 September 2014	Internship	BCom (Acc)	www.nolands.co.za Submit your CV, ID, matric certificate and university results to date to enquiries@nolandsjhb.co.za
Ohlthaver & List Group Closing date: 31 October 2014	Graduate development job opportunities for 2015 in selected fields of study.	All bachelors degrees (final-year students) Namibian citizens	talent@olfitra.com.na Tel: 00264 61 207 5221 Fax: 00264 61 34 021 (Paulina Shihepo) To appy go to www.ohlthaverlist-recruitment.co.na
Partners in Performance	Permanent	All BEng and BSc degrees (final-year graduates)	www.pipint.com Interested applicants should submit a concise CV and a copy of all academic transcripts, including matric certificate, online at www.pipint.com.
People Dimension	Internship Vac work Permanent	All	www.peopledimension.co.za Submit CV to grad@peopledimension.co.za
Resolve Solution Partners	Internship Vac work Permanent	Stats, Sup	www.resolvesp.com Follow Resolve on www.resolvesp.com/careers/employment-opportunities and like our Facebook page to apply
Sanlam Limited Closing date: 15 August 2014	Development programme Permanent Contract	BCom (General), (Acc), (FinMan), (InvMan), InfoSci	www.sanlam.co.za Applications are made on our graduate website at www.sanlam.co.za/graduates
Strachan & Crouse Closing date: Continuous	Learnership Permanent	BCom (Acc), BCom (Acc)(Hons), CTA	www.strachancrouse.co.za Tel: 012 430 3420 - Gert Email CV to gertm@strachancrouse.co.za

Faculty of Education

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
McKinsey & Company	Internships and permanent	All	www.platinumcareers.co.za amelia@platinumgroup.co.za Amelia Wickenden Tel: 021 461 1207
People Dimension	Internships Vac work Permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za

Faculty of Engineering, Built Environment and Information Technology

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Accenture Applications open: 15 March 2014	Permanent	All IT-related degrees	www.accenture.co.za/gradSA
Christian Art Distributors Closing date: Continuous	Permanent and fixed-term Contracts	IT	Applicants/students can email their applications to cv@cabooks.co.za or fax it to 086 599 8930. Please use the word "University of Pretoria" as reference. Applicants can also apply via SkillsMap: http://cum.jb.skillsmapafrica.com.
DCD Group (Pty) Ltd	Various	Electr, Mech, Met, Welding Engineering	www.dcd.co.za Submit CV to humanresources@dcd.co.za
Derivco Closing date: 3 September 2014	Internships	CompSci, Comp, Info, Math	www.derivco.com Email CV and academic transcripts to hr@derivco.com
Hatch Goba Closing date: 31 August (every year)	Permanent Development programme Vac work	Chem, Cvl, Electr, Electronic Engineering, Mech	www.hatch.co.za
IBM Closing date: 31 October 2014	Permanent Contract	All	www.ibm.com/za Applications are made online at www.ibm.com/employment/za/graduates

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
IQ Business (Pty) Ltd Closing date: 31 August 2014.	Internships	CompSci, IT, InfoSci, Ind, Risk Mgt	www.iqrecruit.co.za
McKinsey & Company	Internships and permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za
Murray & Roberts Closing date: 2 June 2014	Permanent	Cvl, Mech, Ind, Electr, Min, Cons, QS	www.careers.murrob.com (online applications only)
Ohlthaver & List Group Closing date: 31 October 2014	Graduate development job opportunities for 2015 in selected fields of study.	All bachelors degrees (final-year students) Namibian citizens	talent@olfitra.com.na Tel: 00264 61 207 5221 Fax: 00264 61 34 021 (Paulina Shihepo) To appy go to www.ohlthaverlist-recruitment.co.na
People Dimension	Internships Vac work Permanent	All	www.peopledimension.co.za Submit CV to grad@peopledimension.co.za
Resolve Solution Partners	Internships Vac work Permanent	Ind, Multimedia, InfoSci, CompSci, IT	www.resolvesp.com Follow Resolve on www.resolvesp.com/ careers/employment-opportunities and like our Facebook page to apply
Sanlam Life Insurance Limited Closing date: 15 August 2014	Development Programme Permanent Contract	InfoSci(Hons)	www.sanlam.co.za Applications are made on our graduate website at www.sanlam.co.za/graduates
KPMG	Training contract Internships	BCom Info, Bsc CompSci	Netasha Timothy 082 719 2858 or Riette Ormond 082 719 8429 Apply online at www.joikpmg.co.za
Wipro Technologies SA Closing date: Continuous	Internships	BSc IT, BSc CompSci	www.wipro.com Mithun Jagadev Submit CV to mithun.jagadev@wipro.com

Faculty of Health Sciences

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
McKinsey & Company	Internships and permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za
Ohlthaver & List Group Closing date: 31 October 2014	Graduate development job opportunities for 2015 in selected fields of study.	All bachelors degrees (final-year students) Namibian citizens	talent@olfitra.com.na Tel: 00264 61 207 5221 Fax: 00264 61 34 021 (Paulina Shihepo) To appy go to www.ohlthaverlist-recruitment.co.na
People Dimension	Internships Permanent Vac work	All	www.peopledimension.co.za Submit CV to grad@peopledimension.co.za

Faculty of Humanities

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Christian Art Distributors Closing date: Continuous	Permanent and fixed-term contracts	Graphic Design, Layout, Editorial and Comminucation.	Applicants/students can email their applications to cv@cabooks.co.za or fax it to 086 599 8930. Please use the word "University of Pretoria" as refence. Applicants can also apply via SkillsMap: http://cum.jb.skillsmapafrica.com.
IBM Closing date: 31 October 2014	Permanent Contract	All	www.ibm.com/za Applications are made online at www.ibm.com/employment/za/graduates
McKinsey & Company	Internships and permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za
People Dimension	Internships Vac work Permanent	All	www.peopledimension.co.za Submit CV to grad@peopledimension.co.za

Faculty of Law

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
McKinsey & Company	Internships and permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za
Mothle Jooma Sabdia INC	Internships Permanent Vac work	LLB BCom (Law)	www.mjs-inc.co.za Submit CV to hanliee@mjs-inc.co.za
People Dimension	Internships Permanent Vac work	All	www.peopledimension.co.za Submit CV to grad@peopledimension.co.za

Faculty of Natural and Agricultural Sciences

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
DCD		Electr, Mech, Met, Welding Engineering	www.dcd.co.za Submit CV to: humanresources@dcd.co.za
IBM Closing date: 31 October 2014	Permanent Contract	All	www.ibm.com/za Applications are made online at www.ibm.com/employment/za/graduates
IQ Business (Pty) Ltd Closing date: 31 August 2014.	Internships	Stats, Math	www.iqrecruit.co.za
Mazars Closing date: 1 December 2014	SAICA training Vac work Busaries	BCom (Acc)(Hons)	www.mazars.co.za Applications are made on our website at www.mazars.co.za
McKinsey & Company	Internships and permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za
Ohlthaver & List Group Closing date: 31 October 2014	Graduate development job opportunities for 2015 in selected fields of study.	All bachelors degrees (final-year students) Namibian citizens	talent@olfitra.com.na Tel: 00264 61 207 5221 Fax: 00264 61 34 021 (Paulina Shihepo) To appy go to www.ohlthaverlist-recruitment.co.na
People Dimension	Internships Permanent Vac work	All	www.peopledimension.co.za Submit CV to grad@peopledimension.co.za

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Resolve Solution Partners	Internships Vac work Permanent	Stats, Math	www.resolvesp.com Follow Resolve on www.resolvesp.com/careers/employment-opportunities and like our Facebook page to apply
Sanlam Life Insurance Limited Closing date: 15 August 2014	Development programme Permanent Contract	AccSci (Hons)	www.sanlam.co.za Applications are made on our graduate website at www.sanlam.co.za/graduates
Wipro Technologies SA Closing date: Continuous	Internship	Math, Physics, Stats, Electronics	www.wipro.com Mithun Jagadev Submit CV to mithun.jagadev@wipro.com

Faculty of Theology

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
McKinsey & Company	Internships and permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za
People Dimension	Internships Permanent Vac work	All	www.peopledimension.co.za Submit CV to grad@peopledimension.co.za

Faculty of Veterinary Science

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
McKinsey & Company	Internships and permanent	All	www.mckinsey.co.za Applications are made online at www.mckinsey.co.za
People Dimension	Internships Permanent Vac work	All	www.peopledimension.co.za Submit CV to grad@peopledimension.co.za

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