

Minute Guide
for
Young Jobseekers

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Three helpful resources

This *Minute Guide* is a self-help guide intended to assist young jobseekers, especially new graduates, school leavers, and out-of-school and unemployed youth in their job search.

Its use can be enhanced with help from significant adults who can provide the youth with career-related information and advice. A companion book, *Guiding Youth Careers: A Handbook for those who help young jobseekers*, is designed for use by guidance counselors and practitioners, managers and staff of the Public Employment Service Offices (PESOs), parents, and even peers. The *Handbook* explains the principles and practices in the *Minute Guide* in greater detail so they can give advice more effectively.

Another companion resource material is a set of occupational flyers on 20 occupations identified by the National Manpower Summit to be in demand for the next three to five years.

Foreword

This Minute Guide serves as a stand alone resource in helping you, the job-seeking reader, take that important next step of discovering some key occupations that are likely to fit your individual personality type, talent, job interests and life intentions. It is all about matching who you are with what you can and will want to do.

The content of this guide is uniquely organized in such a way as to encourage you to examine yourself and understand how your personal characteristics relate to occupational choice. This can be achieved by reading this book alone or along with *Guiding Youth Careers: A handbook for those who help young jobseekers*: inspiring articles are also provided as a supplement to showing you how to find your true path to success.

The built-in self-discovery process that this guide engages you in is simple yet exciting and revealing-identifying your specific personality types and interests; determining the type of work and environment to thrive in; confirming your belief on the rightness of your choice linked to job satisfaction, productivity and fulfillment for life intentions; or challenging you to consider changing your current path to one that you deem more fitting and fulfilling for you.

Special thanks to the Canadian International Development Agency (CIDA) for supporting the ILO's Promoting Youth Employment Project in the Philippines (PYEP), the Skills and Employability Department (EMP/SKILLS) Ms. Carmela I. Torres for technical inputs and cost-sharing for this product lines; the PYEP Project Staff for co-managing this project; and the Department of Labour and Employment - Bureau of Local Employment for managing the delivery of this valuable resources.

Finally, i would like to express appreciation to select young women and young men, Public Employment Service Office (PESO) managers, career guidance practitioners and other contributing parties from the municipalities of Angono, Rizal; Guinguinto, Bulacan; Baliagua, Bulacan; and Sto. Tomas, Batangas; provinces of Bulacan and Cavite and cities of Makati, Mandaluyong, Maridina, Muntinlupa and Quezon, for their valuable comments and inputs on this book.

As always, we at the ILO Office wish all job-seeking youth to succeed in overcoming obstacles to your chosen career path, attaining decent work for yourself and meaningfully contributing to the improvement of lives around you.

Linda Wirth-Dominice
Director, ILO SRO Manila

Foreword

Today, a lot of opportunities for a better life are available to the Filipino youth. Primary and secondary education is free, information is abundant, and career choices are found here and abroad – conditions that would enable the youth to compete globally. Despite these opportunities, the Philippines still needs to overcome a high incidence of unemployment among the youth. We are still challenged to embark on measures that would ensure access by the youth to basic services and to job opportunities.

Day to day, we are confronted with the sight of a young jobseeker who lines up to apply for a job only to be rejected later on. We continue to wonder why there are still a lot of jobless youth when classified ads abound with numerous spreads on job vacancies. On the other hand, employers continue in their search for the right workers for vacancies in their firms. The situation tells us that unemployment does not always mean a lack of jobs. It may actually be a result of a job and skills mismatch due to lack of information on the requirements of the labor market and inappropriate job skills and qualifications.

The Department of Labor and Employment offers this Minute Guide for Youth Seeking Work, a self-help guide on information valuable to the youth, new graduates, school leavers, and the unemployed in seeking for work and landing a job that suits their skills and qualifications.

The Minute Guide also hopes to teach young jobseekers to “sell” themselves to employers. It includes tips on how to enhance the entrepreneurial spirit among young Filipinos and information on business development as a career option. With this Minute Guide, we wish all young Filipino jobseekers success in the career paths they will choose to tread.

The Department would like to acknowledge the valuable contribution of Ms. Loree Cruz-Mante, who is a Consultant of this Project and her capable group of researchers who painstakingly worked to come up with this Minute Guide for Youth Seeking Work to become a reality.

We also express our deepest appreciation to the International Labour Organization, Sub-Regional Office in Manila in extending financial assistance to this Project, without which this would not be possible.

Arturo D. Brion
Secretary
Department of Labor and Employment

Preface

There are so many talented young people today whose abilities have not been fully exploited because they are unable to land appropriate jobs, much less satisfying careers.

This *Minute Guide for Young Jobseekers* is designed to help our youth, especially new graduates, school leavers, and out-of-school and unemployed youth, to search for—and find—those jobs that are actually looking for them.

Job search is a process, one that may be full of fatigue, frustration, and disappointment. But it need not be a traumatic experience. It can be a fulfilling and life-changing one if young jobseekers approach it with adequate knowledge, confidence that springs from self-worth, and skills to position themselves in a competitive marketplace.

I am grateful to the Bureau of Local Employment of the Department of Labor and Employment, particularly its present and past Directors Jalilo dela Torre and Ma. Luisa S. Gigette Imperial for engaging me for this laudable project. My gratitude, too, to Director Ma. Celeste M. Valderrama who started conceiving this project during her stint as BLE

Director. Many thanks to the BLE staff who provided support in many meaningful ways: Evelyn O. Dacumos, Milbeth Flores, and Olayda de Castro.

I also wish to thank the Philippine Youth Employment Program and the International Labour Organization, particularly Ms. Carmela Torres, Maria Asuncion Ortiz, and Ma. Teresa T. Cruz for supporting this work. I sincerely appreciate my project team, Raquel DC Arpoja, Sheryll Salvador-Azusano, and James S. Mante who provided conscientious, meticulous, and extensive research and documentation. Thank you to James for co-facilitating the two pilot tests for this *Guide* and its companion materials, the *Handbook* and occupational flyers.

Thank you to all those who attended the pilot tests and gave their very useful observations, comments, and suggestions. Thank you for your encouraging and enthusiastic acceptance of this *Minute Guide* and its companion materials.

It is my hope that young jobseekers will keep this *Minute Guide for Young Jobseekers* in their backpacks, handbags and back pockets, and keep it handy for one-glance guidance whenever and wherever they search for meaningful work.

Loree Cruz-Mante
Manila, February 2007

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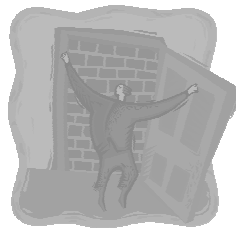
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So you're looking for a job!



Welcome to this
Minute Guide!

Everyday millions of young people around the globe are looking for careers and jobs—and finding them. Job search is a life-changing experience because it transitions you from new graduate, school leaver, out-of-school youth, or unemployed to one who will soon join the world of work, earning your keep “by the sweat of your brow” and contributing to the world’s survival and affluence.

Deciding on a career, looking for a job, or engaging in a business is a planned, structured, and designed process. It is not a game of lottery where you let luck take over. It is a deliberate, conscious and well thought-out undertaking, one that requires YOU to be in control.

Job search can be a nerve-racking, tension-filled and frustrating endeavor, but it is and can also be a most fulfilling time of life. If you approach it with enthusiasm, careful planning, and adequate know-how, you will find that it is a journey that you will look back to and cherish as the learning adventure that it is.

So buckle up and enjoy the ride!

**Looking for a job
is a 24-hour job.**



Part One _____

Knowing where you've been

It is important that you are able to talk about your past with confidence, especially if you have stopped schooling or have been out of work for some time.

What to do?

- List down the reasons why you stopped. Be honest with yourself because this is the only way you can be honest with others.
- Plan how to explain your past. Prepare a script. Be clear about your reasons, how you have been spending your time, and why you decided to look for work.

- Memorize your script. Ensure that the main points are clear in your mind. Rehearse in front of the mirror so that you can say your piece as naturally and as confidently as you can. With enough practice you will be able to recite your script without much thinking.

examples

- “I had to stop schooling because we are poor. My family could not support me. That’s why I have to work so I can save enough to go back to school.”
- “I helped with the family business after graduation, but I now feel that I should pursue my own career.”
- “I graduated last year but it’s been difficult to find a job even though I have been looking hard. In the meantime, I’m involved in volunteer work.”

Part Two _____

Knowing what you've got

You have to know yourself in order that you can market yourself to others:



Skills, talents, abilities, competencies: What can you do? What are you capable of?

Likes, interests, motivations, values: What will make you do your best? What drives you?

Goals, dreams, ambitions: What do you aim for in life? What would you like to be? What would you like to do? What would you like to achieve?

Quality match (preferred work conditions): What kind of career best suits you? In what kind of environment will you be most happy in?

Here's a useful way to assess your competencies. This was developed by the Technical Education and Skills Development Authority (TESDA), in cooperation with the International Labour Organization (Sub-Regional Office for South-East Asia and the Pacific). For a more detailed explanation of the basic competencies, please see *Competency Standards*, ILO, 2006.)

basic competencies (core work skills)

Basic competencies

“non-technical skills (knowledge, skills and attitudes) that

everybody will need in order to perform

satisfactorily at work and in society and are considered portable and transferable irrespective of jobs and industrial settings.”

**Do you possess the 20
competencies listed in
the next few pages?**

You should!

**And you should continue
to improve on these to
grow in your career.**

1 **Receive and respond to workplace communication** – receive, respond and act on verbal and written communication.

2 **Work with others** – develop workplace relationship and contribute to workplace activities.

3 **Demonstrate work values** – demonstrating and living by desirable values and ethics in the workplace.

4 **Practice basic housekeeping procedures** - apply the basic housekeeping procedures.

5 **Participate in workplace communication** – gather, interpret and gather information in response to workplace communication.

Work in team environment – identify role and responsibility as a member of a team.

6

Practice career professionalism – promoting career growth and advancement.

7

Practice occupational health and safety procedures – comply with regulatory and organizational requirements for occupational health and safety.

8

9

Lead workplace communication – lead in the dissemination and discussion of ideas, information and issues in the workplace.

10

Lead small teams – including setting and maintaining team and individual performance standards

11 **Develop and practice negotiating skills** – collect information in order to negotiate to a desired outcome and participate in the negotiation.

12 **Solve problems related to work activities** – solve problems in the workplace, including the application of problem-solving techniques, and to determine and resolve the root cause of problems.

13 **Use mathematical concepts and techniques** – application of mathematical concepts and techniques.

14 **Use relevant technologies** – selecting, sourcing and applying appropriate and affordable technologies in the workplace.

15 **Utilize specialized communication skills** – use specialized communication skills to meet specific needs of external and internal clients, conduct interviews, facilitate group discussions, and contribute to the development of communication strategies.

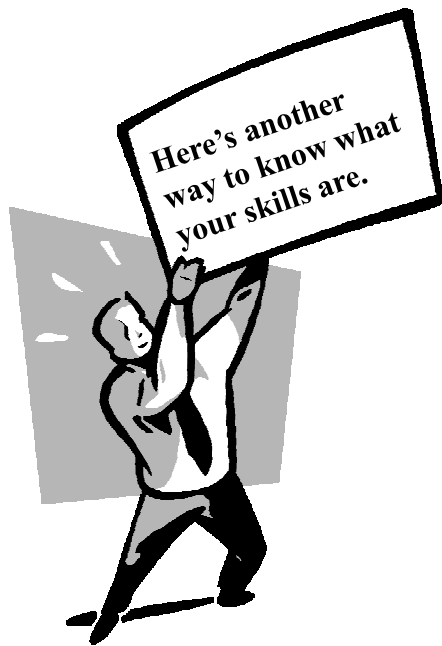
Develop teams and individuals – determine individual and team development needs and facilitate the development of the workgroup. **16**

Apply problem-solving techniques in the workplace – apply the process of problem-solving and other problems beyond those associated directly with the process unit. Includes the application of structured processes and improvement tools. **17**

Collect, analyze and organize information – process, analyze, interpret and organize workplace information and other relevant data. **18**

Plan and organize work – outcomes required in planning and organizing work. May be applied to a small independent operation or to a section of a large organization. **19**

Promote environmental protection – adhering to environmental protection principles, strategies and guidelines. **20**



There are **four**
categories of skills



People skills – those that have to do with working with people, including serving, helping, influencing, thinking and acting, entertaining

Data skills – those that have to do with facts, records, files, numbers, details, systems and procedures

Thing skills – those that have to do with building, maintaining, processing, handling equipment or machinery, physical, biological or chemical functions

Idea skills – those that have to do with abstractions, ideas, creative expression, problem solving

examples

people skills

- leading
- selling
- teaching
- helping
- serving
- speaking
- counseling
- training

data skills

- computing
- tabulating
- analyzing
- planning
- posting
- researching
- testing
- checking

thing skills

- repairing
- driving
- inspecting
- producing
- warehousing
- building
- machine work
- operating

idea skills

- interpreting
- theorizing
- speculating
- predicting
- innovating
- anticipating
- discovering
- creating
- synthesizing ideas

examples values

- moral fulfillment
- recognition
- earning big money
- helping society
- justice
- self-respect
- power
- knowledge
- privacy
- time freedom

preferred work

conditions

- multinational company
- no night work/shift
- medical benefits
- work alone
- training opportunities
- no weekend work

Worksheet

my present



**What are my skills, talents, abilities,
competencies?**

**What things interest and motivate me?
What are my values?**

What are my goals, dreams, ambitions?

What work conditions would you like to see in your job or workplace?

My idol: Name a person you admire and consider your idol.

Why is he/she your idol?

What are his/her accomplishments?

What are his/her character traits?

your accomplishments

Accomplishments

are a very important part of your resumé. They tell your target employer that you have done these things in the past and that you are capable of repeating them in your next job. Be sure that you can support your accomplishments with solid proof.

For those returning to work, list your work before your school accomplishments. Include things like being promoted at work even while you were sending a younger sibling to school and taking care of sick parents. This shows that you are focused and able to perform well at work despite your domestic concerns.

sample accomplishments

"I was president of the Soccer Club and still graduated valedictorian."

"I was named Employee
of the Year."

"I put myself through school while working as a utility man in a dental clinic."

"I was given an award for the Best Science Experiment when I was in third year college."

"I prevented a fire in the warehouse through my alertness and quick action."

"I received a commendation for cooperation as a member of the Sportsfest Committee."

introducing yourself

Probably the most common question you will be asked is: “Tell me about yourself.” You will have to be ready with an answer that represents you well—where you’ve been, what you’ve got, what drives you, what you’re looking for.

You should be able to tell your story in two minutes or less. Your summary will be critical in getting your potential employer interested in finding out more about you.

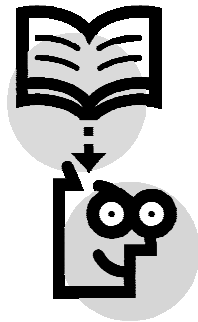
Example

My name is _____ and I come from (place). I graduated in (year) from (school) with a degree in (field). Since graduation I worked in (organization) as a (position) where I was responsible for (main area/s of responsibility). My skills include (skills). I work best in (preferred work conditions). I am looking for a job in (areas) because (reasons). I believe I can contribute to your organization because (reasons).

your summary statement

A summary statement is a short (about 50-60 words) description of you which includes:

- who you are
- years of experience (if any)
- your field
- three major skills
- three major traits



The aim of the summary statement is to provide the potential employer with a brief description of what you can do and why it is worthwhile to get to know you. It may be the basis for deciding to call you for an interview. It may determine why the reader will continue reading your resumé or throw it in the trash bin.

examples

A skilled computer technician with experience in the manufacturing industry. Excellent skills in hardware maintenance and repair. Hardworking, able to get along with people, with good communication skills.

An achiever with a track record of leadership in handling school organizations. Possesses excellent skills in problem solving, planning, and fundraising. Resourceful, works well under pressure, and delivers timely results.



A hardworking individual with excellent cooking skills, specializing in Japanese dishes, gained from work experience as a cook in a restaurant chain. Gets along well with people, trustworthy, and reliable.

your personal brochure

Now that you know
what you are good at,
what your values are,
what your ambitions
are, and where you fit
best, you are now
ready to prepare

Your Resumé

The resumé is your
personal brochure to
market yourself. It should
give your potential
employer a quick view of
what you can do for them.

.....

marketing myself

Resumé contents

- Full Name
- Address (including zip code)
- Contact Number (home, cellphone)
- Email address
- Summary Statement
- Work (or School, if none) Experience (including on-the-job training, apprenticeship)
- Job Responsibilities (for each job)
- Accomplishments
- Education
- Personal Data (nationality, civil status, birthplace, birthdate)

The resumé aims to get you an interview. Your resumé should generate enough interest so that the company will call you to get to know you better. You don't have to tell everything in a resumé! You can do that in the interview.

For new graduates, list your accomplishments in school. Do not worry about not having work-related accomplishments. Pick out those school accomplishments that show responsibility, reliability, cooperative spirit and the like.



resumé tips

Do	Don't
✓ use strong action words	✗ crowd the margins
✓ be attractive to the eye	✗ use font size smaller than 10 pts
✓ use appropriate format	✗ overdo the use of capitals, bold type or underlining
✓ have two others critique your resumé for accuracy and impact	✗ be careless with grammar, typing, proofreading

**Your resumé is your most
important tool for
marketing yourself!**

sample resumé

(With work experience)

Name

Address

Contact Numbers

(landline, mobile)

Email address

Summary Statement

Work Experience

- Name of company, years worked
 - one-line description of company
- Job Title/Position
- Brief description of job responsibilities
- Accomplishments

Education

Personal Data (nationality, civil status,
birthplace, birth date)

sample resumé

With no work experience

Name

Address

Contact Numbers

(landline, mobile)

Email address

Summary Statement

School Experience (include on-the-job training,
apprenticeship)

- Degree or level attained
- Name of school
- Inclusive dates of attendance
- Organizations, clubs
- Brief description of responsibilities in organization
- Awards, citations and honors received
- Accomplishments

Personal Data (nationality, civil status,
birthplace, birth date)

frequently asked questions about the resumé

How long should a resumé be?

Two pages only. Screeners will usually not read beyond two pages. It is better to have a short resumé that is read than a long one that is trashed. Remember, the resumé is only a brochure. You give the details in the interview.

What should I include in my personal data?

In general, avoid facts that may be used to discriminate against you (such as religion), and those that do not necessarily help your application (such as interests, hobbies, height and weight). You must, of course, include them if the company requires you to do so.

Should I put my photo in my resumé?

It is best not to—unless the company requires it. How you look does not determine how you work. Unfortunately, screeners are sometimes influenced by photos and judge on the basis of looks.

use your references to the max!

Provide references only upon request.
It is best not to include your reference
list in your resumé.

PLEASE:

Ask permission from your references
before submitting their names.

Remember: references are supposed to say
something nice about you! So make
sure—

- they know (remember) who you are
- they know you are applying, for what and
where
- they know lots about you (provide them
your resumé)
- they expect to get a call from someone
they don't know

your cover letter

- Your cover letter should contain:
- Date
- Addressee: to whom you are sending your resumé (usually specified in the job ad or by the person who referred you)
- Reference: details of your source of information (example: if advertised – source; date; position advertised; reference number, if any)
- Job Target: a sentence explaining what job you are targeting
- Your availability for interview or start date
- Your contact details (telephone, mobile, email address)
- Your signature

Part Three _____

Knowing where & how to look

Two ways to look
for a job.



1 Advertised job market

- Classified ads (newspapers, journals, magazines, etc.)
- Search firms, recruitment agencies
- Government entities, NGOs, school placement service
- Internet (job search websites, company websites, etc.)
- Job fairs
- Shop windows, public places, community billboards
- Television, radio

how



Be alert and observant of any and all happenings and changes in your surroundings. Is there a new business being established in the street corner? Is there a job fair in the mall? Is there a “wanted” sign in the place where I’m having lunch?



Be curious and do not be shy to ask around.



Look up the latest news about jobs in general and your industry in particular.



Classified ads

- print media (newspapers, magazines, journals) still widely used by companies
- most common source of information
- handy and readily available

Job Fairs

- popular, one-site search in accessible venue
- provides information about companies and skills requirements
- brings together companies and applicants in one location

Search firms/ recruitment agencies

- Focus is on entry level to middle management applicants
- Ready list of vacancies available
- Intent on filling positions because they are paid by commission

Internet

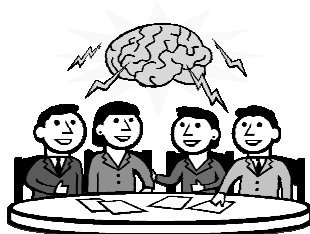
- ✓ Almost limitless listings of local and overseas job opportunities
- ✓ Provides job-hunting advice (through articles, interactive websites)
- ✓ Check blogs and email newsletters developed to specific industry job listing

Be sure to check out the

PESO

Public Employment Service Office

a non-fee charging multi-employment
service facility of the Bureau of Local
Employment, Department of Labor
and Employment



Looking for jobs abroad?



Your one-stop site for all the
information you need:

<http://www.poea.gov.ph/>

<http://phil-jobnet.dole.gov.ph>

an interactive job search facility managed
by the Bureau of Local Employment,
Department of Labor and Employment

Job Search Sites

www.jobsonline.com.ph
www.trabaho.com
<http://jobsdb.com>
<http://jobstreet.com>
www.mytrabaho.com

**Search engines for a list of all
possible sites catering to Filipinos:**

www.google.com
www.yehey.com
www.yahoo.com



More websites on page 139

Hidden job market 2

The hidden job market is a combination of what you know and who you know.

- Finding a job in the hidden job market is all about **NETWORKING**.
- Your network is made up of your friends and barkada, friends of friends, relatives, co-workers, neighbors, teachers, interest groups, church community, sports club. Add to this list!

how

- Begin networking with those you know best – family, friends, schoolmates, co-workers.
- Develop your contact list (name, job/position, organization, address, contact number).
- Establish and nurture your contacts.
- Get to know people in your field.
- Allow them to know you – your skills, experiences, interests, etc. (remember your script?)



how

- Ask for additional contacts for your network.
- Give copies of your resumé to your network.
- Keep in touch with your network regularly even after you find a job.
- Thank your contact/s who helped you find a job.
- Return the favor by passing helpful information to others.

Look for both advertised and hidden jobs. Use your network to the max!

In the advertised job market, “the employer looks for you.”

- Very competitive
- Easily accessible
- Only a tiny fraction of jobs are advertised.



In the hidden job market, “you look for the employer.”

- “80% of all positions are filled without employer advertising”
- You get employer’s attention through recommendations, referrals from trusted associates of the employer.
- Referrals are less stressful and more productive.



researching

Looking for a job is not the same as looking for just **any** job. That's why it is important to find out all you can about the company and the job it is trying to fill.

WHY?

Remember your preferred work conditions? That's the first reason why you should research. You need to know whether the company will match what you're looking for and that you will fit the role.

You also need to research because it lets the company know that you are interested enough to understand who they are, what they do, and what they require.

WHAT to research

The job market: What does the employment picture look like? How much in demand are your skills and experience?

Your field and industry: What are the current employment trends in your field? What kinds of skills are companies looking for?

The company: Does it meet what YOU are looking for? What is its corporate identity? Its values?

The job: What is the position? What does it require? Will you fit? Will it fit you?

YOU: Given what you have researched, what other competencies and skills do you have to acquire to be competitive?

WHERE

to research

- Government websites
- Company website – management, financials, structure, products, company events (newsletter), community involvements
- Newspaper, magazine, journal articles, other print media
- Job search engines – what job openings are companies advertising for?
- Television, radio
- Your networks

More importantly, keep your eyes and ears open for anything around you that is somehow related to your job search. Keenly **OBSERVE** your environment!

interviewing

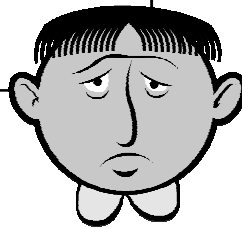
Consider these scenarios:

- **Interviewer:** “So you are applying for Editorial Assistant in our Lifestyle section. What do you think of our page layout?”
- **Interviewee:** “I am sorry, sir, but I have not seen your section yet.”
- **Interviewer:** “What do you think of our brands as compared with our competitors’ products?”
- **Interviewee:** “What are your products, sir?”

**Do you think the interviewee
will get the job?**

Sorry, but no way!

No interviewer will be impressed with an applicant who does not do his/her homework!



interviewing tips

BEFORE THE INTERVIEW

- Be ready to recite your scripts on your past and your self-introduction.
- Anticipate questions and prepare answers.
- Make sure you have researched about the company and know all you can possibly know at this time.
- Get enough sleep and rest so you will be fresh and alert for your interview.

Tips TIPS

DURING THE INTERVIEW

- Focus on your accomplishments and how you can potentially contribute to providing solutions for the company.
- Understand what the job opening is about and how you can fill it, given your skills, values, and traits.
- Ask questions about the recruitment process.
- Ask questions about the company, the job, the culture. (Remember, you have to fit.)
- Don't complain about people and things. Don't speak ill of your former employer.



More TIPS

- Defer discussions about money.
- See things from the company's interest, not yours.
- Be confident. You have something worthwhile to offer. Speak in a properly modulated voice.
- Do not argue with the interviewer.
- Dress appropriately.
- Avoid too many facial and body movements that can be distracting, including nail biting, chewing gum, looking at watch, drumming fingers.
- Be courteous and polite at all times.
- Sit up straight! It shows interest.
- Speak up! It shows confidence.
- Maintain eye contact. It shows you're sincere.
- Listen. Show genuine concern.
- Relax. You can answer better if you are calm.

AFTER THE INTERVIEW



- Assess what you did well.
- List what things you can do better in future interviews.
- Note what questions were asked.
- Rewrite your scripts as necessary.
- Plan to do whatever agreements were made with the interviewer (such as call after a week, etc.).
- Write a thank you letter. It will make them remember you.
- List lessons you learned from the experience.

dressing up for your interview



- What you wear depends on what position you are seeking. You have to dress the part!
- Research, find out what you can about the company culture and dress code. Then suit your fashion accordingly.
- Smart casual is usually the safest fashion. Avoid fashion extremes – too formal/too informal or too hip/ too conservative.
- Remember: you are presenting yourself for a job, not a date, a picnic, a gimmick, or a prom.

- **Come early.** You should have time to catch your breath, comb your hair, go to the CR. Make sure you have enough time to establish where you are physically, mentally and emotionally, to sit still, to be quiet, and to focus on the interview ahead.
- **Come prepared**—with your researched information, your scripts, your answers, your questions.
- **Relax.** You will fumble more if you are so tense that you forget your name and everything in your resumé!
- **Focus. Concentrate. Be alert.** The waiting time before your interview is not the time to cram about what to say or to worry if your shirt is crumpled. It is rather the time to focus on the present moment.

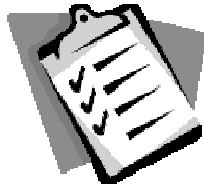
Tips that NEVER fail

most common questions



- Tell me about yourself.
- Why are you looking for a job?
- Why do you want to join this company?
- What would you say are your strengths and weaknesses?
- How do you see yourself five years from now?
- What do you consider your achievements?
- What do you know about our company?
- How do you deal with problems?

what employers are looking for



1. Can you do the job? What skills, competencies, abilities, and talents do you possess to do what the job requires?
2. Will you do the job? Do you have the interest, motivation, and right work values to perform what is required?
3. Will you fit in the company and its culture? Will you be able to get along well? Is there a match?

the
most important skill
that employers look for



communication:

The ability to express your ideas in a way
that others understand what you mean

Send a thank you letter to the interviewer. It will help him/her remember you.

It's okay to follow-up!

... but only if you agreed on certain things when you closed the interview.

Don't leave the interview without asking:

- Is it okay to follow-up on my application?
- When can I call (email, text) you to follow-up?
- When can I expect to get a call (email, text) from you?
- When do you have to make a decision?
- What are the next steps in your recruitment process?

Part Four

Making the Deal

Sooner or later, you will be offered a job. And because you've worked long and hard to get it, your first impulse is to accept the offer.

Wait, relax, don't say "yes" right away! You need to study the job offer and understand it, especially the fine print or those items that are not clearly visible and obvious.

n-e-g-o-t-i-a-t-e!

remember:

An offer is not an offer unless it is written.

An offer is not a job until you sign the contract.

If you ask for more (compensation, benefits, etc.), two things can happen: either you get it or you don't. But if you don't ask, you won't get!
Just be sure you don't complain that you're not given when you haven't asked!

Negotiate BEFORE you sign the contract, not after you've accepted the job. You should negotiate when you are in a good position to do so, not when you are powerless.

remember:

- Ask for at least 24
- hours to consider the
- offer. Those who say
- “yes” on the spot may
- find out later that there
- are things they do not
- agree with. It would
- then be too late to
- back out.

Read the written
offer and
contract
BEFORE you
sign!

Clarify anything you don't
understand.

Discuss the offer with family and
friends before you accept.

a negotiation story

A call center agent who has been working for four years in three call centers has, theoretically, an edge over someone applying in a call center for the first time.

But Anna is never able to use her four years worth of experience to negotiate for a better package. She is also given the same schedule as the newbies even though there are day schedules which may be given to those who have call center experience. (Day schedules are often considered preferable to graveyard shifts.)

The first day she reported as new employee of her third call center, she talked with the HR Manager to complain about her package. She wanted her salary renegotiated. She learned that another agent who was hired together with her had only one year experience but was signed up for several thousand pesos more.

What can you learn about negotiation from this story?

a peek into **entrepreneurship**



Many people think that if they can't find a job, they will just, as a second option, become entrepreneurs. On the other hand, those with entrepreneurial leanings think that going into business is the only career there is.

There is something not quite right with both kinds of thinking. Entrepreneurship is not something you choose because the employment option does not work. Going into business is, hopefully, an informed decision that you go into as a matter of first choice.

Employment is as valid a career option as entrepreneurship, and it is not right for business people to consider it second-rate. You choose to be employed because you feel you are not cut out for business. Being on your own is not your cup of tea, and you prefer a workplace which someone else owns.

There are actually two career options available to young jobseekers:

- employment
- entrepreneurship

It is difficult to identify exactly if you are meant to go into business or if you have the employee mindset. Only you can assess your suitability.

In general, though, this list might help.

are you...

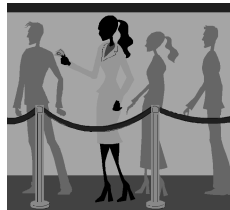
- a risk-taker
- committed to an idea
- willing to work hard
- passionate about pursuing a business idea
- not afraid to lose (money, time, face)
- one who can easily bounce back when things fail physically and emotionally able to withstand the pressures
- resourceful and innovative
- positive in outlook
- one who can communicate and relate well with all kinds of people
- one who can envision a future that you can substantially control

You may say that the list is also one that describes an employee. You're right!

There's just one difference.

The **entrepreneur** takes all the risk so that when it pays off, he/she makes all the gain.

The **employee** may work as hard, but his/her earning capacity is limited by what the organization is willing to pay for his/her efforts.



Entrepreneurship is not for everyone. In deciding whether to be an employee or an entrepreneur, consider these:

- ▼ Assess yourself. Do you think you are enough of a risk taker to venture on your own? Or do you feel more secure receiving a paycheck?
- ▼ Study the business you want to go into. From product or service, to market, to capitalization, to sustainability. Understand break-even, cash flow, inventory. In and out. Upside down. Know it like the back of your hand.
- ▼ Ask advice and ask for help. Interview business people. Learn from their lessons.
- ▼ Prepare for both success and failure. Anticipate the odds. Assess how much you can afford to lose. Plan for how to react if your business booms beyond your capacity.



Check it out!

Here are some major organizations who privately took charge of the task of practicing entrepreneurship and other forms of enterprise development schemes.

Asian Institute of Management
<http://www.aim.edu.ph>

Ayala Foundation, Inc.
<http://www.ayalafoundation.org/>

Colayco Foundation for Education
Incorporated (CFE)
<http://www.storesonline.com/site/1606945/page/798397>

The Knowledge Channel
<http://www.knowledgechannel.com.ph/kch/index.asp>

Global Entrepreneurs Network Philippines
(GEN P)
<http://www.lared.org/GEN/MemberLogin.cfm>

Additional entrepreneurship websites on page 144

G.G Productions, Inc. (Gerry Geronimo)
<http://www.ggproductionsinc.com/index.asp>

Young Entrepreneurs Organization (EO)
<http://www.eonetwork.org/>

Anna Periquet Leaders Unlimited
See google.com

Cebu Chamber of Commerce
www.cebuc-chamber.com/

National Youth Commission (NYC)
<http://www.youth.net.ph>

Philippine Emerging Startups Open (PESO)
<http://peso.blogs.com/>

Entrepreneurs Educators Associations of the
Philippines (ENEDA)
Download powerpoint presentation about ENEDA
from google.com

Philippine Center for Entrepreneurship (PCE)
<http://gonegosyo.net/>

Entrepreneurship Society of the Philippines
<http://www.entrepreneursociety.com.ph/>

Let's Go Foundation
www.lets-go.com.ph

Entrepinoy Volunteers Foundation
www.entrepinoy.org

dealing with your feelings

While looking for a job, you may often find yourself exhausted, confused, helpless and hopeless. It is okay to feel this way sometimes. These feelings are a natural part of your job search.

But you must make sure that you don't stay that way too long. Get out of the dark and get going. If you don't, you will only go deeper and deeper down into frustration, even depression.



some tips

Stay focused. Do not lose sight of your goals, dreams, and ambitions. Look beyond the hurdles and obstacles, and believe you can overcome them. Keep your eyes looking far ahead.



Keep yourself motivated. Find ways to keep you alive and alert. Do not give up. Take a break or a rest when you get physically or emotionally fatigued. Rejuvenate.

Be aware of expectations but do not let them run your life. Those around you all have expectations of you. Know what they are but do not allow them to pressure you. Be realistic about what expectations you can reasonably meet.

Relax. Breathe slowly. Vividly imagine your goal and how to get there. See the obstacles as something you can hurdle. Assess what you are doing right and what you can improve on.



Then ... start over.

key concepts in managing your career

- self-knowledge
- self-development and lifelong learning
- career fit and match
- keeping updated
- increasing skills base
- structured process of finding and keeping a job
- aiming for job and career satisfaction

*being in control
of your career*

some final words

Job search

may be stressful, but you can choose to make it a great adventure that launches you into life itself.

If you stay focused, keep your spirits up, work hard, and remain in control of the process, you will be able to enjoy yourself.

Remember: Looking for a job is the beginning of the rest of your work life. You'd want to look back at this period with joy, humor, and fun. But first, you have to make it that way.

You can do it!

inspiring articles

Winning paradigms for new graduates about to work

by Loree Cruz-Mante

Reprinted from the Philippine Daily Inquirer, People at Work section, March 20, 2006, p. 14.

Graduation is a marker event, a rite of passage, a crossover ritual. For some it marks the end of allowances and curfews, of the certainty of having been provided for by able parents. For others, it marks the end of working shifts to afford tuition, of putting life on hold while waiting for delayed funds from the province, of worrying whether one will continue to have the wherewithals to enroll one semester more.

For all graduates, graduation is a transition to adulthood where the world of work looms ever so large and forbidding, waiting to be conquered and subdued.

Ambiguities

There is a dizzying excitement getting to wear one of those black togas in the heat of mid-afternoon. But there is also an equally frenzied anxiety about what to do next. As in any closing chapter of life, graduation is a time for both nostalgia and fear.

Many graduates take a roller coaster ride that seems forever, at least until they land a first job or start a business. One moment the world is friendly and there for the taking; the next moment it is daunting and formidable.

Be assured, dear graduate, that you are not losing your mind! These ambiguities are part of any transition. All graduates before you have felt the same discomfort. These disconcerting thoughts merely affirm that you have a shared heritage.

Statistics

It is useful to know the country's unemployment rate, but there is not much use meditating on it. People find jobs every single day despite the grim statistics! It is all right to be aware that the job market is depressed, but to conclude that you will therefore not find a job—or worse, not even try looking—is going quite too far. Such logic does not serve any good purpose

except to rob you of the passion to take life at face value, even when it seems difficult to do so. Will this information prevent you from looking for a job anyway? Is it ever an option to stay put and not even try?

The process, not just the end

I have learned, through years of counseling people through their careers and transitions, that those who survive job loss with mind and soul intact are usually immune to downturns. Not that they necessarily find jobs quickly, but that they know how to see each day as part of a larger mosaic which, at the present time, they are not yet privileged to see. It is the excitement of looking forward to the day when they can see the whole picture that keeps them going through the process of piecing the parts together.

“Do not ask what’s the story, you will miss the mystery,” goes one song. Too many graduates miss out on the vital lessons to be learned during career search because they are fixated on the ending. The process, long-drawn, tedious, nerve-racking as it may be, is still equally exciting, fun, and life-changing. Don’t forget that in some

distant future, you will look back to this stage in your life and find pleasure in recalling the disaster of your first application form, the near-heart attack of a first interview, the gruesome sight of long lines of applicants. And oh, what tears were shed because you may have flunked a test!

Pressures from several sides

New graduates are usually bombarded by pressures often coming from the very people who are expected to uphold them during these times of testing.

Parental pressure is real for many graduates. This may come in blatant forms (“When will you find a job?” or “What, no job yet?”) to more subtle but equally hurtful forms (“We could use some help with the groceries.” or “I thought we [your parents] have graduated, but...”)

Peer pressure can also be devastating, especially when less brilliant ones overtake those voted most likely to succeed and land a job faster than everyone else. The temptation to ask “What’s wrong with me?” seems like an attractive self-downer.

Above all, there is self-imposed pressure. Allowing yourself to be sucked further and further down in a spiral of negative imaginings is sure to ruin whatever resolve you have left. Whose shadow are you running away from, anyway?

No matter how strong the pressures are, never allow yourself to grab anything just because you have to land a job quickly. You may find out soon enough that you will quit it almost as soon as you start. Sure, you want a job, but you also don't want to stay for just a day. You're looking for one where you will fit and which fits you. As in the Cinderella story, you simply can't force yourself into a mold that isn't for you.

Keeping sane

When you feel pressures mounting, stop awhile! Be still. Gain composure by focusing on your gains, not your losses. *You've been called for an interview. There is indeed an opening in your target company. The HR person seemed impressed with you. You're satisfied with the resume you've just finished.*

Try to see this as a moment in time and not much more. This is not forever. This, too, shall pass. You have come this far!

Remember when you thought you would never make it to graduation day? But you did! There's no reason to doubt you can make it again through this one. Tomorrow is another day.

Don't lose touch

At whatever stage during your job search, never lose touch with yourself. There are many reasons why things don't seem to be working out. Many graduates blame external circumstances for their job-hunting woes. *The interviewer had a bias for graduates of exclusive schools. My parents ridiculed me again. My mediocre classmate who got hired knew someone big in the company. The jeepney ride was bumpy.*

Take a long hard look at yourself. Why would a potential employer want to hire you anyway? Have you honed your skills to be able to contribute meaningfully? Have you brushed up on your language skills or upgraded your computer know-how? Are you continuing to develop yourself? Are you marketing yourself as that one person who can contribute to the company rather than one who simply needs a job?

On the other hand, what do you really want to do? That may seem like a hard question to ask of one who has just left school to join the workforce. But you have to try and list what it is that actually excites you before you can excite others about you. No interviewer will be impressed if you don't know what you enjoy doing, what you are good at, what you value, what you dream of and aspire for.

Remember that the job market is competitive. Simply put, you must have skills and traits that will make people choose you over another candidate. You will not be judged as a stand-alone but as a participant against a backdrop of countless others. You must therefore shine and glitter.

More importantly, you must find a fit between you and the organization, its corporate values, its culture, its very nature. Remember that when you join a company, you become one of "them". Will you be proud of this new identity?

See the fun in it all

Life after graduation can be a lot of fun to explore, that is, if you choose to have it that way. It may be a bumpy ride ahead, but a grouchy attitude, temper tantrums, and a generally defeated outlook will only add to the load.

Savor your joyride! You will only look for a first career once.



How to survive your work stressors

by Loree Cruz-Mante

Reprinted from the Philippine Daily Inquirer, People at Work section, March 12, 2006. p. 10

Anyone who complains about stress in the workplace must one day accept the futility of such a preoccupation. Stress at work is as real as any other item in one's job description. When one signs a work contract, one also gives his/her consent to the fine print of S-T-R-E-S-S imbedded as a hyperlink in every other line. Stress is simply part of the working life—indeed, of life itself.

Does this mean, then, that we should all stop complaining and grudgingly accept the seemingly unacceptable? I definitely say “No!” There are countless individuals who seem to



breeze through the stresses of everyday and consider it such a privilege to be at work! Let me share what some happy people at work have discovered.

Stress is natural

Stress is often defined as “the body’s way of responding to change.” This simply means that stress was created to be a good thing. If the body were not allowed to use this built-in response mechanism, there would surely be adverse consequences.

Stress becomes a “bad” thing when we allow it to turn against itself. Stress becomes “stressful” when we allow it to put undue pressure on us, forcing us to cope with too much, too often, or too soon. The body is forced to overtax itself in responding to change, over and beyond its natural capacity. We then begin to bite more than we can chew. We begin to feel buried deeper and deeper into a hole we cannot get out of. We gasp for air. We choke. We have allowed stress to overpower us.

The Organization as Stressor

A clear work stressor is the type of organization people work in. The nature of the business often dictates the culture, norms, pace, and relationships in the workplace. Organizations that deal with disaster relief, emergencies, money, media, health and the like have stresses inherent in the kind of work that they do. A person who decides to work in these organizations must accept the stresses as givens.



The Nature of Work

Another stressor is defined by the kind of work people do in an organization. Sales jobs are forever about targets and quotas. The medical profession is about saving lives, often demanding split-second decisions. Stock market traders, air traffic controllers, firemen, call center agents, assembly line workers, reporters, even fastfood delivery crew all work with clocks ticking like time bombs.

Pilots, molecular biologists, surgeons, telephone linemen, snipers, computer technicians, miners and scuba diving instructors work with great precision and cannot afford even the slightest error. Many many jobs have grave life and death consequences, and this fact makes them stressful by nature. CEOs, managers and supervisors are on this list, too.

People as Stressors

Let's face it: there are stressful people all around us! Every workplace will usually have the obnoxious, the envious, the braggart, the self-righteous, the lazy, the complainer, the gossip. The list is endless. The boss, of course, is often unfairly seen as the automatic stress icon.

Personality-Driven Stressors

Some people just seem to be more stressed out than others. Perhaps it is because some people actually enjoy being stressed, whether or not they admit it. Called stress junkies, these workers feel incomplete when the going is smooth. They miss the jagged edges, bumps and near-hits. There are also some, with masochistic tendencies perhaps, who have to play the perpetually harassed, demanding pity or praise for their hard work.



Nuisance Stressors

Some stressors are simply unnecessary. Worrying about traffic when one left the house later than usual, losing sleep over a month-old assignment that is due tomorrow, or getting irritated about an officemate's bad moods create stress that one can live without. One can prepare for predictable traffic and deadlines. Another person's moods are beyond our control so why be perpetually surprised?

Power over Stress

Overcoming stress is a decision, a choice one makes for the sake of a peaceful existence at work. A stressor is a stressor because one allows it to be so. Simply put, one can control all kinds of stresses because he/she can choose not to be stressed by them.

Attitude is the all-important factor. Those who triumph over stress are those who have decided that they will not let external factors wield their unwelcome power over them. Overcoming stress is a rational process, a willful act. One must think through stress rather than feel through it.

What to do

Three simple steps: identify, rationalize, decide. List down all the things that stress you, big and small. Then analyze each item. Why is this item a stressor? Is it within your control? What can you do about it?

- **identify**
- **rationalize**
- **decide**



It also helps to identify the consequences that each stressor brings to you. If the jeepney driver who cuts you in traffic goes away whistling a tune while you are still cursing right through lunch, shouldn't you be kinder to yourself? If your secretary still does not take a telephone message correctly, shouldn't you prefer one more round of training to an emotional outburst?

Rationalizing helps you see what you can or cannot do about a particular stressor. If it is outside your control, then the only thing you can control is how you view it. Chances are, you can eliminate it from your list.

It's entirely up to you.

Be kind to yourself

That attitude is a key determinant of stress control may seem impractical or downright absurd. It is difficult—extremely—sometimes. But if you decide not to be stressed about something, then it isn't a stressor anymore!

Wouldn't you rather be humming through your inbox and chatting with your boss as you would your best friend? Wouldn't you rather go home and enjoy your children's school stories rather than take out your bad day on them? Shouldn't you look forward to lunch hour as the time to relax with your officemates rather than use it to escape from them?

You can beat stress in a much more efficient, lasting, and cheaper way than a gym workout, massage, or vacation. Try adopting a no-stress attitude until it becomes a habit, and eventually a lifestyle and a way of life. Try it!

Where to get help when looking for a job

by Loree Cruz-Mante

*First published in the Philippine Daily Inquirer,
People at
Work section, May 20, 2007, p. 10*

Job search jitters usually begin -or intensify- where graduation jitters end. Graduating students experience tremendous pressures before they earn the right to march up the stage.

There are exams to pass, school requirements to complete, clearances to process, and fees to pay for diplomas, togas, sashes, and other graduation paraphernalia.

There is also the undefinable mix of emotions: of saying goodbye to friends, of missing the routines of school, of ending a life chapter that also marks one's entry into the "real" world.

There is hopefulness about entering the world of work, but there is also the fear of what it is like. There is enthusiasm about the experience of looking for a job, but there is also the insecurity about not really knowing how to go about it. Above all, there is the pressure -no, panic!- of finding a job, any job, as quickly as possible.



How do I find a job?

At the center of all this ambivalence is the all-important concern: how do I find a job? What kind of job will I look for? Where do I start looking? Will I ever find one? These are questions that nag and hound new graduates. They are very valid questions which have no easy answer. And very often, new graduates don't even know where or whom to ask.

The euphoria of finally being done with school fades quickly in the face of the realities of having to look for a job. It does not help that unemployment statistics paint a dismal scenario. It does not help that some parents wait impatiently at the sidelines anticipating the yet-to-come income to augment meager family coffers. It does not help that friends and former classmates seem to have found jobs quickly and that one is lagging behind. It does not help that new graduates cannot answer "What are you doing now?" without having to lie.

Unprepared for work

A major part of the anxiety is that school hardly prepares graduates for work. Careers talks given to high school graduating seniors often come too late in the game and most likely have not sunk in by the time students decide on a college course.

Very often, too, these talks are largely descriptive and do not delve into deeper issues of one's aptitudes and fit for a job, including values, motivations and expectations that will drive choices. In college new graduates often have little help with careers and career decision-making. They are often left alone to make the leap into employment without even the most basic training on job search.

So it is that new graduates hardly know what to do or where to go after graduation fever has subsided and they must face a brave new world by themselves.

Structured process

Looking for a job is a structured process. In a sense, it has its own technology, governed by its own set of rules. The interesting thing about job search is that it has elements of both science and art. It includes scientific processes, such as research and rational decision-making. Its artistic elements include creativity, innovativeness and marketing sense. Add to that the elements of luck, fate, destiny, and as the God-fearing call it, purpose and mission.



The basics of job search CAN be learned, and new graduates would do well to learn them before they embark on job-hunting.

Much stress is avoided by smart new graduates who study the rudiment before they actually take the plunge.

They are usually better prepared to handle the physical and emotional rigors of looking for a job. In fact, studying how to look for a job before actually doing it provides practice for one of the most important factors of lifetime employability: lifelong learning.

An Insatiable passion for learning provides an ever-expanding competency base so necessary for ensuring that one is employable at whatever stage in life.

Available help

There are so many aids to job-hunting these days that were unheard of only year back. The internet, job fairs, school guidance centers, and various multimedia resources are only a few. There is also the Public Employment Service Office (PES), a non-fee charging multi-employment service facility of the Department of Labor and Employment (DOLE). PESO are maintained by local government units (key cities and municipalities), NGOs, community-based organizations, state universities and colleges.

There are websites dedicated solely to helping people find jobs, in addition to providing job search advice and inspirational literature. Phil-Jobnet and mytrabaho.com are tow of countless sites. Media continues to provide help, include in talk show discussions, film features and dedicated programs. It is almost impossible to exploit the internet alone, not to mention multimedia materials that are easily available.

New graduates will benefit tremendously from training themselves (or seeking help) in the basics of job-hunting. One just has to invest time in researching, accessing, and studying these resources. Successful job search is not a hit-or-miss game; it is a planned purposive and deliberate process which identifies its target and aims at it before it shoots away.

Two new resources

I just finished writing two career guidance books for the DOLE and the International Labor Organization: i also did the graphic design for both books which will be launched soon. I would suggest to consider removing the text highlighted in green as it is refering to the publications itself.

The first book is an easy-to-read, user-friendly and simple how-to find-a-job guide for youth seeking work. Entitled **Minute Guide for Young Jobseekers**, the guide is designed to provide step-by-step help and comes in a handy size that fits jeans pockets, small handbags, and backpack compartments. It deals with all stages of the job search process, beginning with how to assess one's competencies, motivations, and appropriate work environments.

It provides information on how to write a resume, do impressive interview, research for openings in both the advertised and hidden job markets, use personal networks, and negotiate compensation packages. It also contains interesting tips, paper exercises, inspirational articles, a brief on entrepreneurship, and a listing of useful web links.

An attractive and colorful graphic design makes it appealing to young adult readers.

To be released with the Minute Guide is **Guiding Youth Careers: A handbook for those who help young jobseekers.**

This is an easy-to-use handbook for trained guidance counselors, parents and guardians, and even peers or barkada to whom the youth go for career advice. It is simple to understand and is an excellent companion to the Minute Guide.



No Fear

New graduates embarking on job search need not fear. Anxiety will only erode self-confidence and hopefulness and add to the stress inherently present in job search. If new graduates will pause before they leap, study the landscape, "survey the terrain," as it were before plunging in, they will be better fit to engage the job search process with alertness, vigor and enthusiasm.

Help for job search abounds. It is there for the taking. But it won't come to you. You will have to press that button if you want it. It's always your choice to do your job search blindly or intelligently. As one big and old enough to enter the world of work, this may well be your initiation to deserve the opportunities for gainful employment just waiting for you.

Are you driving those jobs away?

by Loree Cruz-Mante

*First published in the Philippine Daily Inquirer,
People at Work section, February 18, 2007, p. 10*

There are countless reasons why people find jobs every single day. There are probably as many reasons why some people do not find them.

Today, more than at any other time in the past, advice for jobseekers is there for the taking. The Internet alone proves such a wealth of information that if jobseekers spent all of their time absorbing what they can find there, they would have no time left to look for a job!

Much has been said about how to look for a job but not much about what jobseekers do to drive jobs away. Let me share some observations that jobseekers would do well to remember as they go through the exciting journey that is job search.

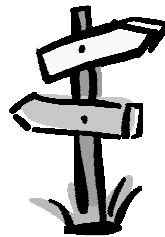
Not knowing what you are looking for

Far too many jobseekers have absolutely no idea what they are looking for. The "any job will do" mentality may be understandable for new entrants into the world of work, such as new graduates or housewives looking for work after the children are old enough to be left alone.

But for those who have known what it is like to work, this thinking is unacceptable. Consider this: even when one shops at the Greenhill tiangge sales clerks ask: "What are you looking for"? Knowing that you are looking for clothes and not wicker baskets certainly directs the search. Specifying work outfits is even better, and narrowing it down to blazers is best.

Knowing what kind of job you are looking for does not come when you are lining up at the job fair. It is the product of carefully assessing who you are, what you can do, what drives you, and which environments you thrive best in. It is a process that you must do before you venture out.

You won't find a job -at least, not the one that fits- If "any job" is good enough. You must set the specifics of what you want. It's not for you to find a job and then force yourself to fit. Forcing a fit is probably why job satisfaction is such an elusive concept.



Dreams with no foundation

Dreams will forever remain dreams if you don't put a foundation to hold them up. Your dream job can only be realized if you work towards it by making yourself capable of claiming it at some future time.

I once interviewed someone who wanted to be a newspaper columnist. Her timetable: ASAP. I asked what kind of portfolio she had to show that she was a writer recognized enough to justify a column. She said she hadn't yet written a thing in her life! Not really, she said, because she was going to spend her time applying to be a columnist.

Respecting the process

A young lady applicant approached a man cleaning the glass doors for a fast-food outlet. She handed her biodata with a photo paper-clipped to it. The man hesitated since his hands were wet and dirty but the lady insisted. He grudgingly dried his hand on his pants, took the biodata by one corner, crumpling it a bit.

He approached the counter girl who was fixing a halo-halo order. She took the biodata with hands sticky with syrup and looked for the manager.

In what condition did the biodata arrive in the manager's hands? Given the applicant's carelessness, it can also be assumed that her photo was not signed and when separated from her biodata, who on earth would know who she was?



Such carelessness does not portend well for a future employee. If this jobseeker cannot respect the process enough to ensure that her precious biodata does not have glass cleaner or garbanzos smudged on it, what kind of worker would she be? Of course, she would probably blame the man if she didn't get a call.

Neglecting your homework

If you are truly interested in a job, you would want to know as much as you can about it. A young man applied for an editorial assistant position in the lifestyle section of a newspaper. When asked what he thought of the layout, he said: "I haven't seen your paper yet." Another young applicant eyeing a marketing post in a personal care company was asked about the company's products. She had no idea what they were.

Research is a key component of your job search. There is no way you can pull off an Interview if all you do there is showcase your Ignorance. There is nothing more Irritating to an interviewer than applicants who know nothing of the company they want to hire them.

Wrong method

Some jobseekers mistakenly give most of their job search time to the methods that are least successful. Networking, for example, has been found to be 70-80 % effective. Print and internet ads do not even come close. And yet, many jobseekers hardly ever make use of their networks and would rather compete for advertised jobs.



This is not say that jobseekers do not find jobs through the advertised job market. But If jobseekers do not look in the hidden job market (those jobs that are not advertised) through their networks of friend, family, etc., they miss out on opportunities where their changes of employment are even greater that the highly competitive advertised job market.

Studies show that 80% of jobs are not advertised but are disseminated through the company's network of client, customer, employees and associates.

Jobseekers would do well to appropriate time wisely. It is smart for you to do all the search methods as much as possible (networking, print and Internet ads, job fairs, search firms, targeted mailing), but you should spend more time on those methods that deliver the greater success.

Avoiding pitfalls

Job search is an exciting time of life. If things are taking longer than you expected, it might be time to think about the things you do that make jobs go farther away from you instead of closer.

It could be that you overprice yourself, or that you come on too strong, or that you give ambiguous and vague responses. Or that you simply smile too much, or appear sloppy, or don't look people straight in the eye. The works thing you could do, of course, is to complain about your former employer or badmouth your boss.

In job search, how not to find a job is just as important as how to find it.

Transitions

by Loree Cruz-Mante

Reprinted from the Philippine Daily Inquirer, People at Work section, July 23, 2006, p. 10

Transitions. They are the stuff that life is made of. They color our lives from birth to death. We go through them painlessly or painfully, depending on how well we accept them as part of being alive. We either victoriously lord over them or cower helplessly under their control.

Going beyond

The word “transition” comes from the Latin word “transire” which means “to cross over,” or “to go beyond”. Coined in 1551, the word remains very much in modern-day usage, for there seems to be no substitute word to describe the life phases all

humans go through. A baby transitions from being infant to toddler, the young boy to a teenager, the single lady to a wife, the man to a father, on and on and on. The final transition is from life to death when we graduate to eternity.

A special kind of transition is when one moves from being employed to unemployed, or from being employed to retired. Within this category of transitions is the often unexpected change brought about by retrenchment. Thrust into a situation where one is forced—often unwillingly—into a new career search, people who have been let go face the unfamiliar territory of looking for a new job, starting a business, or retiring. All of these may be fraught with pain.

The idea of “going beyond” is one that can have a dramatic impact on how one views retrenchment and the transition that it brings about. When one goes beyond something, we think of someone able to pass through a hurdle, leap over an obstacle, land safely on another shore. We think of a triumphal crossing of the bar and moving on to wherever is the next stop.



Change and transition

Change triggers transitions. A change event starts off a transition process, the primary mechanism for the human spirit to deal with change. Transitions are necessary responses to change. They can either be painful or painless. Everyone decides how he/she wants to transition.

Nothing seems to be truer of transitions than that one must go through them and eventually, one can actually succeed in going beyond them. As many of my retrenched clients will testify, career transition can be one of the most meaningful times of one's life—that is, if those who go through them fortify themselves with the faith and courage on which the ability to go beyond is anchored.

Transient and temporary

A related word, “transient” also comes from the same Latin root word. It characterizes transitions and denotes something temporary, fleeting, impermanent. Transitions are transient. Their very essence is movement from one point to another. They are never static nor permanent. So, if the act of going beyond is transient, then there seems to be no sense in belaboring the grief, tarrying on what is past, and getting hooked on phantoms. To go beyond is to move forward, to forge ahead, to charge fearlessly into the unfamiliar.

Dealing with Transitions

We can all benefit from facing transitions head-on, talking about them, understanding them, using them to our best advantage. We can make our inevitable transitions the life-changing experiences they are meant to be. We want to go through and beyond transitions with a sense of exhilaration and gratitude, rather than with pain and grief.

And, after we have moved on and then look back to the time when we were standing at the threshold, we can say confidently: I have crossed the bar. I have gone beyond. I have leapt and landed safely on another shore.



Keeping the hope (even if you have no job)

By Loree Cruz-Mante and Marivic R. Gustillo

*First published in the Philippine Daily Inquirer,
Working People section, January 14, 2007, p.
10.*

Why do we welcome the New Year with a bang and not a whimper, with high hopes and not dismay and disgust? Why do we make merry instead of grieve? Or why do we try to rejoice even when we may not have too many reasons to do so?



Hope is the answer

The answer is simple: hope. Whether or not we believe it, hope represents the only reason there is to go on living without it, there is no point marching on into a new year or even into the rest of our lives.

Those who find themselves without a job as the New Year comes are probably in a more challenged position than those who simply move on with their careers. This is because they must look for a job in the incoming year.

They must join the ranks of jobseekers like themselves, whether retrenched, fired, resigned, just graduated from school, returning entrants to the workforce or retirees seeking new careers. Those who have to look for jobs in the New Year must compete in a highly competitive marketplace and hold their own against countless others claiming their stake in the world of work just like themselves.

The mere thought of looking for a job after the heightened merry-making of the Christmas season is enough to make faint even the strong and hardy. But because of hope, there is reason to forge on confidently and engage the task of job-hunting with spirited gait.

Optimism

A key component of hope is optimism, the ability to view things in a positive light and to see the good in all things. Optimism makes it possible to bounce back after being derailed by setback and obstacles. To the optimists, problems are not considered hindrances but opportunities for learning and growth. In that sense, obstacles are welcomed rather than avoided.

In this book *Learned Optimism: How to change your mind and your life*, Martin Seligman notes three components which differentiate optimists from pessimists in the way they understand adversity and failure.

Permanence

Optimists see adversity as impermanent, temporary, fleeting. Pessimists, however, see failure as a forever thing. Pessimists will say: "I will never find a job", while optimists will say, "I didn't get this job. I have four more leads to pursue".

Pervasiveness

This component describes the extent to which people allow failure to affect them. "All companies are looking for younger people" is a sweeping pessimistic view of the entire employment scenario.

On the other hand, optimists will say: "This particular company wants younger people but there are others who want more mature and experienced workers like me". This statement rightly limits the specific failures to its proper scope and reach.

Personalization

Pessimists consider failure to be negative and internal. They believe that there is something wrong with them as persons, making them unacceptable to employers. "I am not marketable", pessimists will say. Optimist, on the other hand, view failure as positive and welcome. "I have competencies other companies need which this particular company which has rejected me does not".

Why me?



Optimism in the job search

Optimistic jobseekers stand a better chance of viewing the job-hunting process as life-giving and worthwhile. They can take rejections at face value, never allowing failure to diminish their innate goodness, capabilities, and worth as persons and workers. They allow themselves to feel upset and to mourn their loss, then use their setback to be the launch pad from which they leap forward and take control of their future. They keep things in perspective and confine the effects of adversity to their appropriate space and time.

Jobseekers who nurture their optimism and use it to propel them through the difficult and trying challenges of looking for a new job in the New Year will survive and thrive. They will grow with every experience and be grateful for what they learn from each one. And because they have the ability to convert the most dismal to the brightest of experiences, they will also be those workers that companies would love who have among their ranks. It may be a matter of time before they are "discovered" but it will come.

Starting with hope

The New Year is probably the best time of year to start anew. A new optimism, a new hope and a new year go well together. And so does the tug at the heartstring that tells us that even in times when all is well, it is best for us to plan to fail and to rise again and again and again, because it is there where real success has its definition and meaning.



Starting right in your first job

By Loree Cruz-Mante

*First published In the Philippine Daily Inquirer,
Working People section, June 24, 2007, p.10.*

So you've landed your first job! Fresh out of college, you find yourself in new and exciting territory, one that lies waiting for you to conquer. No other job will be like this one because only one job will have the distinction of being your first.

Starting your first job right is critical to your future. Getting hired is one thing; keeping a job is another. Here's what so many others before you have learned about starting right the first time.

Look and listen

Your new work environment is not school. Neither is it the company where you did your internship or on-the-job-training. Here, you are the new kid on the block, the greenhorn, the neophyte. You are the strange newcomer, the one who is joining a group that may have been together for some time. You are the new addition who has not yet built relationships, even if you have already made waves with your impressive biodata.

While you are the eager beaver ready to jump in with your new ideas and fresh enthusiasm, it is best to be low-key. Listen and observe keenly what is going on before you make any public comments. Keep your initial impressions and tentative judgments to yourself. Do not jump at articulating your opinions no matter how confident you are that your suggested changes will work.

Look and listen for anything that will paint a picture of the company's culture for you. All your observations will be important clues to how you will conduct yourself in this new environment.

Follow social and work norms

Be sensitive to the unique character of your new company. Observe how people welcome (or not welcome) you into their circle, the first things they say (or not say) to you about working there, how they orient (or not orient) you about where the canteen or restroom is. Watch how your officemates address the boss, how they relate with each other. Take note of how long their breaks are, how punctual or late people are, how early they go home.

Is the pace slow or feverish? Are people happily working or grumbling most of the time? Is the boss aloof or friendly? Are your officemates eager to report for work and hesitant to leave at the end of a workday or vice versa? What seems to drive people: achievement or mediocrity?

Do not disregard established norms, practices and habits. This is not a good time to break the rules or speak out against them. You need more time to understand why things are the way they are, and you certainly cannot improve on them unless you fully appreciate where they come from or why they exist.

Work double time at learning

The first few days, weeks and months are usually high-energy learning times for new hires. The quantity and quality of training will differ with each organization but it is always best to learn as quickly and as enthusiastically as possible.

In many cases, training is an additional burden for supervisors whose workload may not lighten just because they have you to train. Do not add to the strain by not being attentive, alert or receptive, thus requiring your supervisor to spend more time for you than planned.

Supplement the training you receive by teaching yourself what you can learn on your own.

Visit the company website as often as you can. Read company manuals. Dig into the company's history and into newsletter compilations, promo materials and posters, and photos and awards framed on the office walls.

Understand the company's strategic framework and make it your own.

Pinch yourself every morning and tell yourself that by proudly displaying your company ID on your chest, you declare that you are now "one of them".



Cultivate relationships

Developing trust and respect is key to thriving in your new job. Establish relationships in your workplace, both personal and professional.

Even as officemates gain confidence that you can contribute to the company's good, they must also enjoy your presence in the workplace. Your first few months at work are a showcase of who you are and what you can do.

They are also the period where lasting impressions are formed about your trustworthiness and respectability. It is best to show yourself both as good worker and a good person to have around.

Farther down the road

After your (hopefully pleasant) initiation into the world of work, it is then time to look farther ahead. Make sure you keep these things top of mind:

Lifelong learning

These days there is no longer such a thing as lifetime employment. Shifting workplace realities should make workers prepared to have several employers in their lifetime. And there is no better shield against unemployment than competence.

If you want a secure future, invest in lifelong learning. Add to your ever-increasing list of competencies, capabilities, and achievements.

Learn all you can, so that you can do many things well. This means you can have multiple careers because you have a wide range of skills to offer.

Maintain your networks

Even as you are employed in your first company, do not stop keeping your personal and professional networks active. Deep tab on what your friends and colleagues in other companies and businesses are doing in the same way that you keep them posted on where you are and how you are doing.

Market yourself

This does not mean that you are constantly looking for a job and will leave company after company at a whim. Marketing yourself means that people know what you do best so that they will remember you when a good opportunity arises. You must try to make yourself visible both within the company and outside it.

Keep your dreams alive

Constantly keep your personal vision before your eyes. Do not lose sight of what you conceive your life mission to be. Periodically assess how your current employment and work challenges fit in your vision of the future.

When you can no longer locate your current job, career or employer in your dream map, then perhaps it will be time to move on.

Always your fist job

Your first job will always be your first. It will hold that title forever, no matter how many jobs you eventually have. You can always start right the first time and you should, because nothing will ever come close to the excitement and euphoria of that first time someone told you, *"You are hired!"*

internet links

- Government websites
- Employment websites
- Entrepreneurship websites
- Franchising websites

government websites

<http://www.dole.gov.ph>

<http://www.ble.dole.gov.ph>

<http://www.ble.dole.gov.ph/peso/asp>

<http://phil-jobnet.dole.gov.ph>

<http://www.poea.gov.ph/>

The Internet links listed in this **Minute Guide** do not necessarily imply endorsement by the project holders, publisher or author. They are intended to help the user in launching his/her search with an initial listing of useful links sourced from the Google directory and other search engines.

The jobseeker is encouraged to exercise discretion in the choice of websites to use and wisdom in determining the suitability of specific sites for his/her individual needs.

Although the sites were checked and found to be live or existing, we cannot guarantee the accuracy of information contained in them, neither the validity and effectiveness of their specific processes.

employment websites

Source: Google Directory

Jobsonline.com.ph -

<http://www.jobsonline.com.ph>

Allows searching and posting of jobs and resumé submission for job seekers and paid employer listings. Includes free e-mail and listing costs.

JobStreet.comPhilippines -<http://ph.jobstreet.com>

Allows you to post your resumé or to search through a database of jobs in Philippines.

Features a job search agent that notifies you via e-mail about job openings.

Jobsland - <http://www.jobisland.com>

Offers free job posting, resumé submission and membership to career tips newsletter and fresh jobs mailing list. With database of employment opportunities and resúmes. Free classified advertising - employment.

International Skill Development, Inc. -

<http://www.isd-phil.com>

Recruitment of professional and skilled workers from the Philippines. Site includes list of services, client database and registration, mission, and vision.

Manpower Philippines -

<http://manpower-philippines.com.ph>

A portal site for the manpower and recruitment industry in the country. Features agencies, jobs, and interview schedules.

Best Jobs Philippines -

<http://www.bestjobsph.com>

Contains job and resumé listings in the Philippines with resumé submission and email job alerts for jobseekers. Also has free job posting .

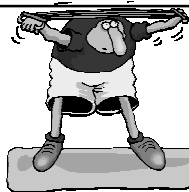
Jobaa.com Philippines -

<http://ph.jobaa.com/>

Job listings for computer, engineering, accounting, and pharmaceutical fields.

Q2 Search Inc. - <http://www.q2searchinc.com/>

An executive search company providing service and account management and committed to resolving its clients' recruitment requirements.



Source: Non-Google Directories

<http://www.jobsdb.com> –

Comprehensive listing of job vacancies in the Philippines and other parts of Asia, Australia and the U.S.A. It notifies the job-seeker of job vacancies through job alerts.

<http://www.pinoyworks.com> –

Comprehensive listing of job vacancies all over the Philippines.

<http://www.mytrabaho.com> –

Comprehensive listing of job vacancies in the Philippines; also has various value-added career services and information that can boost your job search and professional life, like MyTrabaho Advice and book reviews.

<http://jobsearch.monster.com/jobsearch.asp?q=&sort=rv&vw=b&re=14&brd=1&cy=PH> –

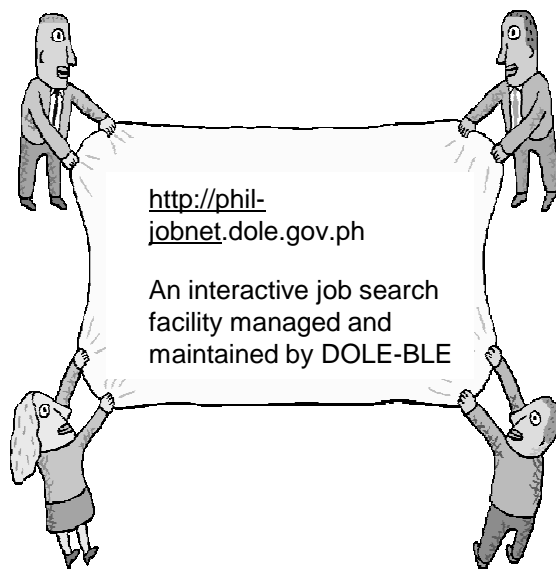
An international job site that usually posts technical jobs and senior management jobs for global companies with Philippine operations.

<http://www.michaelpage.com.sg> –
An international job site that displays various job openings in a wide variety of industries with positions that have a global or regional role in the Asia Pacific region.

<http://www.ksearchasia.com> –
An executive search firm web site that posts job vacancies for rank and file, supervisory, managerial and executive level positions in the Philippines.

<http://www.avantipartnership.com/career.php> -
Has various job postings for technical and IT positions.

<http://impact-ph.jobstreet.com/jobs/jobs.asp?eid=1384435&de=1&fil=1> - A company job site link that posts current vacancies in Smart Communications all over the Philippines.



entrepreneurship websites



www.entreworld.org - Comprehensive resources and how-to information on all aspects of starting, operating, and growing a small business.

www.entrepreneur.com - Comprehensive business information, plus an excellent database of helpful articles.

www.score.org - A national non-profit service association with a corps of 11,500 volunteer members who are retired business professionals. They provide entrepreneurial counseling services free of charge. The site also provides a wealth of information on all aspects of starting, operating, and growing a small business.

www.rhondaonline.com - A website that provides a free checklist for business startups, the opportunity to subscribe to a free monthly entrepreneur newsletter, access to articles on entrepreneurship, and discounts for ordering *The Successful Business Plan* and *The Successful Business Organizer* (both are excellent resources if you are a first-time entrepreneur).

www.businessweek.com - Comprehensive resources on all aspects of business.

www.businessfinance.com - Provides a business funding directory of 78,000+ business loan and venture capital sources, plus free how-to guides on applying for business loans.



www.bplans.com - The most comprehensive site for sample business plans and how-to information. While they are primarily selling their own products, there are a lot of free useful and practical resources here.

www.nolo.com - Provides useful, up-to-date free legal information for small businesses. Links to other helpful websites.

www.learninglibrary.com - Provides a library of on-line training courses in entrepreneurship and starting your own business. Click the "Browse the Library" button on the home page and select the "Small Business" category to see a listing of courses available.

www.fastcompany.com - Has two parts under the Career Zones section that deal with small business/self employment (Going Solo and Build Your Business). Not as comprehensive as some of the other sites listed above. Much of the content is made up of reprints of their articles. Connected to the bplan.com site for business plan information.

www.filfranchisers.com - AFFI or the Association of Filipino Franchisers Inc. is a non-stock, non-profit national organization of Filipino entrepreneurs and businessmen, duly registered with the Securities and Exchange Commission. It was formed in 1997 by a pioneering group of men and women who recognized the potential for business expansion through franchising. This same group likewise identified the local franchising industry's need for a governing body that would police its ranks, safeguard its interests and promote its causes.

franchising

www.startup.wsj.com - A new site run by the Wall Street Journal. The site is comprehensive and has a lot of information on franchising. They use bplans.com for their database of sample business plans.

www.franchise.org - Hosted by The International Franchise Association this website provides a wealth of information on franchising, including free consultation and two free franchising newsletters.

Following is a selected list of resources consulted for this *Guide*:

ILO materials

A Pocket Guide for Youth Seeking Work, 7 Steps to Work by I-YEN Indonesian Youth Employment Network, published by ILO Indonesia, 2005.

Mentor's Guide to Pocket Guide for Youth Seeking Work, 7 Steps to Work by I-YEN Indonesian Youth Employment Network, published by ILO Indonesia, 2006.

Career guidance: a resource handbook for low- and middle-income countries by Ellen Hansen, published by the International Labour Office, 2006.

Competency Standards, ILO, 2006

Other print and internet resources

Career Guide 2003-2004 by JobStreet.com, 2003.

Life Career Planning Workbook (3rd edition) by Career Systems, Inc.

Personal Brand Plan by DBM, 2005.



Shopping for careers at job fairs
<http://newsletter.up.edu.ph/2006mar00.htm#18>

Future Track: The art of job hunting by *Joanna C. Castro*
http://www.teenfad.ph/news/CURRENT/fturetrack_t_heartofjobhunting.html

Jump-Starting Your Search?: Six Essentials for Job Hunters by Sarah Needeman
<http://www.careerjournal.com/jobhunting/strategies/20060104-needleman.html>

Five Ways to Put Out Feelers Before Starting an All-Out Search by Karin Halperin
<http://www.careerjournal.com/jobhunting/strategies/20060523-halperin.html>

Networking Your Way To A Dream Job by Scott Reeves, June 23, 2005
http://www.forbes.com/careers/2005/06/22/careers-work-networking-cx_sr_0623bizbasics.html

What Job Best Suits Your Personality? By Lolita Villa
<http://www.trabaho.com/html/career/careerart19.html> making reference to Business Trends Phils.

About the author

Loree Cruz-Mante is a human resources and organization development practitioner, published writer, editor, trainer, and career counselor. She counsels people who have been retrenched from their jobs and helps them through their transition process. She has done consulting work for the ILO and the DOLE on child labor, labor inspection.

She is a career counselor a trainer specializing in career transitions with Drake Beam Morin Philippines. She is also involved in promoting and preventive health care programmes, particularly on asthma. A writer, editor and graphic designer, she has published three books for the ILO, two of them coauthored with husband James. She regularly writes on workplace issues for the Philippine Daily Inquirer, radio editorials for a leading station and articles for various publications. She has launched Biaheng FX: Round Trips to Pinoy Life, her first book in a series of short story collections.

Loree has an AB English degree, cum laude, from the University of Philippines, taught College Freshman English both at UP and the George Washington University in Washington, D.C., and is currently finishing her Master in Development Studies at the UP Open University.