

Natasa Fizek

Development of labour market services and competencies

Natasa Fizel

**DEVELOPMENT OF LABOUR MARKET
SERVICES AND COMPETENCIES**

Career and labour market trainings

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CONTENTS

1. INTRODUCTION	7
2. MOTIVATION, SUCCESS, CAREER	9
2.1.1. Types of motivation	9
2.1.2. Success	10
2.1.3. Career	11
2.2. Task – Self awareness	11
3. JOB HUNTING OPPORTUNITIES	15
3.1. An alternative solution: networking	16
4. ESSENTIAL DOCUMENTS	19
4.1. The curriculum vitae	19
4.1.1. About the curriculum vitae in general	19
4.1.2. CV Types	20
4.1.3. Layout	22
4.1.3.1. Photo with the CV	23
4.1.3.2. Personal particulars	24
4.1.3.3. Length	25
4.2. The covering letter	30
4.2.1. The structure of the covering letter	30
4.2.1.1. Introductory paragraph – Reference	30
4.2.1.2. Middle paragraph – Providing details	30

4.2.1.3. Motivation	32
4.2.1.4. Closing paragraph – Contact details	32
4.2.2. Layout	32
4.2.2.1. Style	32
4.2.2.2. Appendix	32
4.3. The letter of reference	33
4.4. Exercises - Know it and do it.	34
5. THE JOB INTERVIEW	37
5.1. Types of job interviews	37
5.1.1. Special interview types	38
5.2. Preparation for the job interview	39
5.2.1. Clothing	40
5.3. The message of nonverbal communication	45
5.3.1. The eye contact	45
5.3.2. The touch	46
5.3.3. The handshake	47
5.3.4. The body posture	47
5.3.5. The position	47
5.4. Questions at the job interview	48
5.5. Exercises – Be confident	55
6. THE WORLD OF WORK	57
6.1. The labour contract	57
6.1.1. Probation/trial period	60
6.1.2. Working hours	61
6.1.3. Paid holiday	61
6.2. The job description	62
7. LABOUR-MARKET STATISTICS	65
8. BIBLIOGRAPHY	69

1. INTRODUCTION

I have been delivering trainings at the Juhász Gyula Faculty of Education of the University of Szeged since 2004. The faculty was the first at the University of Szeged that had incorporated such a course in its curriculum that aimed to assist students in utilizing not only their professional knowledge and competencies acquired at the university in the labour market, but in the first place, in finding such a job that is in harmony with their personality, motivation and expectations. Another aim is to equip students with such fundamental knowledge that they later, in their career, will be able to mobilize in the interest of their successful integration in the labour market.

At first, only scarce professional Hungarian literature was available which reflected the Hungarian 'reality', nevertheless, this situation has changed a lot. Currently, we can find dozens of books specialized in the topic on the shelves of bookshops and libraries. Attempts have also been made to publish a course book for similar courses to be offered in adult education (HENCZI, 2008A.), however, a collection of essays, regardless of its usefulness, cannot replace a course book.

Today – nine years later – such a subject is getting incorporated in more and more courses, and based on students' feedback, it provides such knowledge that really fosters their successful integration in the labour market.

The formal requirements of this educational material do not make it possible to include the entire content of the course, but this small book may serve to be an excellent background for both instructors, who deliver, and students, who attend similar trainings.

2. MOTIVATION, SUCCESS, CAREER

Prior to taking the steps of career building, it is important to highlight some principles. What you like doing, you can do better than the average. If you are better in something than the average, you do it with more pleasure. The same is true for the opposite: if you do not like doing something, you will not do it perfectly, and since the end-result is not perfect, you will gradually lose your zest.

This is very simple to realize, isn't it?

It is essential, therefore, that when you choose a career path, you also weigh whether and how much you will enjoy the task you must cope with.

2.1.1. Types of motivation

The brief definition of motivation: a set of intrinsic or extrinsic drives that compel an action. The types of learning motivation have been classified by the relevant sources as the following (HENCZI, 2008c. 46.):

According to its duration the motivation can be:

- **Actual motivation:** It is the ability to participate actively in a given phase of the learning process, in a given moment.
- **Long term motivation:** It embraces the entire learning process, the pursuit of knowledge and pleasure of learning are its driving force.
- **Habitual motivation:** It means a general interest in the topic, the outcome of learning (a qualification, certificate, diploma) keeps it alive.

According to its triggering cause the motivation can be:

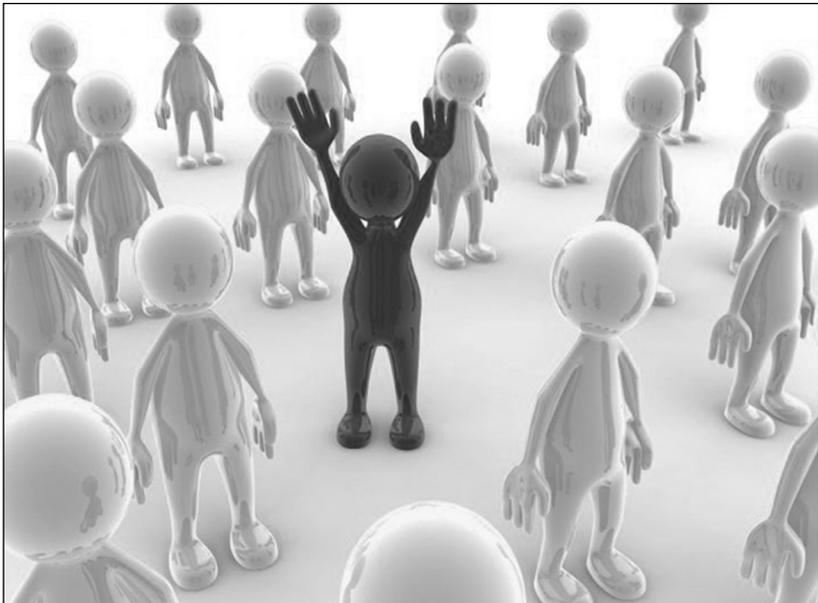
- **Primary motivation:** Similarly to the habitual motivation, the driving force is the learning outcome.
- **Secondary motivation:** Where the theme, the instructor, our personal involvement, or our curiosity keeps our attention alive.

According to its direction the motivation can be:

- **Intrinsic (internal) motivation:** It originates from the personality of the learner (longing for knowledge, ambition, loneliness, etc).
- **Extrinsic (external) motivation:** It aims at the elimination of the current competency deficit or reaching a better financial condition.

2.1.2. Success

Nowadays, success is an especially important measure of one's life path. But when can we consider someone's life successful? In what areas of life do we have to fulfil our commitments in order to be successful?



- There are three fundamental domains of life where we must do so:
- professionally,
 - financially,
 - and in our private life.

Think it over. Is the life of someone whose professional success is coupled with financial recognition but his private life is unhappy successful? Or can the life of someone who is recognized in his occupation and his private life is in harmony but struggles with financial difficulties be considered successful? Is the person who does not have any financial problems and has a happy private life but cannot achieve his professional goals successful? Of course, the answer is not. A successful person is successful in all three areas.

All of us enter the world of work with the urge to achieve success. All of us have a chance to realize it. If we do not depart on this path with such a drive, the odds will be against us.

What else do we need beyond belief?

Ambition, opportunities and capabilities. If we do not want to be successful, or we do not have the opportunities for success, or we set such goals for ourselves that are not in line with our abilities, we will not certainly be successful.

2.1.3. Career

The word 'career' has a French origin, its meanings are: quick and effective advancement, success, and life path.

In order to get on in the world of work, primarily we have to consider ourselves to be a commodity. Already in choosing our studies and later, before any decisions that may influence our career, we must take the short and long term effects into consideration, and whether they are in harmony with our goals. Only weighing carefully these aspects, can we make such decisions that fit in our anticipated or planned career path.

2.2. Task – Self awareness

Sit down on a calm day when nobody or nothing disturbs you, and imagine yourself in five, ten and fifteen years' time. Where do you live? What do you do? What is your private life like? Jot your thoughts down.

in 5 years' time

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in 10 years' time

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in 15 years' time

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3. JOB HUNTING OPPORTUNITIES

Before discussing the various ways of searching for a job, think over how you would start looking for one. Write it down.

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I usually ask students the same question at the beginning of the career course, and several hundreds of them have already responded to it so far. Similarly to the estimation of the career advisor agencies, 50% of students would start their job hunting either through their own or their parents' connections, and through acquaintances. Besides using social networking, the traditional job hunting modes are the following:

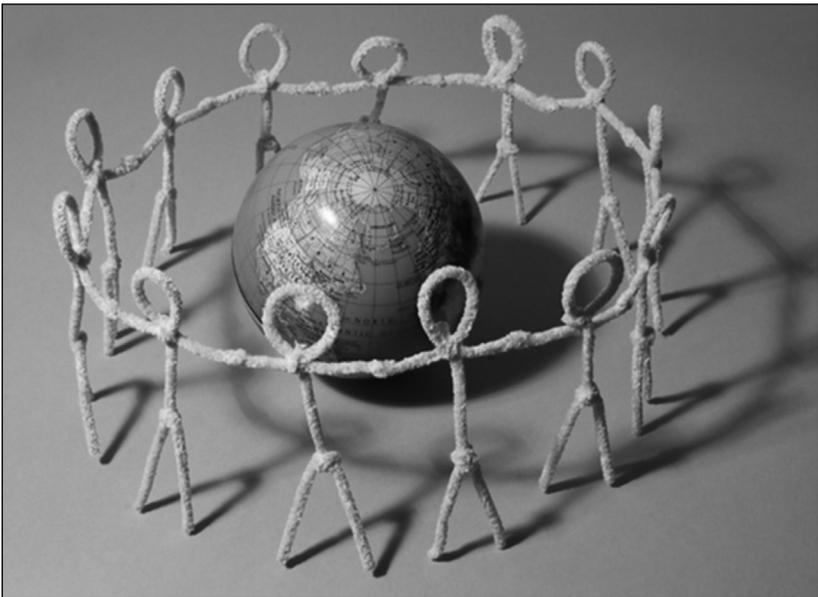
- centralized data bases of career and/or other service agencies and centres,
- advertisements (daily papers, weeklies, professional magazines, classified ads, etc.),
- job fairs,
- web sites of the target companies/institutions,
- recruitment agencies, career advisor firms,
- labour offices and their web sites,
- online job hunting web sites.

3.1. An alternative solution: networking

In the early 2000s, when we offered the first career course at the Juhász Gyula Faculty of Education of the University of Szeged, the social networking sites were not widely spread in Hungary yet, thus building relationships, i.e. 'networking', was quite difficult and meant a rather wearisome task as compared to nowadays. Besides some of the known dangers of the unthoughtful use of social networking sites, it is important to emphasize their advantage, since via these sites our relationships can easily be searched, traced and maintained.

An appropriately maintained network nowadays may mean admission to a good job, however, merely the network is less and less able to keep somebody on at a given workplace. Getting into a job is easier with the help of a connection, however, in order to save a job, an employee must fulfil one's duties complying with the requirements.

How should you establish an effective social network? The list below may be at your help.



- Family relationships, kinships,
- former primary and secondary school fellows,
- group mates, student fellows at the college or university,
- teachers from the primary and secondary school as well as from higher education,
- friends, acquaintances,
- organizations,
- sports clubs,
- church organizations,
- civil and political organizations,
- professional events, conferences, communities,
- company representatives from job fairs.

4. ESSENTIAL DOCUMENTS

4.1. The curriculum vitae

Drawing up a curriculum vitae may seem to be an easy task until you sit down to write one. You can find abundant CV samples as well as hints on the Internet on countless sites, in all sorts of books and magazines; nevertheless, you may face the problem how you can decide on which one is suitable for you, which CV is the winning one. Why is it so? Firstly, the curriculum vitae that is excellent in case of an application for a teacher's position may not be appropriate in the non-profit sphere, and vice versa.

According to Zsolt Pintér (PINTÉR, 2004. 161.), a winning CV is like a sculpture in night light. We have to cast more light on certain events and facts of our life, while other elements may remain obscure. However, we must not tell lies or invent things in our CV, instead, appropriately present our most important commodity, ourselves.

4.1.1. About the curriculum vitae in general

In the course of job hunting, though very important, the curriculum vitae should not be considered to be the primary but as one of the numerous instruments. The CV is the business card of the job seeker.

In Hungary, job applicants used to apply the old type CV as learnt already in primary school, which had a prose form with traditional, descriptive narration in a long-running block. This technique resulted in a badly organized, flowery and improperly edited text, from which sometimes essential data were omitted, or were difficult to find.

Though today most people know the structure and requirements of the new type curriculum vitae, quite many have not been able to comprehend the essence regarding the content behind the superficial structure.

Two things should be paid attention to:

1. The curriculum vitae always represents the applicant as well, since its style and layout trigger an impression about him or her.
2. Based on the content of the CV, it has to be unquestionable that the applicant is the most suitable one for the job against other candidates.

4.1.2. CV Types

What can help you in deciding on which CV type you should choose? Basically, you have to use the format that is required by the position and often specified in the job advertisement. Provided that there are no any special requirements mentioned, you are advised to prepare an American type CV/résumé with a photo.

The categorization below will help you to learn more about the various types of the curriculum vitae:



1. Kronologikus önéletrajz (see pp. 26–27.)

a) 'American type' CV (Resumé)

- It has a reverse chronological order,
- short,
- clear and well organized.

b) 'Western European' CV (Curriculum Vitae = CV)

- It has a chronological order,
- short,
- clear and well organized.

Both types of the chronological CV have the following attributes:

- The most preferred, the most common,
- can be read easily,
- the length can easily be controlled,
- omissions, jumping back and forth and mentioning an irrelevant training can be noticed easily,
- less flexible,
- require less creativity,
- recommended: if the career path is stable,
- if the professional development is uninterrupted.

2. Functional/role-centred CV (see pp. 28–29.)

The career path is presented according to different groups of skills, experience and abilities acquired in the various occupational fields.

- It is accepted by a lot of places (bigger companies, recruitment and personnel advisory agencies),
- it may raise the suspicion of a smart human resources manager,
- it is more difficult to write,
- more difficult to control its length,
- the reader's attention can be directed in a better way,
- quite flexible,
- requires high level of creativity,



- it is recommended: for those who have had short time in work, or have worked with interruptions,
- after a longer period of unemployment,
- if the career path gets stagnant,
- if people have changed jobs quite often,
- if the applied job considerably differs from the former ones,
- if on the contrary to age, placing an emphasis is the goal.

3. Combined/hybrid curriculum vitae (it is a combination of the chronological and functional CVs)

On the left side, the dates have to be skipped, and in their place, the vocational and professional skills having been acquired in the various fields should be included.

4.1.3. Layout

Each copy of the CV should be original.

Under no circumstances should the paper be glossy or extraordinarily coloured. The recommended colour is white, shaded white or pastel grey. The size of the paper is the regular A/4. It is advisable to pay attention even to the thickness of the paper (PINTÉR, 2004. 181.), the best choice is the 90–110-gram paper sheet. The standard copy paper offered in stationary shops is 80 grams.

The recommended font size and types are the 12 Garamond, Times New Roman or Ariel with at least 1 or rather 1.5 line space. The highlighting should not be done by the combination of the three recommended font types but by changing the parameters of the chosen font (italic, bold).

4.1.3.1. Photo with the CV

In Hungary, as a new trend of the last 4-5 years, more and more applicants are attaching a photo, generally taken at home, to their CVs. Nowadays, it is quite common that the companies and institutions especially draw our attention to that they expect applications including a photo of the recruit.

If it is possible, you should attach a picture taken by a professional photographer to the application package. Since most of the applicants usually enclose a colourful photo to their application, a well-developed, black and white photo could have a distinctive, eye-catching feature. You should weigh this option as well.

The regular size of the photo should be the ID card format, under no circumstances should you use a full-figure photo or one taken from the family collection. The preferred photo size is 50×62mm, though a version of the 60×90mm size is also acceptable.

Choose your attire so as to match it with the job you applied for. For the sake of the photo, it is worth smiling, with which you most likely will be able to gain the liking of the assessors than with a grim look, or a grin stretching to the ears.

If the photo was taken frontally, it should be placed in the middle of the page. If the photo is put in one of the corners of the CV, then the right position is that corner from where your look is directed toward the reader. It is not elegant to staple the photo to the paper or to use paper clips. The liquid glue may cause the paper to become wavy, therefore, the two-sided adhesive tape should be used. Pay special attention to avoid finger prints, glue stains and creases on the photo, otherwise, you may fail to make a good impression, which is your most important aim.

We should, of course, mention the application of a digital photo, too. In terms of colour, size, etc., the same refers to it as to the printed one, but its attachment is considerably easier.

4.1.3.2. Personal particulars

Below, I would like to draw your attention to those traps you can fall into but should avoid in providing your personal details.

Based on my several years of experience, I may state that most applicants do not pay sufficient attention to choosing the appropriate e-mail address.

Let me present some deterrent examples from my collection: rockkant@....hu (disabled), papucshos@.....hu (henpacked husband), or edimedi@....com (cutie); they are funny and nice names, nevertheless, they do not fit in a curriculum vitae. Create an e-mail box that, in one way or another, shows your name but not your nickname. Using your current office e-mail is not advisable either.

Stating your marital status or the number of your children is not mandatory. You should include these data if you feel the need for it. Men are rather advised to present such data, because mentioning the settled family background may have a positive message for many employers. (TÓTH, 2007. 91–92.)

The age is usually omitted from the CV almost exclusively by female applicants, however, the age can be inferable from the previous education or from the starting and ending date of former jobs. These items should be included in the CV, so should you be too advanced in years for a given job, you must emphasize how youthful and energetic you still are. The recently accomplished short courses, trainings, for example, a recent language exam certificate, or an ongoing in-service training may make very good impression on the recruiters. In general, the uptodateness and upgraded knowledge significantly increase the employability of people, too.

Language skills and competencies are essential nowadays, especially at multinational companies. Intermediate and advanced language competencies are considered desirable, thus a certificate acquired from an international language school can be an asset. Such statements as 'I understand English at basic level but do not speak it' or 'I have just started learning English' are not very good references. Since at most places, either orally or in writing the real language competence is tested, it triggers very bad impression if an applicant with a complex, intermediate level language exam certificate cannot

communicate when his prospective supervisor switches to English during the interview.

Your hobbies and leisure activities tell a lot about you. Here, there is no good or bad answers. Below, see some examples through which we wish to demonstrate how telling your hobbies and favourite leisure activities may be:

- **Stamp collection:** perseverance, sense of beauty, introvert personality who enjoys aloneness.
- **Chess:** logical way of thinking, anticipation, steady concentration for a long time.
- **Parachuting (and other extreme sports):** observing basic rules in the interest of saving your life, sense of responsibility, presence of mind, bravery, risk-taking, quick sense of judgement, extremely short reaction time.
- **Team games:** teamwork, paying attention and listening to others, unselfishness, concentration, the success is determined by the whole team.
- **Individual sports:** stamina, determination, the success is only yours.
- **Judo:** strong built up, fitness, stamina, concentration on the rival, reflex, self-confidence.

4.1.3.3. Length

A well-written curriculum vitae is short and specific. The more clearly arranged, logical and specific a CV is, the more attractive the applicant will be. For this reason, you should aim to separate the sections of personal particulars, educational background, work history, others (e.g. goals, hobbies, etc.) both visually and in terms of the content as well. It is advisable to order your data in points and subpoints even if you are a new entrant to the labour market, and you may feel that the information you wish to include in your CV is relatively little. However little the information is, it should be organized and arranged clearly. This especially applies in case of a lot of information.

The CV should not be longer than two pages. As a beginner in the world of work, this is not a problem, but later by aging, in providing details, you should focus mainly on the last ten years.

The curriculum vitae must be written and printed with a computer, with the exception to those cases when the applicant is particularly requested to hand in his handwritten CV, but even in such cases, the printed version has to be enclosed as well.

Spelling mistakes must be avoided in a job application.

Personal particulars

Name: István Szép
Place of birth: Újvár
Date of birth: 5th August, 1984
Residence: 9785 Újvár, Vár utca 6.
Contact address: 6724 Szeged, Gy?ri utca 5.
E-mail: szepistvan@fbi.hu
Telephone: +36/30-285-47-11

Ambitions

My childhood dream became true by getting a teacher's degree. I envision my whole life working in this profession since I believe that transferring knowledge is one of the noblest and rewarding services.

Work experience

2011–2012 Teaching internship at the Training Primary School of the Juhász Gyula Faculty of Education
Hungarian language and literature exam teaching: excellent (5)
History exam teaching: excellent (5)

Thesis The topic of the thesis: Systematic arrangement and analysis of Minka Kis's poems
Consultant: Péter Nagy Ph.D., College Professor
The thesis mark: excellent (5)

Educational background

2008–2012	University of Szeged Juhász Gyula Faculty of Education Primary teacher of Hungarian Literature and History Grade of the diploma: good (4.2) Number of the diploma: 4587/2006.
1998–2002	József Attila Secondary Grammar School, Újvár Special class of German language and culture

Professional activities

2007–2008	Working for the 'Talár' (Gown) university magazine as a columnist
2010	Awarded by the HUPA (Hungarian University Press Association) The best report category: 3 rd Prize

Community work

2004–2005	Member of the Board of the Students' Union of the Juhász Gyula Faculty of Education of the UoSz
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Language skills

German	Advanced level, 'C' type state language exam certificate Sr. number: 2356/1997.
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IT skills: Microsoft Office, SPSS

Driving licence: 'B' type for passenger automobiles

Hobbies: Hungarian films of the 1930s, playing football,
stamp collection

Figure 1.: Curriculum vitae – chronological American type of CV (sample)

Personal particulars

Name: István Szép
Place of birth: Újvár
Date of birth: 5th August, 1969
Residence: 9785 Újvár, Vár utca 6.
Contact address: 6724 Szeged, Gy?ri utca 5.
E-mail: szepistvan@fbi.hu
Telephone: +36/30-285-47-11

Capabilities

- excellent professional skills and more than 25 years of practice
- excellent interpersonal skills
- fluent communication in English
- excellent computer literacy
- ability to tackle great workload and work under pressure

Work history

From 2005 Gefügel Hungary Zrt. Szép
Job title: legal counsel
Duties and responsibilities:

- taking part in drawing up regulations and their inspection;
- legal preparation of managerial guidelines and instructions;
- dealing with disciplinary and indemnification claims;
- observation of legislation, information.

1994–2005	VBKLL Ltd. Budapest Job title: lawyer Duties and responsibilities: – preparation for decision-making – data management
Qualifications	
1988–1993	József Attila University Faculty of Law Grade of the diploma: good (4.1) Number of the diploma: 47/1993.
1984–1988	Petőfi Sándor Secondary Grammar School, Álmod Humanities Branch
Language skills	
English	Intermediate 'C' type state language exam certificate Sr. number: 356/1997.
IT skills:	Microsoft Office, SPSS
Driving licence:	'B' type for passenger automobiles
Hobbies:	Hungarian films of the 1930s, playing football, stamp collection

Figure 2.: Curriculum vitae – functional/role-oriented (sample)

4.2. The covering letter

Writing a covering letter has several functions. Its important aim is to raise attention in order to further increase the reader's interest in studying the whole application. In this letter, you can sort of insert those pieces of information that were missed out from your CV, and you have the opportunity to show more of your own personality and attitudes.

An effective covering letter is written on a paper similar to the CV, no longer than one page, has four main sections and maximum five paragraphs.

4.2.1. The structure of the covering letter

4.2.1.1. Introductory paragraph – Reference

The aim of the introductory paragraph is to draw attention to the application. You have to state the reason why you are applying, if you reply to an advertisement, you have to refer to it here. It is important to mention the name of the position and code of the relevant advert, since it may happen that the company recruits for several jobs in a given period, and it is easier to identify which job you are applying for. It is even better if a common acquaintance referred you for the job, which you should mention here.

4.2.1.2. Middle paragraph – Providing details

This is the main part of the covering letter, which emphasizes and demonstrates those advantages that your employment may bring about for the company. It highlights your main strengths, capabilities, experience, and it justifies your application.

Provided that you do not apply for an actual or advertised position, but just for being included in a database, then you should state in what kind of areas you would like to find employment, what exactly you want to do and achieve, what kind of position(s) you look for exactly. It is not advisable to mention your remuneration needs, which should rather be the subject of the face-to-face interview. Word the letter with enthusiasm but without exaggerations.

1099 Budapest, Kiskőrösi út 41.
Tel: +36/55-555-555 (home)
Mobile: +36/30-955-55-55

Károly Varga

IT Services Department
Processor Rt.

Subject: Application for the system administrator's position

15 January 2013

Dear Mr Varga,

I am writing in reply to the classified ad which was published on the website of the Magyar Nemzet daily, seeking to fill the position of a system administrator with fluent English and sufficient professional experience at your Budapest office.

I graduated from the Faculty of Electrical Engineering and Informatics of the Budapest University of Technology. During my studies, I worked as an intern at several companies, where I could gain an insight and practice in the operation of mainframe computers as well as in the various modes of international data transfer. I became interested in this field of work, and decided to look for a job at an IT Department of a large company.

As my enclosed CV shows, I have acquired experience in such areas where accuracy and precision are essential. I can speak English fluently, thus making and keeping contact with foreign partners would not be a problem for me. Working for your company would offer new opportunities for me to apply my theoretical knowledge in practice and for further professional development.

I would highly appreciate to discuss with you at an interview how my skills and experience could be used to your advantage and also your requirements in further details. In order to make arrangements, I am going to call you in the coming days.

Yours sincerely,

István Kovács

Enc.: CV

Figure 3.: Covering letter (sample)

4.2.1.3. Motivation

You should give a brief summary of your former qualifications in this paragraph, emphasizing the most favourable facts, and elaborating on your own motivation in applying for that particular job.

4.2.1.4. Closing paragraph – Contact details

Share some contact information here, and details on how you wish to be contacted by or to contact the company. With a polite gesture, you should always express your thankfulness for the attention and patience of the addressee.

4.2.2. Layout

Similarly to the CV, it must also be written in a printed form, possibly with the same formatting features (font type and size, margins, spacing). The covering letter must suggest that it was prepared exclusively for the specific job advertisement, so you should always check the date to check its appropriateness.

4.2.2.1. Style

The effective covering letter can be characterized by three words: simple, specific and short. It has to be formulated straightforwardly and openly. The letter has to convey the message that you are able to commit yourself, to be enthusiastic for the company or a particular activity. It is important for you to make the impression of a kind, positive-minded, optimist personality.

4.2.2.2. Appendix

The covering letter should be enclosed on top of the CV as a sort of cover sheet. Other enclosures can be certificates, copies of qualifications, and if it is requested, a certificate of good conduct as well as letter(s) of reference.



4.3. The letter of reference

It can happen that your future employer requests references concerning your previous professional background, therefore, it is useful to draw up a list of those people who you can consider as your referees. You should list those people who know you, your knowledge, competencies and former performance and achievements well. Not the length of this list is what counts, but the fact that the selected people know you and your former achievements in depth, and are willing to contribute to your application as mutually agreed before. It is essential to inform the would be referee about what kind of job you wish to apply for. Explain what exactly you would like to do, so what kind of letter of reference is expected from him, where the emphasis and highlights should be placed. The letter of reference must include the following:

- how long you worked together;
- what your scope of responsibilities was;
- how you met the requirements of your work, how you performed;
- why your referee considers you suitable for the applied job.

The letter of reference provides the prospective employer with an important framework of reference based on which he can see what inner qualities and potentials for development you have.

The question that how you can know whether the chosen referee gives a favourable and supporting reference surfaces time after time. The usual advice to tackle this dilemma is that you should choose such referees whom you have known for a long time and trust that he/she will provide an impressive reference on you, should your prospective supervisor requests his/her opinion.

Nevertheless, it may be advisable to consider whether in choosing the referee(s), the only aspect should be that he/she supplies merely positive opinion, or whether it is better to choose the one(s) who provides a truthful profile of you. No such a candidate exists who would be equipped with all the capabilities and skills, at the same time, would have an ideal personality and great adaptability to the team, or his demand in terms of the benefit package would also be feasible.

Do not forget that though the short term aim is to get an ideal job, if you present a false image of you, it can cause a great problem whether, after getting the job, you will be able to maintain such a not genuine image in the long term.

Do not get surprised either if the chosen referee asks you to draw up your own reference. Unfortunately, this is also a common practice. In such a case, ask a friend or a colleague to help you prepare the reference, and skip the person from the future list of referees.



4.4. Exercises – Know it and do it.

1. Based on the knowledge acquired in Chapter 3, prepare your own curriculum vitae.

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5. THE JOB INTERVIEW

5.1. Types of job interviews

Job interviews can be categorized into several types in terms of their form and content.

According to the person of the interviewer, the following types exist:

- **Structured interview:** The interviewer is an HR professional, thus he will ask you such questions that are focused and specifically prepared prior to the interview, which does not leave much space for evasion. In this case the interviewer does not make any final decision, but rather prepares the decision-making.
- **Unstructured interview:** In this case, the interviewer is the prospective supervisor, therefore, he may not be a skilful interviewer, consequently, the questions are less specific, and you have a greater opportunity to manage the interview. Nevertheless, the decision is made by him.

According to the number of interviewers, the following interview types can be distinguished:

1. Face-to-face interview
2. Interview with two recruiters
3. Interview with a committee

5.1.1. Special interview types

1. Stress interview

This method was developed in the Second World War for the selection of spies and secret agents. During the whole interview, the applicant is kept under strong pressure, and unexpectedly and repeatedly he is bombarded with verbal attacks. Nowadays, this method is rather applied in case of applicants for very special jobs, however, it can never be known when an interview started normally switches into a stress interview.

Should you get into such a situation, stay calm, and 'do not accept the glove'.

Stress interview questions can be for instance: 'Don't you think that with your abilities and skills you should not even have applied for this job?'

Respond calmly, smile, stay level-headed, emphasizing your achievements, experience and capabilities.

2. Sweet-bitter interview

This method as well was taken over from the police and secret services, when two interrogators alternately question the candidate so that one of them takes a friendly, understanding stance (commonly, 'the good cop'), meanwhile, the other one attacks the candidate aggressively and embarrassingly ('the bad cop').

Do notice if you find yourself in such a situation, and don't 'confess' anything that you originally did not mean to do so.

3. Situational interview

You should be prepared that the recruiters will model those situations that most often occur in the applied job, and also this way, you should prove that you are an adequate and suitable candidate for the job.

For example: 'Let's suppose that you are a waiter, customer services assistant or an office worker. How would you manage such a situation when a customer or a guest teaches you a lesson or puts the blame on you with a remark that you should know something, you don't, or you did not serve him quickly enough?'

Of course, it is very difficult to get prepared for such exercises, but it is advisable to think over what discomforting or challenging situations we would face in a given area of work, or what kind of problems we have to tackle and find solution to. This kind of task is considerably easier for those who have already acquired work experience and practice in the actual field.

5.2. Preparation for the job interview

In order to understand the importance of the proper preparation for the job interview, you must know that the first impression of you, or as the psychology calls it, the primacy effect (ATKINSON, 2002. 497.) will be decisive in the establishment of your profile.

'Though several factors contribute to the primacy effect, it primarily seems to be the consequence of the schematic processing. When we try to form our impressions about someone for the first time, we actively look for those schema or schemas in our memory that best fit the incoming information. At a certain point, we make a preliminary decision, for example: 'This person is friendly.' Then we melt all further information into this schema, and we dismiss those new pieces of information that do not fit, as if they were not characteristic to the person we meet. (...) Therefore, our perception is driven by the schema, consequently, we are relatively insensitive to new data.' (ATKINSON, 2002. 498.)

So in the first few minutes, the prospective employer establishes an image about the candidate, which also will significantly influence his later judgement on one's fitness for the job.

People's attention is primarily drawn to things they see, thus to the clothing, gestures, way of walking and mode of speaking, and only secondarily to things they hear such as paralinguistic signals, for example, the rhythm of speech, pitch, volume, and only lastly to what actually others say. Consequently, the first moment of recognition focuses on the appearance, intonation, handshake and smell.

If the applicant's behaviour is clumsy at the first encounter, the prospective employer, though mistakenly, may attribute negative characteristics to him. Most employers ground their judgement on

that if someone pays proper attention to the layout of the covering letter and the curriculum vitae, furthermore, to his own outward look and presence, he supposedly does his work more precisely and thoughtfully in general. If the job seeker is neat and elegant, the prospective employer tends to presume that he is intelligent, amiable and reliable.

5.2.1. Clothing

Clothing worn in the office should conform to the requirements of the chosen workplace rather than to the personality and taste. At the job interview, you should put great emphasis on your appearance. This does not mean, however, that men must wear a dinner jacket or women a full evening dress, but only that you should pick a kind of attire that is one level higher than the job you applied for.

Under no circumstances should women wear miniskirt at a job interview; and the too tight skirt, transparent blouse with a colourful bra, leggings, low neckline, shorts or pedal pushers, loose trousers or exposed belly-button are not acceptable either.

The suit/tailor-made costume

For men, the moderate but elegant and neat look is especially important. The best is a suit, but depending on the actual job, even fitted pants with a shirts would do.

The clothes should possibly be made from natural fabrics, thus sweating caused by stress can more easily be prevented.

Provided you opt for a suit, it should be conservatively tailored (possibly single-breasted) in one colour, possibly dark (black, dark blue, graphite grey) but not in dark brown or olive green. (PINTÉR, 2002. 241.)

The brand mark should be removed even from the best suit.

The most important things are the good tailoring, excellent finishing, harmony of details and immaculate cleanness. Trousers must always be ironed, and fall a little bit on the shoes.

Women's costume should also be of a single colour and possibly dark. Bright colours or patterned fabric must be avoided. In his book

(PINTÉR, 2002), Zsolt Pintér prohibits women to wear a set of jacket and trousers at a job interview. Though according to the protocol, wearing a skirt is more appropriate, I think that in the 21st century, we can be permissive so as not to force women in an otherwise stressful situation to wear such an attire that they do not fancy, and in which they feel less comfortable and self-confident than in trousers. An embarrassed and insecure behaviour can cause a greater damage than the fact that an otherwise smartly dressed woman wears a skirt or trousers.

The shirt/blouse

The shirt should be made of cotton, have an elegant cut with long sleeves (under the jacket even in summer too) and loose shouldered. It can be of a single colour, or with white, very light stripes, or medium dark steel blue (PINTÉR, 2002. 244.). Adding to Pintér's book, which mainly focuses on the business world, a man may wear a shirt that is different from the above types. I do not think, for example in case of a teacher, that only the white or blue shirt is acceptable, and a different colour of the applicant's shirt (e.g. beige, light green, light blue, crème, etc.) would indeed affect the success of the job interview. We can all agree, of course, on that a shirt with a too short or too long collar, chequered, or heavily patterned, or made of bright silk (by any chance of nylon), or just coloured violet or pink is not appropriate for an interview.

Choosing the proper size is equally important.

The women's blouse under the jacket is also made of natural material, single coloured (possibly light), or lightly patterned and elegantly cut. It is especially important not to wear a transparent blouse. Pintér's advice is to have a fully buttoned shirt, which I again would put into brackets.

The skirt, tights and a fully buttoned blouse is a kind of attire that is most difficult for women to wear, and it does not fit to all women's figure. Thus taking into consideration all of the proposals, you should rather pick an attire – costume and blouse – that you can wear with ease. The job interview requires too much concentration from us so as not to be bothered with our clothing during it. If we feel well

and pretty in the chosen clothing, even if it is not a skirt or a fully buttoned blouse, we will be far more confident and seem to be much more successful.

The tie

When you wear a suit for the job interview, putting on a tie is a must. Regarding its colour, it should be single coloured, for example, claret, dark blue, or decorated with dots or other small patterns on dark grey background, or cross-striped in blue-green or blue-claret combination. It must be made of silk. Avoid wearing a tie of striking colours and forms, big patterns, knit or crochet work, or nylon (PINTÉR, 2002. 244.). The most common tie-tying techniques today are easily available in animations on the Internet. The full Windsor knot or the half-Windsor knot are the most spread.

The shoes and socks/tights

The shoes should possibly be black with a classical style, and above all, clean. The socks are the same colour as the suit or darker, pulled up to the middle of the leg, and made of cotton. Try to avoid displaying a hairy leg while being seated.

Ladies' shoes are also black with medium-high heels. The very high-heeled shoes are not advisable, especially the ones with metal heels.

The tights can be flesh-coloured, beige or crème, but you should not put on white, black or colourful ones with striking ankle patterns or heavily decorated ones..

Jewelleries and accessories

Simplicity is beauty: 'the less the better'.

In case of men, the wedding ring plus not more than a signet ring is common. The watch should be traditional and analogue, with a real leather strap. Wearing a plastic sports watch or a diving watch conveys carelessness.

Whether to wear or not body jewels depends on the applied job, and on what kind of impression we wish to make: is our look more aesthetic with or without a certain jewel (e.g. ear piercing). In case of more serious jobs, wearing body jewels cannot even be considered,

because even the currently so fashionable tooth jewels as well may trigger the prospective employer's repulsion.

Young people must be warned that the exposed, irremovable tattoos and uncoverable body piercings may mean disadvantage especially at the first, truly serious job interview.

Promptness

Arrive by the interview at least 10 minutes but not earlier. It is advisable to explore the venue of the interview ahead, to learn about how you can get there, whether you can park nearby, how to get in the building, etc.

Wearing sunglasses is strictly forbidden.

You should not take a seat until you are offered one.

Accessories

- **The bag:** The bag should be of good quality (possibly made of real leather or artificial leather but not plastic) in black, dark brown or dark claret colour.
- **The notebook:** You are highly recommended to take a notebook or folder with you which is suitable for taking notes during the interview, in the size of A/4 at a maximum.
- **The pen:** Owing to its authoritative look, the fountain pen is highly recommended, nevertheless, a ceramic or a ballpoint pen will equally do. Its colour is ideally silver, golden or dark. Do not ever use a promotional or felt-tip pen.
- **Tissues:** According to Pintér, only textile handkerchief is allowed at the job interview (PINTÉR, 2002. 250.). As for me, I am rather permissive concerning this issue since I think that clean, not used tissues in an original package, or held in a tissue case can be used at a job interview.

The mobile phone

It is advisable to take your mobile phone with you to the job interview since if you happen to be late, or something occurs, you will be able to inform the recruiters. Nevertheless, it must be switched off during the interview.

Neatness

- **The hair:** If your hair is not trimmed, or grown over or/and oily, it will not make a good impression of you.
- **The beard and moustache:** Having beard and/or moustache is acceptable and tolerated in some occupations including artists, journalists, media professionals, filmmakers, teachers, accountants, engineers, etc; meanwhile, it is not desirable, even avoidable in other workplaces such as banks, passenger flying, customer and PR services since according to public opinion polls, it does not inspire confidence in clients.
- **Epilating:** Nowadays, the neat appearance of a woman requires the removal of the hair from the legs, armpit and, if necessary, of the face.
- **Deodorants:** It is advisable to pick them from the same cosmetics family in order for the fragrances to harmonize with each other. In choosing the scent, primarily our personality, secondly the occasion, thirdly the period of the day is determining. As for the men, a smart and neat man uses deodorants, after shaves or colognes, and more and more perfumes as well.
- **The make-up:** In case of the make up, similarly to the jewelleries, you should follow the rule of 'the less, the more'. Eye contours, eye-shadows and rouges may be used, but an over-tanned face will not make a good impression. Using a nail polisher is not compulsory, but if you use it, then the rouge and the nail polisher should have the same shade of colour. The nail or artificial nail should not be too long, sharp or striking.



5.3. The message of nonverbal communication

The verbal speech acts make up only a small proportion of interpersonal communication. The words and sentences are generally accompanied with a rich stream of nonverbal signals, which underline, alter or just totally take over the verbal messages (FORGÁCH, 2002. 155.). The ability of nonverbal communication gets established through learning. Some people are simply better in this sense than others (FORGÁCH, 2002. 156.).

The above references obviously highlight the fact that we can do quite a lot for the success of the interview with not only our words and appearance but our nonverbal communication also.

	Verbal	Nonverbal
Sending and receiving the signal	Slower	Faster
The control of the message	Conscious	Less conscious
Communicating emotions, attitudes	Less effective	Effective
Field of application	Sending information that concerns the issues of the external world to be solved.	Communicating the values, attitudes, preferences, personal reactions.

Table 1.: The message of verbal and nonverbal communication

5.3.1. The eye contact

Your eyes is a reflection of your soul, says the well-known commonplace.

The eye contact is one of the most frequent and powerful nonverbal signals that is available for us. Though in normal circumstances, we never think of how much eye contact we should have, research has found that in most of the everyday contacts, regarding the appropriate rate of look, there are sensitive rules. The visual balance

(who and when looks, and at whom and how long), in most of the interactions, is determined by the sex and status of the partners, the intimacy level of their relationship and nature of the interaction.

In a typical two-person interaction, the participants look at each other in 61% of the time, out of which, in 31%, their looks meet. The mutual look lasts for one second on the average, while each partner's look for three seconds in general. The same person looks at one's partner more while listening (75% of time) than when speaking (41% of time) (FORGÁCH, 2002).

So, during the job interview, we should pay more attention to that we maintain a normal rate of eye contact since failing to do so may prevent the interviewers from gaining a good impression of us.

5.3.2. The touch

When, where and whom one can touch is regulated in every human culture. Nevertheless, it is quite prevalent that the verbal salutation is accompanied with a certain form of touching.



5.3.3. The handshake

Though the rules of handshaking are widely known, it may be useful to look at some important hints:

- In case of different sexes, always the women are to initiate the handshake.
- In case of people of different age, the elder person is the initiator.
- In case of the same sex and age, the person of higher status initiates the handshake by offering one's hand.
- Refusing a handshake is not good manners, and during it, the right thing is to look into the partner's eyes.
- The handshake should be simple, firm and short. Avoid the 'dead fish' handshake.

Nothing can replace the smile.

5.3.4. The body posture

A man sitting or standing in an upright position conveys self-confidence.

In a stressful situation, peripheral movements are quite typical, such as shaking the hands or legs, or touching the ear, nose or face.

5.3.5. The position

After sizing up the venue of the job interview, you should choose the seat (provided that you have the chance) that is positioned in a 90-degree angle with the seats of the interviewers. This way the interview will be less interrogation like than if you sit straight face-to-face with the interviewer. Should you offered a seat in front of the desk, turn your chair a bit aside. Never should you put your bag, keys or other personal belongings onto the desk or the conference table.

5.4. Questions at the job interview

There are six types of questions you may be addressed at the job interview.

1. Open-ended questions

These are the most commonly asked questions, especially applied in order to avoid the YES/NO answers, or in general, to make the candidate speak or raise certain issues.

2. Follow-up questions

They are used to further elaborate on the responses given to the former questions or on some partial information in depth. E.g.: 'Would you say some words concerning what you did at the college, and your exam results?'

Depending on the response, the follow-up question can be the following:

- **A reminder like:** 'And what about the exams?'
- **A forced choice:** 'Which subject did you rather like: this or that?'
- **Second step:** 'What advantages did you gain from working for the college student organization as one of the leaders?'

3. Direct questions

They are focused, and they serve to make the candidate give precise answers and concrete facts. E.g.: 'Why did you quit your job?'

4. The 'from A to Z' questions

They are a special combination of the open-ended and follow-up questions, and they primarily focus on the candidate, especially on his/her personality. The interrogator is not interested in what kind of achievements the respective company, division or one's supervisor had, but in the applicant's personal deeds and they way how s/he performed. E.g.: 'What are those three things you consider outstanding in your career path so far?'

5. Targeted interview questions

The responses show how the candidate thinks and acts. E.g.: 'Please, mention a successful project you have accomplished recently. What would you attribute your success to?'

6. Provocative questions

They are applied in order to elicit such information from the candidate that he or she would rather like to hide. A typical case is when the assessors assume something bad about the candidate, who then, choosing the less bad, presents the real reason of a certain event about which s/he did not want to talk otherwise. E.g.: 'In you career path, one year was omitted. Did you take part in an alcohol withdrawal therapy, or were you under other treatments?' A typical response: 'Hmmm, no way. I have been out of work since the end of last year.'

There are also such questions that are asked during most interviews, so applicants can not only get prepared for them but they have to as well. Let's have a look at some of them (PINTÉR, 2002

- 'What do you know about our company/institution?' It can impress the prospective employers and prove the commitment to the future office and job if you get to know certain information (e.g. a brief history of the company/institution) and data way ahead. Nowadays, with the help of the Internet, you can very easily get information on the chosen workplace. It is advisable to look through the local media since there must have been publications and articles on winning tenders, events and possible problems. Besides gathering information in general, you can also get prepared for the job interview.
- 'What was your motivation in applying for this job? Why do you want to leave your current office?' Respond briefly and factually without an emotional charge. Use the following hints as a help.
 - a) **Reputation/prestige:** I would like to work for a better-known, more famous company/institution enjoying greater reputation and prestige.
 - b) **Financial recognition:** My work was not financially recognized enough as compared to my skills and performance.
 - c) **Security:** The operation of the company was not stable and harmonious.
 - d) **Travel:** My present office is quite far from my home.
 - e) **Challenge:** My former job did not offer opportunities for personal and professional advancement.

- 'Speak about your current work.' Under no circumstances should you disdain your current office since the prospective employer may think that you would do the same with them as well. Give the possibly most positive answer.
- 'Talk about yourself. I am interested in everything.' To answer properly such question, the usual response is to present your CV briefly. You can also ask: Could you tell me what else you are curious to know?
- 'What are your main strengths?' You must highlight all of your valuable personal attributes. Always underline your statements with examples, actual cases and references.
- 'What are your main weaknesses?' Choose such a fact, event or case that shows a weak point indeed, but it was in the past, and you have already learnt the lesson and corrected your faults.
 - a) Mention such negative features that can be considered as positive at the same time. E.g.: 'In cases of some longer projects, I tend to neglect my family.'
 - b) Mention such situations that you have not been able to manage properly yet, but you are keen on learning the right skills. E.g.: 'Though I have a language exam certificate, I have fallen out of practice, so I must brush up my language skills.'
 - c) Mention such weakness or bad attribute that does not relate directly to your work. E.g.: 'I like sweets so much so that sometimes I can't resist devouring even my children's chocolate.'

Questions related to the curriculum vitae

- 'Where have you worked so far, how did you find your jobs, why did you quit your former jobs?'
- 'What kind of disputes have you had with your current/former supervisor/employer?'
- 'Is there any fact in your career path that you are not so proud of, and you would like to talk about rather than later we should happen to learn about it?'

- 'Could you ask your former employer for a reference? Should we call your latest employer, what would they say about you?'
- 'Why did you choose that university/college/school in particular?'
- 'What subjects did you like the most/least at the university/college/school? Why?'
- 'What extracurricular activities were you involved in during your studies? What were the most enjoyable for you?'
- 'How do you spend your free time?'
- 'If you do sports, why did you choose this sport in particular? When did you start?'
- 'What do you usually read? Why?'

Questions concerning the applicant's self-awareness and attitude towards one's profession

- 'What are your strengths and weaknesses?'
- 'Why did you choose just the area of work in which you are currently involved?'
- 'What kind of personality does your chosen field of work require?'
- 'What disadvantages does your chosen field of work have?'
- 'Why do you think you will be successful in your professional field?'
- 'What kind of special capabilities and skills do you have?'
- 'What are those areas in which you have managed to improve your performance in the last one, five or ten years?'

Questions concerning the applicant's personality and attitude towards the work and fellows

- 'What do you prefer: working on your own or together with others?'
- 'Do you like routine work?'
- 'Do you prefer regular or flexible working hours? What do you think of overtime/weekend work?'
- 'What kind of supervisor would you like to have? Do you take it as an insult if you are instructed to do something?'

- 'Would you like to work for a big or a small company?'
- 'What kind of work could offer you the greatest personal satisfaction?'
- 'According to you, what is the profile of a successful manager? Do you consider yourself a manager you have just described?'
- 'What type of manager is needed in your chosen professional field?'
- 'Have you ever gained managerial practice, have you ever been responsible for any organizational tasks either in your own project or others?'
- 'How would you motivate your subordinates? How do you get along with people generally?'
- 'How would you handle a difficult and sensitive problem in your office? Mention an example from your former experience.'

Questions concerning motivation, career goals and attitude towards remuneration

- 'What plans do you have for the future? What kind of career would you like to have in the future?'
- 'What sort of position would you like to work in? What status do you envisage having at your company some years later?'
- 'What are your demands regarding your remuneration package? How much income would you like to have in one, five and ten years' time?'
- 'What do you usually save money for?'
- 'How important do you regard earning money?'

Questions mapping up the applicant's knowledge related to the prospective employer

- 'What do you know about our company? How did you hear/learn about us?'
- 'Why would you like to work for us?'
- 'What raises your interest regarding our products and services?'
- 'Have you read or seen any media coverage about our company in the last few days?'

Questions about the marital status

- 'How much time do have for your family?'
- 'How much influence do you think your family situation has on your performance.'

Questions focusing on the job (e.g. testing self-confidence)

- 'What position would you choose at our company provided that you would be allowed to do so? Why do you think that you would like this particular position?'
- 'Why should we offer this job for you? Why do you think that you will be successful in this job?'
- 'How can you substantiate your commitment to the work/job?'
- 'Should you be offered the job, what would you do first?'
- 'When will you be able to start working?'

The employee's questions

The job description, scope of duty

- 'Is this a new position? If it is not, how long has it not been filled up and why? If it is yes, why did you set it up?'
- 'What actual tasks will I be in charge of? Could you show me the job description?'

The organization of labour

- 'What kind of working hours do you have? '
- 'How does the company deal with overtime/weekend work? Do you expect, welcome, tolerate or prohibit it?'
- 'Does the company have a collective bargaining agreement?'

The future of the company

- 'What such development plans does the company have for the next few years that may affect me as well?'
- 'Are there tasks of significant importance in the area where I would work?'
- 'What kind of strategic/development plans does the company have? Can organizational development and increase in the number of employees be anticipated in the whole company or in my division?'

Independence

- 'How independent is the the work I have to do?'
- 'Does the company considerably regulate the tasks to be met, or does it expect a high level of self-reliance?'

Career opportunities

- 'What typical career opportunities do the employees have here?'
- 'How many workers have been promoted from this position in the last five years?'

Corporate culture

- 'Does a specific leadership style that is generally applied at the company exist?'
- 'What is the atmosphere at the department or in the team?'
- 'What kind of performance review and appraisal system does the company apply?'
- 'What are the most important expectations, what results should I achieve provided I am hired?'
- 'When shall I expect the first appraisal to take place? In what areas (salary, promotion, profile of duties to perform) the appraisal results will be considered?'

In-service training

- 'Shall/may I have to take part in an on-the-job or in-service training?'
- 'Does the company provide support – financial or any other kinds – for the employees' further training and development?'

The hiring procedure

- 'When can I expect any notification regarding the results of the job interview?'
- 'What will be the next step?'
- 'Whom will I probably meet next time?'

5.5. Exercises – Be confident

1. Imagine your dream job, and answer the questions below.

'What motivated you in applying for this job?'

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2. Write down how you would answer the below questions at a job interview.

'What are your main strengths?'

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'What are your main weaknesses?'

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'Why did you choose this particular university/college and major?'

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'How do you spend your free time usually?'

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'What do you usually read?'

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'What special capabilities do you have?'

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'What do you consider your greatest success of your life? Why?'

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'What kind of supervisor would you like to have?'

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'Why should we choose you?'

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6. THE WORLD OF WORK

6.1. The labour contract

The foundation of traditional employment is regulated by the labour or employment contract established between the employer and employee, which must be in compliance with the stringent provisions of the Labour Code as well as with the Collective Bargaining Agreement that locally regulates the terms and conditions of employment (TÓTH, 2007. 339.)

We generally establish a labour relationship when we work for a long period of time, based on regular and detailed employer's instructions and with his equipment, at a specific workplace and in specific working hours, for monthly remuneration, and we perform work in not our but the employer's interest and at his risk, in dependence of the employer, fitting into his organizational structure.

The employment contract is an agreement for the establishment of a labour relationship between the employer and employee in which the parties include their agreements on any issues considered important by both of them in such a manner not breaching the law or the collective bargaining agreement, with the exception when the provisions are more favourable for the employer.

The contracting parties' identification data and other essential data concerning the labour relationship must be included in the agreement:

- job title,
- location of workplace,
- the basic salary of the employee.

Parallel to the conclusion of the employment contract, the employer is obliged to inform the employee about the regular working schedule, the various elements of the remuneration package, the date of payment and starting date of work, the calculation method of the paid holiday and system of entitlement, the rules concerning the notice period mandatory both for the employer and employee.

The employment contract must be issued in a written form, the verbally agreed labour contract is basically invalid.

The employment contract can be modified at any time upon mutual agreement of the parties, which can be initiated by either of them (TÓTH, 2007)

**EMPLOYMENT CONTRACT
(For indefinite tem)**

This contract of employment is entered into between
(hereinafter referred to as 'Employer') and
(hereinafter referred to as 'Employee') on
under the terms and conditions of employment below.

Name:	
Name at birth:	
Place and date of birth:	
Mother's name:	
Tax ID number:	
Social insurance number:	
Private pension fund:	

1. The parties agree on that from the date of they establish an employment agreement for unlimited period of time.
2. The parties agree on a probation period of days. During the probation period, any of the parties may terminate the employment agreement with immediate effect.

3. The Employee's job title:
4. The Employee's primary place of work will be at the following location:
5. The direct supervisor exercising the Employer's rights:
.....
6. The Employee's basic salary: Gross HUF/month,
that is HUF/month.
7. Working hours: hours/day or hours/week.
8. The Employee undertakes the obligation to work according to the specified work schedule, the Employer shall ensure the rest days in parts, or monthly in one block.
9. The Employee may occasionally be obliged to work overtime, which the Employer compensates by providing rest days.
10. The parties agree on that in the event of causing damage by negligence, the amount of liability shall not exceed one hundred and fifty per cent of the employee's average wages for one month. The Employee shall be subject to full liability for damages caused wilfully.
11. The Employee shall be informed and understand the requirements of the relevant authorities, and shall be subject to liability for negligence of such requirements revealed during inspections, causing any fine and damage for the Employer who in such a case is entitled to realize his claim for compensation.
12. The Employee shall not be allowed to establish additional labour relationship unless upon previously informing his Employer.
13. The Employee undertakes the obligation to perform work with the expected level of professional expertise and diligence, in accordance with the relevant regulations, requirements and instructions, to protect the properties of the Employer, to perform work and related activities in a manner without endangering the health and safety of others. In case of causing damage or breaching work disciplines, the Employee shall be made accountable and liable.

14. The Employee undertakes the obligation of confidentiality concerning any facts, data and information that are in the Employer's sole ownership, and shall not disclose them to any unauthorized person without the Employer's prior written consent.
15. The Employee, if he does not terminate his employment relationship in accordance with the provisions of the Labour Code, i.e. he fails to hand in a written notice, he does not work under the notice period, fails to return all equipments without any faults and to hand over his job duties and tasks duly, shall be liable to pay compensation to the Employer in an amount equal to his average earnings falling due for the notice period based on Section 1 of Article 101 of the LC. The Employee shall understand that based on Section 3 of Article 101 of the LC, the Employer shall be entitled to full indemnification of all his damages caused by the unlawful termination of the employment relationship by the Employee.
16. Concerning issues not regulated in the employment contract, the relevant provisions of the Labour Code shall be applied.

.....

.....

Employer

.....

Employee

Figure 4.: Employment contract – For indefinite tem (sample)

6.1.1. Probation/trial period

At the establishment of a labour relationship, a period of special legal status can be stipulated, which offers an opportunity for both the employee and employer to test each other within a rather lax framework. Within this trial period, either of the parties may terminate the employment contract with immediate effect. Its duration is thirty days at the minimum and ninety days at the maximum. Under no circumstances can it be extended.

6.1.2. Working hours

The regular working schedule is eight hours a day, or forty days a week. No more than twelve hours a day, or sixty hours a week can be considered as serving of full time work.

6.1.3. Paid holiday¹

Employees are entitled to regular paid holiday based on calendar years of their employment. The paid holiday consists of basic and supplementary days off. The employee gets entitled to the longer paid holiday for the first time when s/he reaches the age as specified in the law.

The basic holiday entitlement is twenty working days a year, which refers to paid holiday. The yearly ratio of the paid holiday increases by the employee's age, thus the annual paid holiday of an employee at the age of 25 is 21 days. From the age of 28, it is twenty-two. Until the age of 35, it increases by one day in every third year. After the age of 35, it increases by one day biannually up to the age of 45, when the entitlement is 29 days a year.

The employer has to keep record of the consumed paid holiday in working days.

If the employee has children under the age of sixteen, gets entitlement to additional paid holiday:

- a) two days in case of one child,
- b) four days in case of two children,
- c) seven days altogether in case of more than two children.

In calculating the number of extra paid holiday, firstly, the year of birth, and finally, the year when the child turns sixteen should be considered.



¹ [HTTP://WWW.FOGLALKOZTATAS.HU/?MOD=2A&NEWSID=2768](http://www.foglalkoztatás.hu/?MOD=2A&NEWSID=2768) (April 2013)

6.2. The job description

The job description contains the detailed profile of the job and the key duties and responsibilities on the basis of the employment contract. The job description cannot be considered to be a mandatory content element of the employment contract (that is why it is discussed as a separate item), but for the employee, it is favourable if it comes as a supplement of it.

JOB DESCRIPTION

I. Personal part

1. Name of the employee:
2. Essential educational and vocational qualifications:
3. Additional requirements:
4. Precondition of the employment:

II. Organizational provisions

1. Location of workplace, name of the division:
2. Job title:
3. Position title:
4. Working hours, working order: hours/day
5. Name of the organization exercising employer's rights:
6. Direct supervisor:
7. Substitute in case of absence:

III. Rights and obligations

1. General rights of public servants:

Public servants have all the entitlements that are necessary to fulfil their obligations. These are the following:

- a) healthy and safe work conditions,
- b) essential physical conditions needed for performing one's work,
- c) information and guidance needed for properly performing one's work.

In addition to the above items, the collective bargaining agreement of the University of Szeged prevails.

2. General obligations of public servants:

- a) observing the regulations concerning the job
- b) performing work at the place and time specified
- c) appearing at one's place of work in a condition fit for work
- d) performing work with the expected level of professional expertise and diligence, keeping exclusively the public interest in mind all the time
- e) obligation to comply with the labour, environment, data and public health protection rules
- f) being bound to handle the assets under one's control with due diligence of a proprietor
- g) not disclosing any business secrets obtained in the course of work, nor any information of fundamental importance pertaining to the employer or its activities
- h) continuously taking part in further training
- i) process inspection and revision with special attention to the compliance with the requirements of the quality management system.

3. Key duties and responsibilities:

(detailed description)

IV. Scope of responsibilities

The public servant undertakes obligation to duly perform the tasks and duties as specified in the job description, to meet deadlines, to check, in terms of layout and content, the appropriateness of records, data provision and reports, the validity of data, and to save the receipts.

He undertakes obligation to perform his tasks in compliance with the relevant regulations and the university codes of conduct.

V. Property protection

The public servant shall be made liable for damages caused by wilful breaching the obligations pertaining to the public servant legal status.

The employee shall be subject to full liability, irrespective of accountability, concerning the loss of objects received under the obligation to be returned or accounted for, which are permanently safeguarded and exclusively used or handled by him.

VI. Substitution

In compliance with the provisions of the Act on Public Servants, the employee may be obliged to temporarily perform tasks of an absent co-worker in the event of e.g. sick leave, maternity leave or summer holiday, or tasks concerning an unfilled position instead of his job as specified in his employment contract, or besides his original position, to do work not belonging to his job.

In the event of an absence longer than three days, the public servant is obliged to hand over one’s tasks to a person designated by the direct supervisor.

VII.

This job description shall enter into force on the date of duly signing it and shall be valid until its modification.

Szeged, 201.....

.....

Employer

I hereby declare that I understand thoroughly the above provisions and agree to sign it, I was handed over an original copy for the effective performance of the tasks.

.....

Public Servant Employee

Figure 5.: Job description (sample)

Forrás: WWW.U-SZEGED.HU/EGYETEMROL/NYOMTATVANYOK-120224-2/MINTA (in Hungarian)

7. LABOUR-MARKET STATISTICS²



² WWW.PIACKUTATASOK.HU

2. tábla

**A 20–64 évesek foglalkoztatási rátája iskolai végzettség szerint
2012. III. negyedév**

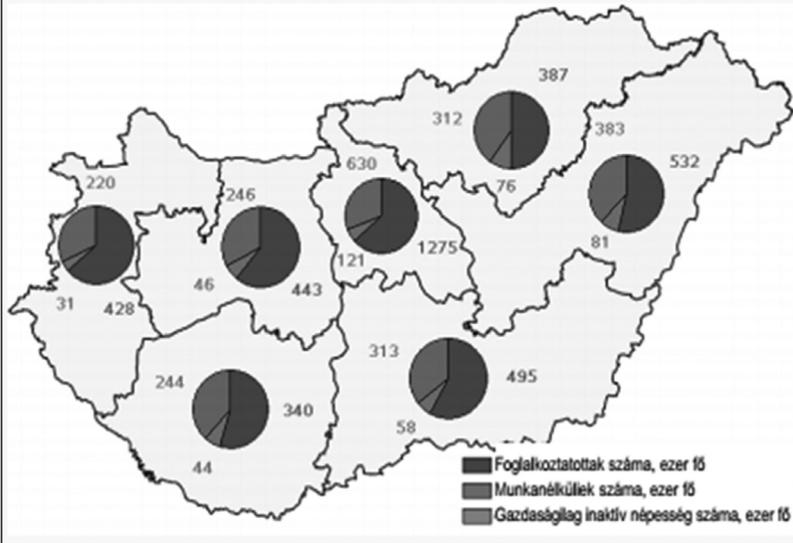
Iskolai végzettség	Férfiak	Nők	Együtt	
	%			változás 2012. III. – 2011. III. (százalék- pont)
8 általános vagy kevesebb	26,6	10,0	16,7	2,0
8 általános	49,8	35,1	41,4	1,7
Szakiskola, szakmunkásképző	71,4	58,4	66,8	1,9
Középiskola szakképesítés nélkül	49,0	46,9	47,7	1,0
Középiskola szakmai végzettséggel	76,1	66,5	71,0	2,6
Főiskola	83,5	74,1	77,6	0,7
Egyetem	86,3	74,5	80,3	-0,7
Összesen	69,2	57,3	63,1	1,8

**A 15–64 éves inaktívak száma és megoszlása munkaerő-piaci
távollétük oka szerint**

Megnevezés	2012. III. negyedév			2012. III. n. év / 2011. III. n. év		
	férfi	nő	együtt	férfi	nő	együtt
	fő			%		
Nyugdíjas	384,6	521,9	906,5	91,5	99,3	95,9
Gyermekgondozási ellátásban részesülő	3,9	261,9	265,8	90,4	95,2	95,1
Munkanélküli-ellátás- ban részesülő	38,3	39,0	77,3	74,0	77,8	75,9
Tanuló	374,3	360,3	734,6	97,6	94,1	95,8
Egyéb inaktív ^{a)}	148,5	216,3	364,7	94,7	88,9	91,2
15–64 éves inaktívak összesen	949,6	1 399,2	2 348,8	93,4	94,8	94,2

a) Ápolási díjban, árvaellátásban részesülőkkel együtt

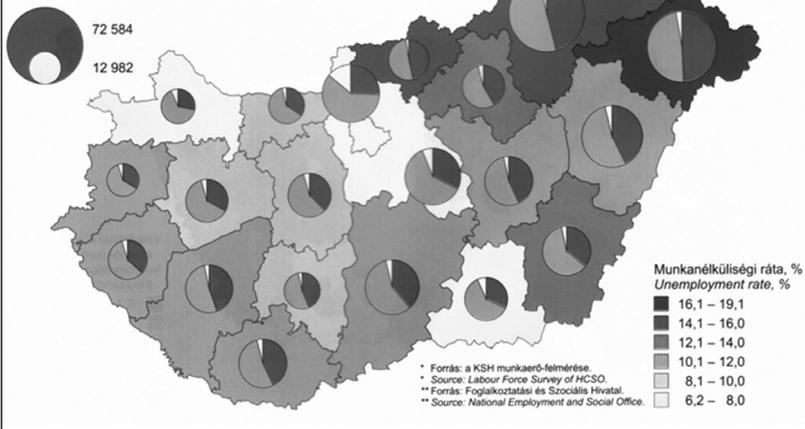
A 15–64 éves népesség gazdasági aktivitása régiók szerint 2012. III. negyedév



A 15–74 éves népesség munkanélküliségi rátája,* a nyilvántartott álláskeresők megoszlása,** 2009 Unemployment rate of population aged 15–74,* distribution of registered jobseekers,** 2009

A nyilvántartott álláskeresőkből – Of registered jobseekers

- ▲ Legfeljebb 8 osztályt végzett – Primary school or less than 8 grades
- ▲ Középfokú végzettségű – Secondary education
- ▲ Diplomás – University or college



Munkanélküliség az EU-államokban (2013. január)

munkanélküliségi ráta, százalék



*2012. november

**2012. december

***2012. IV. negyedév

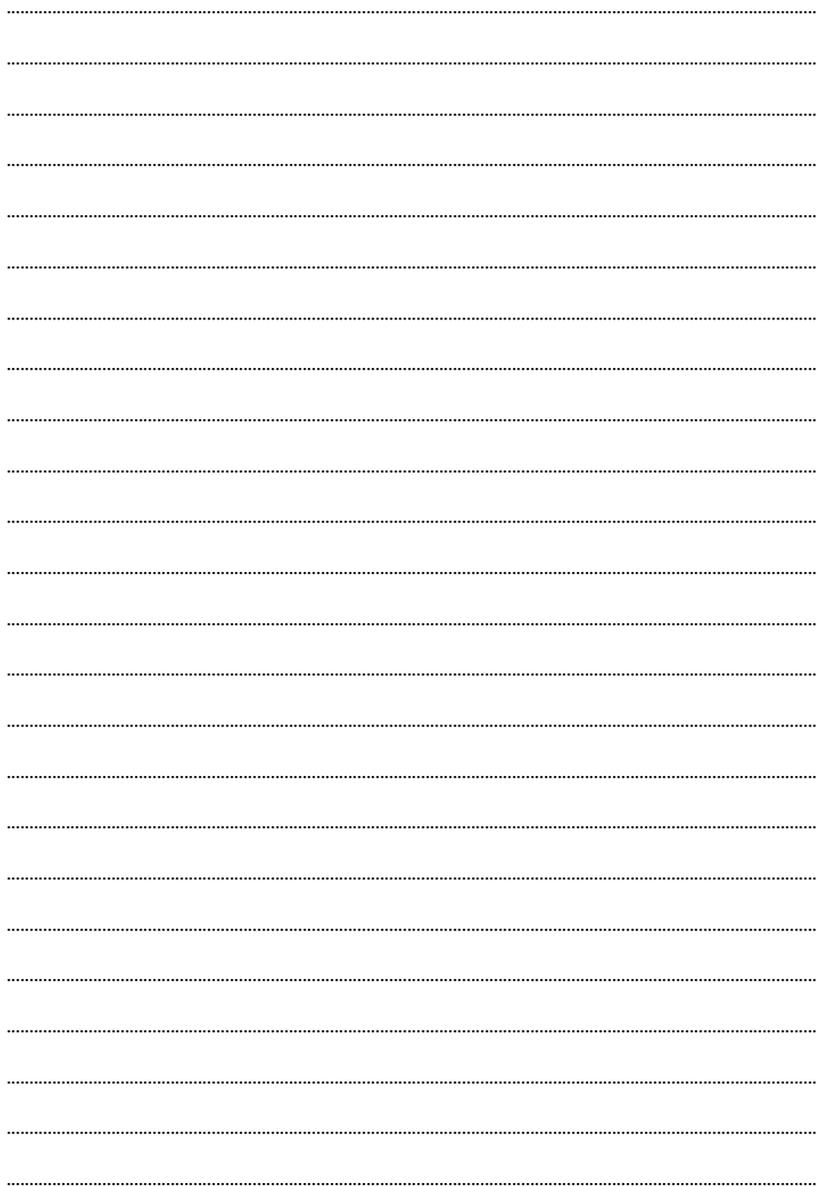
Forrás: Eurostat / MTVA Sajtó- és Fótárhivum / MTI

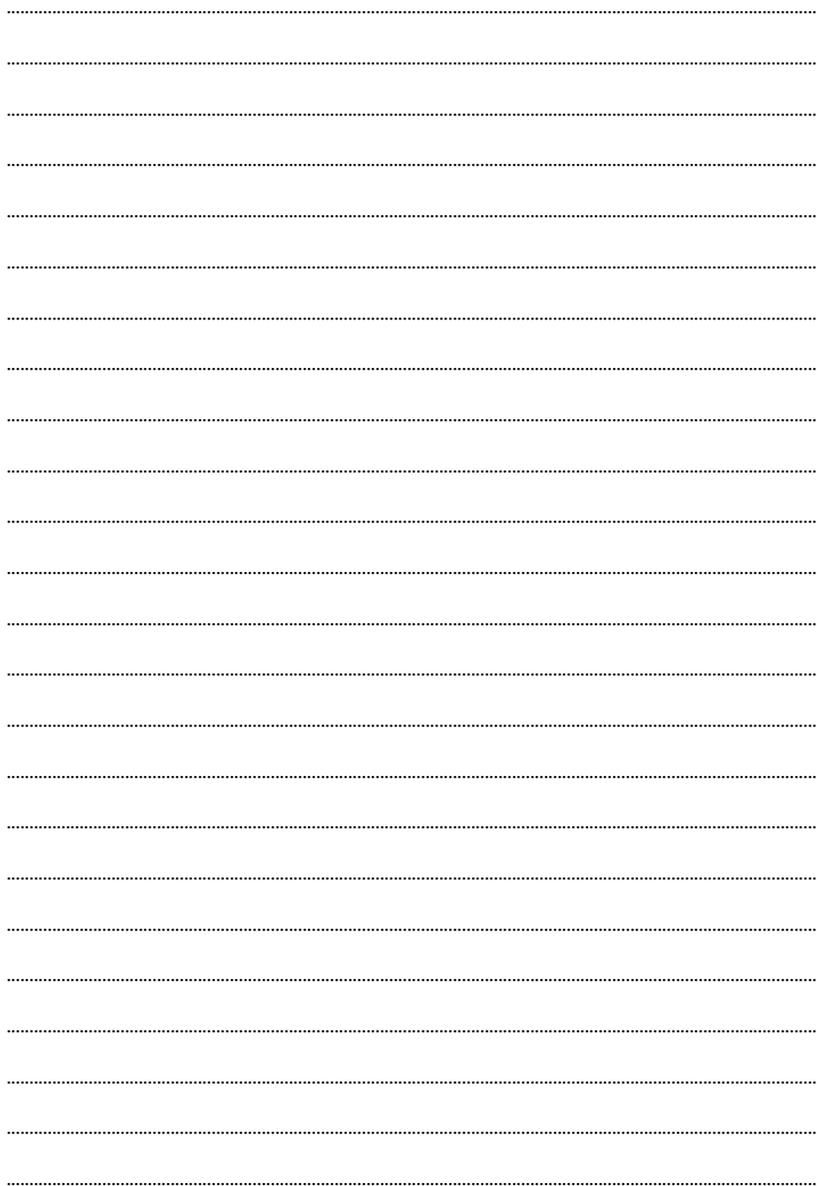


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