

Making a Good Impression of a Potential Employer

讓準僱主對你有好印象

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The peak season for recruitment activities is drawing near. Experience tells us that final year students will be facing great pressure from two fronts – preparing for your degree examinations, and looking for a job. Here I would like to give you some advice about meeting your prospective employers.

Employers normally form their first impression about you when they come to conduct recruitment talks. How you behave will have a direct impact on their impression of HKU students as a whole. Here are a few points for you to consider:

1. **Be punctual at recruitment talks.** This shows your sense of responsibility and your good habit in time-keeping; it will also help us to keep the Recruitment Talk to schedule.
2. **Be patient and stay throughout the talk.** Unless you have an urgent matter to attend to, please stay to the end of the talk. Students leaving the lecture room in the middle of a presentation will cause disturbance to your classmates and may give the speakers an impression that their talk is not well-received.
3. **Be enthusiastic and responsive when the speaker invites questions from the floor:** This is your opportunity to clarify any points and gain further information, both about the job and the company. In fact, it is also an opportunity to practise your communication skills and strengthen your self-confidence: the more you speak up in front of a group, the less nervous you will become.



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4. **Communications.** If you are unable to attend a written test or interview arranged by an employer, you should inform the company beforehand, preferably by writing a short note apologizing for your absence.
 5. **Decision time.** When you succeed in securing a job, you should think carefully before you accept it. Once you sign an acceptance letter, it will be legally binding on you to observe the terms and conditions stipulated therein. Reneging on an employment contract is an irresponsible behaviour.
 6. **Your first job.** When you settle in to your new job, try to show your willingness to learn, even if it appears to be learning the very basics. Remember that there is no "perfect" job. You have to be realistic and may need to make compromises. Changing your job frequently won't allow you to learn a job well before you move on to another. This is detrimental to your overall career development, as most employers will not be happy with someone who hops from job to job: this may be taken as a lack of commitment.
- Staff at the CePc are always ready to help. Visit us and have a chat on any problems you encounter in your job-hunting process. www.hku.hk/cepc