

Jobseekers Handbook

**A Guide to Professionals Seeking Job
Opportunities in the UAE**

Produced by :

Mohammad Ali

abdalian1@gmail.com

Entry-Level Resumes – Points to keep in Mind

A curriculum vita (or CV) is an essential document in applications for academic employment. Persons applying for teaching or research positions are expected to submit a CV along with detailed letters of application and other supporting materials.

Differences between a CV and a resume

Some people erroneously use the term 'CV' and 'resume' interchangeably but in actual fact the two are different. The curriculum vitae format is not appropriate for job searches outside of academia. Resumes concisely focus more on certain types of experience and skills in a manner that is appealing to employers outside the academic realm.

Length A curriculum vitae is typically much longer and more detailed than a resume. The CV generally ranges from two to dozens of pages in length, depending upon the extent of one's research record. A resume on the other hand should be one or two pages only.

Emphasis Rather than focusing on your coursework and research, resumes highlight practical work experience and skills

Format and categories to include

You want the vita to present you in the best possible light with regard to the position for which you are applying. In general, include any and all information that is pertinent to your qualifications for the position. The format and categories used on vitas can vary among academic disciplines, institutions, and positions so we recommend working closely with a graduate advisor in your specific academic department with regard to the details of your curriculum vitae.

EDUCATION:

Highlight Your Education First

This is likely the number one reason you are a qualified candidate. Even if you have not completed a degree, the courses you have taken give you skills that make you a good job candidate. Describe the coursework you have completed, papers you wrote, and computer skills you have developed.

As your career progresses, you will change the format of your resume to emphasize work experience more.

For academic or medical positions, a curriculum vitae (which focuses on study) is

appropriate regardless of whether you're a recent graduate or seasoned professional.

Courses and Academic Projects

Some courses are more applicable than others – let this determine the emphasis and placement of the info. For example, lab work or independent projects you completed for science courses is very relevant for those applying toward biotech companies whereas if you're a sociology major applying for a financial services job, your classroom work will be less relevant.

If your GPA is exceptional (3.0 or better), make note of it -- Otherwise leave it off

Mention Curriculum Highlights

If you were on the dean's list, graduated with honors, received a scholarship, were a member of any professional associations, played sports or participated in other activities, mention it.

EXPERIENCE:

Many recent grads worry that they don't have worthwhile experience to list on your resume. Employers however are interested to see internships, volunteering, school activities, and other non-traditional work on entry-level resumes. Don't sell yourself short by discounting your experience.

Internships

Internships are especially important - list these prominently (put them at the top of your resume unless you have other, more relevant experiences to place ahead of it). Internships show that you are familiar with a professional environment and that you've been actively exploring your career options.

Although much internship involve less-than challenging work you want to state things in a positive tone and to emphasize your transferable skills.

Volunteer Work

Don't hesitate to list unpaid volunteer work on your resume. It's perfectly legitimate to list unpaid positions.

Extracurricular Activities

Extracurricular experiences can be valuable, particularly if you occupied a leadership position. Be sure to show links to skills the current job requires. (i.e. from athletics there are teamwork skills. From performing or fine arts there are communication skills, creativity, and the ability to meet deadlines. From other philanthropic work there might be leadership, organizational, and self-management skills).

Summer Jobs

Don't underestimate your less glamorous summer jobs. Pick out the transferable skills. Camp counselor may not seem like a big deal to you, but it shows potential employers that you were developing communication and relationship-building skills.

FORMAT

Many students distinguish paid from unpaid work on their resumes. However, there is nothing wrong with listing all types of experience under one heading.

You may also include extracurricular activities and volunteer work under your experience heading, but be certain to distinguish between those that are and are not relevant to your job search. Consider dividing your experiences into “Related Experience” and “Other Experience”. If you have a significant number of relevant academic experiences, you may want to include a section entitled, “Related Academic Experience.”

HIGHLIGHT AND QUANTIFY YOUR ACCOMPLISHMENTS

A laundry list of past duties is not enough -- you need to demonstrate how you positively impacted the environment you were a part of. It will separate you from the pack.

DON'T EMBELLISH

The temptation to stretch the truth can be great. If you get caught in a lie you can be terminated with no questions asked and no eligibility for unemployment benefits.

PROOFREAD YOUR RESUME

Have someone proofread your resume -- A mistake on your resume can take you out of the running instantly.

HAVE YOUR DOCUMENTS CRITIQUED

Get recruitment professionals to review and critique your resume and cover letter.

Sample CVs / Resumes

BASIC CURRICULUM VITAE FORMAT

Your Name

Address

Phone Numbers, Email Address

EDUCATION

Ph.D., Date, Name of University, Thesis Title, Mentor

Master Degree, Date, Name of University, Thesis Title, Mentor

Bachelor Degree, Date, Name of University, Thesis Title, Mentor

EXPERIENCE

List in chronological order (start with most recent experience)

Note where appropriate, names of mentors or research advisors

RESEARCH INTERESTS

State briefly in one or two sentences

PROFESSIONAL ACTIVITIES AND HONORS

List offices held (if any), type of activity, organisation and dates involved

Start with most recent activities

PROFESSIONAL SOCIETIES

List in alphabetical order or in order of most importance

PUBLICATIONS

List all that you have completed or that you are in the process of completing

ORAL PRESENTATIONS

List significant ones that you have completed or that you are in the process of completing

REFERENCES AVAILABLE UPON REQUEST

Entry Level Resume Example:

Mohammad Ali

PERMANENT ADDRESS

123 Some St.
Some Town
(123) 123-1234

CAMPUS ADDRESS

123 Some Other St.
Some Other Town
(321) 321-4321

CAREER OBJECTIVE

A position in human resources

EDUCATION

University of Somewhere
Hon. B.A., May 2001, GPA 3.3/4.0
Major: Psychology, Minor: Business Administration

CAREER RELATED COURSEWORK

Human Resources Management, Business Policy, Business Law, and Business Statistics

WORK EXPERIENCE

Human Resources Intern

HR Associates, Jan. - May 1999
- Reviewed resumes & interviewed applicants
- Composed job openings

Resident Assistant

University of Somewhere, August - May 1998
- Organized and developed educational and social activities
- Enforced college policies for a floor of 40 residents

Lifeguard / Swim Instructor, June- July 1999

- Opened and closed pool area
- Taught beginning, intermediate and advanced swimming

COMPUTER SKILLS

Experience with word-processing packages and Lotus 1-2-3.

ACTIVITIES

Treasurer of Sigma Pi for three years

REFERENCES AVAILABLE UPON REQUEST

Basic Chronological Resume Format

Name

Permanent Address (& Current Address if not the same), Phone ()

OBJECTIVE: Objectives are optional, but do serve to identify your area of interest.

EDUCATION: College/University
Degree awarded, year (or else date that the degree is expected)
Major(s):
G.P.A.: If exceptional (overall and/or major)

HONORS AND AWARDS: Academic Achievements
Scholarships
Dean's List Honors
Outstanding Accomplishments (in field) Honor Societies

WORK EXPERIENCE: Your Title
Name of Company; Dates of Employment

- List positions in reverse chronological order
- Be concise
- Use action verbs to describe duties/abilities
- Highlight special skills
- Indicate scope of responsibilities
- Quantify your achievements/accomplishments

SPECIAL SKILLS: Computer knowledge, foreign languages, etc

ACTIVITIES/ACHEIVMENTS: Campus/Community Organizations
Activities (academic, social)
(Especially mention activities which highlight leadership qualities. State position if you are an officer or leader).
(Only list items that are relevant to the position you are applying to – list only those where you developed transferable skills)

REFERENCES: Available Upon Request
(Do not list names on your resume. Be sure to check with these people if it is ok to use them as references before you give their names, addresses and telephone numbers to the employer).

Functional Resume Format

Name

Permanent Address (& Current Address if not the same), Phone ()

OBJECTIVE

Objectives are optional, but do serve to identify your area of interest.

EDUCATION / QUALIFICATIONS

Degree awarded, College/University attended

Year (or else date that the degree is expected)

Major(s):

G.P.A.: If exceptional (overall and/or major)

KEY EXPERIENCES:

-Start each bullet with an action verb describing what you did then follow with a quantified result or outcome. Show how you made a difference!

-List three to five of your strongest demonstrated skills that are essential to the type of job you have in your objective statement.

-For each skill, summarize your accomplishments and experiences (be specific in describing how you have demonstrated your skills.)

-You need not mention specific jobs here - you do so in the "Employment History" section.

ACTIVITIES/LEADERSHIP DEVELOPMENT

Campus/Community Organizations

Activities (academic, social)

(Especially mention activities which highlight leadership qualities. State position if you are an officer or leader).

(Only list items that are relevant to the position you are applying to – list only those where you developed transferable skills)

EMPLOYMENT HISTORY

Company, City, Date of Employment

Company, City, Date of Employment

Company, City, Date of Employment

REFERENCES

Available upon request.

Combination Resume Format

NAME

Permanent Address (& Current Address if not the same), Phone ()

OBJECTIVE

Objectives are optional, but do serve to identify your area of interest.

PERSONAL TRAITS/SKILLS

In a list, three to five top skills you have that relate to your stated job objective.

KEY EXPERIENCES:

-Start each bullet with an action verb describing what you did then follow with a quantified result or outcome. Show how you made a difference!

-List three to five of your strongest demonstrated skills that are essential to the type of job you have in your objective statement.

-For each skill, summarize your accomplishments and experiences (be specific in describing how you have demonstrated your skills.)

-You need not mention specific jobs here - you do so in the "Employment History" section.

EDUCATION

Degree awarded, College/University attended

Year (or else date that the degree is expected)

Major(s):

G.P.A.: If exceptional (overall and/or major)

COURSE HIGHLIGHTS (optional category)

EMPLOYMENT EXPERIENCE

Job Title

Company, City

Description of your duties; include the variety of your assignments, amount of responsibility, and key accomplishments.

Job Title

Company, City

Description of your duties; include the variety of your assignments, amount of responsibility, and key accomplishments.

COMPUTER SKILLS

List all software programs about which you are knowledgeable.

REFERENCES

Available upon request.

Chronological Resume Example:

[Click here and type address]

[Put Phone, Fax and E-mail here]

Iqbal Ansari

Objective [Click here and type objective]

Experience 1990–1994 Total Bottling Dubai, UAE
National Sales Manager

- Increased sales from Dhs 50 million to Dhs 100 million.
- Doubled sales per representative from Dhs 5 million to Dhs 10 million.
- Suggested new products that increased earnings by 23%.

1985–1990 Sales Experts Intl. Abu-Dhabi, UAE
District Sales Manager

- Increased regional sales from Dhs 25 million to Dhs 350 million.
- Managed 250 sales representatives in 7 emirates.
- Implemented training course for new recruits — speeding profitability.

1980–1984 Western Ornaments Islamabad, Pakistan
Senior Sales Representative

- Expanded sales team from 50 to 100 representatives.
- Tripled division revenues for each sales associate.
- Expanded sales to include mass market accounts.

1975–1980 New Ware Lahore, Pakistan
Sales Representative

- Expanded territorial sales by 400%.
- Received company's highest sales award four years in a row.
- Developed Excellence In Sales training course.

Education 1971–1975 IBA Karachi, Pakistan

- B.A., Business Administration and Computer Science.

Community Leadership Board of Directors Blood Donors Society

Tip: Select the text you would like to replace, and type in your own information.

Basic Format for IT Professional Resumes

Name

- The usual protocol is for Master level or above and/or professional designations to be placed after your name. All other degrees, diplomas, or certificates are placed in the Education section.
- Address
- Telephone number(s)
- E-mail address

Qualifications Brief

- Include mention of total years of experience; amount of management experience if any; a couple of key skills you have and would like to focus on in your next role;

Technology

- Include items such as: Operating systems, languages/development tools, application areas, GUIs, relational databases, and voice data communications (LANs, WANs, protocols), etc.
- Also indicate years of experience with each.

Professional History

Use a reverse chronological format. Indicate to and from, month and year.

8/95 to Present *Senior Project Leader* IT Consulting Firm Dubai, UAE

Technology: list operating systems, languages/development tools, GUIs, hardware, relational databases, and voice/data communication systems that you have worked with. Put strongest first.

Duties: list the major activities in which you were engaged with most important first, next most important last, and least important in the middle.

Achievements: list results of the above activities.

Educational History

6/94 Bachelor of Science Wayne State university Detroit, MI

- List most senior degrees, diplomas, and certificates first. Indicate the month and year of graduation. You may, if you so desire, list degrees and designations placed after your name at the beginning of the resume.

Other Education

- List all other courses, seminars, etc. not included above in reverse chronological order - with dates of completion, or functional (by category) order - without dates of completion.

Professional Affiliations

- List all current memberships and associations of a professional nature.

Additional Qualifications

- List additional skills, activities, and achievements that demonstrate skills needed for the position you seek.

References available upon request

IT Professional Resume Example:

Adnan Siddiqui

P.O.Box 1234 Dubai, UAE - H: (04) 555-1212; M: (050) 555-2121; E-mail: adnan@example.com

OBJECTIVE

Client Server Systems Architect for a high technology firm.

CAREER SUMMARY

Nine years of experience in designing, installing, and troubleshooting computing systems; a proven track record in identifying problems and developing innovative solutions.

TECHNICAL SKILLS

Programming: C, C++, Visual BASIC, FORTRAN, Pascal, SQL, OSF/Motif, UNIX Shell Script
Operating Systems: UNIX, MS Windows, MS DOS, MS Windows NT, Solaris, HP-UX, Ultrix
Networking: TCP/IP, Microsoft LAN Manager, Novell Netware, DDN, Internet, Ethernet, Token Ring
Applications: Microsoft Office, Microsoft Access, Microsoft Visual C++, Microsoft Project, Microsoft Publisher

PROFESSIONAL EXPERIENCE

Systems Engineer --- Computer Engineering Corporation --- Dubai --- 1996-Present

Provided technical consulting services to the Internal Research and Development Dept.

- Consolidated and documented the Testing, Demonstration, and Training databases onto a single server
- Brought the Laboratory on-line with the Internet
- Successfully integrated and delivered an Dhs180,000 HP 9001/750 Server consisting of 180 Gigabytes of disk space and 9 software systems that required extensive porting work and documentation.

EDUCATION

Computer Systems Technology Program, Real State University Engineering and Computer Communications; GPA: 3.44

BS, Mathematics/Computer Science, University of Los Alamos, GPA: 3.56; Major GPA: 3.63

SPECIALIZED TRAINING

Effective Briefing Techniques and Technical Presentations; Emarat and Associates, Inc.

REFERENCES UPON REQUEST

MIX RESUME ONE PAGE

Picture if required

NAME

Career Objective

To upgrade my management career in a world class organization which provides challenging work combined with the opportunities for personal learning and professional development.

PROFESSIONAL PROFILE

- ✓ Dynamic sales management strategist.
- ✓ Talented, persistent, results-producing Area Manager who demonstrated success in driving multi million rupee growth in sales.
- ✓ Relationship Management expertise that complements the ability to aggressively build solid client base and drive revenue growth.
- ✓ Motivated achiever who exceeds goals.
- ✓ Enthusiastic communicator with proven analytical skills.
- ✓ Proven leadership and team-building skills.
- ✓ Excellent academic record.

Field Of Interest
Marketing/Sales/ Supply Chain

CORE COMPETENCIES

- ✓ Strategic Sales Planning
- ✓ Territory Growth/Development
- ✓ Multimillion-Rupee Negotiations
- ✓ 6 Sigma Approach For Marketing
- ✓ Marketing Management
- ✓ Result Oriented Selling Strategies
- ✓ Key Client Retention
- ✓ Market Research & Analysis

Father's Name

June xxxx to Date Chemical Pakistan LTD.
Area Manager Sales

Date of Birth

- ✓ Increased sales from 300 Million rupees to 750 Million Rupees.
- ✓ Increased market share from 11% to 20%.
- ✓ Improved company's image with in the area.

Permanent Address

June -July xxxx Citibank
Internee Corporate Banking

Current Address

- ✓ Made risk analysis reports.
- ✓ Helped to increase business by targeting unregistered companies.

Phone No

Nov xxxx-Feb xxxx Hospital Lahore.
Requirement Specification Engineer

- ✓ Developed requirement specifications for the automation of routine operations
- ✓ Requirement specifications were approved by the hospital board.

Email
xxxxx@yahoo.com

SCHOLASTICS

Qualification	Year	Institution	Grade/GPA
MBA	2005	IBA Karachi	
BS-Hons	2003	NUCES-FAST Lahore	

ACADEMIC ACHIEVEMENTS

- ✓ Overall 3rd position in MBA at IBA.
- ✓ Obtained scholarship on the basis of Intermediate performance.
- ✓ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- ✓ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

EXTRA-CURRICULAR ACTIVITIES

- ✓ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- ✓ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- ✓ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- ✓ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SKILLS AND INTERESTS

- ✓ Proficient in use of Ms-Office, Lotus SmartSuite, C/C++.
- ✓ Fluent in English, Urdu, Punjabi and Seraiki.
- ✓ Traveling experience to various cities within Pakistan.
- ✓ Swimming, Squash, playing various PC games and reading.

Cover Letters - Points to keep in mind

In every case, a generic cover letter is not as effective as one tailored for a specific position – it's worth a few extra minutes of your time. For IT jobs, there are some additional points to keep in mind.

Be Brief

Ideally, your cover letter should be short enough to fit on a computer screen so that the reader doesn't have to print it out or scroll down to finish it.

It is best to use bullet points to make key points stand out. Center your cover letter on four to six bullet points. A recruiter's priority is to find those with relevant technology experience, so the first bullet point should highlight your experience with the technology listed in the job description.

Emphasize the depth of your experience. Recruiters will screen out candidates who seem to have only superficial knowledge of the technology used by the company.

Consider using one or two bullet points to focus on soft skills, such as communication and leadership.

Leave Off Old Technology Experience

If you list very old experience in your cover letter, recruiters may think you're not familiar with more recent technology. Furthermore, you have a couple of pages for your resume – so don't waste it on less relevant and less important items. Don't hide important skills in between lesser skills. List your experience with older, infrequently used technology only if it is noted as a job requirement.

Be Open to Other Possibilities

If you're applying to a larger company with a number of IT opportunities, don't pigeonhole yourself with an overly narrow objective and list of skills. High demand for IT professionals means many candidates receive offers for positions they may not have aimed for. At the same time, be clear on what you do want.

Highlight Nontraditional Experience

Applicants without an extensive professional IT background should include: School projects for which you used technology (especially if any were an internship with a prominent tech company); Technology experience working on personal projects, in a family business, or as a volunteer; Non-technical experience in similar industries (to demonstrate relevant business knowledge).

Basic Cover Letter Template

Your Name

Your Address & Phone Number

Date

Recipient's Name, & Job Title

Subject: Position or type of work you are applying for

Dear Mr./Ms. _____:

First Paragraph: Start by trying to grab attention without being 'gimmicky'. Give the reason you are writing. Name the specific position or type of work for which you are applying. Sometimes it may be a good idea too to also mention how you learned of the opening.

Second Paragraph (and Third Paragraph if needed): Explain why you are interested in working for this employer in particular then focus in on how you can help them by specifying how you are perfect for this position. Do not merely repeat the information on your resume – highlight key points but also feel free to give additional information. You may incorporate a column or bullet point format for this section of the cover letter.

Last Paragraph: Mention your resume is enclosed and indicate your desire to meet with the employer. You may suggest alternate dates and times, or better yet you can advise them of your flexibility as to the time. Try to include a statement or question that will encourage the reader to respond. You may want to be proactive and communicate your plan to follow-up. (i.e. you might say that you will be in the area on a certain date and would like to set up a meeting, or you can say that you will call on a certain date to set up a meeting). Finally, thank the employer for his/her time.

Sincerely,

(Your Signature in blue or black ink)

Your name typed out

EXAMPLE OF GOOD COVER LETTER

Name

Address
Contacts
Email

Jun 24, 2011

Manager, Human Resource

Dear Sir/Madam

Subject: Application for the job in Marketing

In today's highly competitive and fast-paced market, organizations need strong and aggressive personnel to meet ever-changing business development goals. I am certain I can contribute this level of performance to your team.

After doing my MBA from IBA, Karachi, I joined **Engro Chemical Pakistan LTD** as Area Manager Sales. This job has provided me with profound insight into the practical application of my business studies. This job has provided me an opportunity to become an accomplished sales strategist and solution-oriented manager. I thrive in challenging, fast paced environments where my performance directly impacts the bottom line. In addition, I have solid organizational leadership and decision-making skills.

My stay at Cadet College Hassan Abdal, FAST and IBA as a boarder, has taught me to live independently and to understand roots of our tradition and culture, thus making me adaptable for diversified attitudes and languages.

I have passion for business. Currently, I am seeking a position where I can continue to uphold strong business and performance standards. As a member of your management team, I am confident that my persistent and results-focused approach would make a significant contribution to the continued success of your organization.

My résumé is enclosed for your review and consideration. I would welcome the opportunity to speak with you regarding opportunities you have available currently or in the future.

Sincerely,

Name

Enclosure

TIPS FOR JOB INTERVIEW

INTERVIEW PREPARATION

You have an interview, so you know that your experience and background on paper have matched the prospective job description. However, a successful interview does not simply mean fitting a job description. It will come through understanding the interview process, trying to plan for every eventuality, being relaxed and being you.

This is essential. Even though you might be the best candidate on paper, a lack of preparation can let you down. Most interviews will only last one hour and you may not get a second chance.

The following guidelines can be seen as the minimum amount of preparation:

1. Make sure that you know the exact time and location of the interview and allow plenty of time to get there (a 10 minute margin for error is good).
2. Get to know the company you are going to go for the interview i.e. study company website and find out what the company does and where you can be beneficial for the company. Browse in detail on the company website and try to google as much information as you can about the company and other details.
3. Try to know precisely who will be interviewing you and their job title. Try and ascertain the format of the interview beforehand and what the overall interview process will consist of as well as check the profile of the relevant interviewer via the company's website.
4. Research the organization in as much depth as you can. Depending on the role it might be appropriate to concentrate on the products/services, competitors, recent business growth and future plans.

In most cases, your recruitment agent should be able to assist you. However you can do more research through:

- The organization's website – these are currently the best source of information to start from to know more about the company. Within the website you must visit the news/press section, try to understand company hierarchy and new events i.e. mergers and acquisitions and appointments within the company. There may also be a recruitment and financial section within the website.
 - Trade publications are another useful source. Keep an eye on the press for information and bear in mind that many publications now have their own websites with archive material, such as feature articles on your area of specialization or on the organization itself.
 - Speaking to anybody working in the organization to gain first hand inside information.
 - Without appearing contrived do try and mention any research you have done during the interview.
5. Think about the questions that you are likely to be asked during the interview since some of these can be quite predictable. At the end of the topic there are some examples of interview questions. If you can think answers to the 'worst 5' potential questions, this will help ease any apprehension considerably.
 6. First impressions are vital, so make sure you take a bath, groom yourself well and take care of your hygiene. Use nice subtle perfume. Dress smartly, preferably business suit or else smart casuals. **DON'T FORGET TO POLISH YOUR SHOES.**
 7. Know your own CV – it is amazing how many people fail during the interview because since they never made the CV themselves so do not know much about their own CV. **PLEASE MAKE YOUR OWN CV YOURSELF AND KNOW WHAT YOU HAVE WRITTEN.** *Keep track of all your job applications so that you know to which company what CV you submitted, as some*

people prefer to tailor their CVs according to the job opening and the company (IT IS A GOOD IDEA). It is important to be able to discuss any aspect of your CV such as why you studied a particular course at the university, or the part you played in a particular project/deal (also make sure that you can discuss any overall business aims). Make sure you remember any relevant dates or qualification mentioned on your CV.

8. Ultimately an interview is a two way street. As well ensuring that you “SELL” yourself to best effect, you should also be considering questions for the interviewer on aspects of the role, such as prospects for career development and the corporate culture.
9. Evaluate your strengths and weaknesses.

THE INTERVIEW

Remember that it is not just your experience and skill set that is being examined at an interview but also whether you will fit into the organization’s culture. As well as trying to be yourself it is important to remember these Do’s and Don’ts:

Do’s and Don’ts:

- Do a firm handshake
- Have an engaging smile
- Maintain eye contact throughout. Looking around the room and avoiding the interviewers’ eyes gives a bad impression.
- Be to the point and answer the questions succinctly. Be aware of rambling in your answers. Stop talking when you have answered a question.
- Do not fidget and be aware of your physical communication throughout the interview and at the same time monitor your interviewer’s body language. This may give you a clue as to how you are doing e.g. if the interviewer is looking bored or restless perhaps you are digressing too much!
- Do not at all or overly criticize your current employer (despite the fact that you intend to leave the job)
- Do not reply to a question with monosyllabic “YES/NO” answers.
- Be positive and enthusiastic about the role for which you are being interviewed. Any reservations you may have should wait until you have the offer and/or discussed it with your recruitment consultant.
- Do not mention salary in the first interview unless and until expressly asked. Even then try to get the salary offer from the interviewer first and have your home work done beforehand so that you know your minimum and maximum limits. Else try to leave the salary discussion for later interviews if possible.
- Do ask questions if you have the opportunity to do so.
- Do not say anything that you cannot prove or have examples for!
- Do not act. Be natural so that you do not have to act for the length of the employment.
- If you do not know answer to any questions specially technical questions do not try to guess or make up one. Think your interviewer as your client and react in the same manner.
- Companies like confidence but not arrogance.
- Do dress well.
- Do take care of personal hygiene.
- Always tell the truth, that way you have to remember less and be natural.

CLOSING THE INTERVIEW

It is important to leave the interview with a positive impression – thank them for the opportunity to meet with them and their time. If you are still interested in the position make sure that they know. If you are asked that are you interested in the job and you think you are, then it is better to say ‘yes or no’ rather than saying I will think about it.

Immediately afterwards, note down your thoughts on the interview and any questions that you might have, while they are still fresh in your mind.

Follow up the interview with an email or letter to your interviewer, once again thanking them for their time and interest in you.

Call your recruitment consultant as soon as you can with an honest feedback. The sooner you do this the sooner your consultant can talk to the company to find out about you and your interview.

At all times stay in touch with your consultant who should relay positive or negative feedback. They will help you prepare for the next interview and advise you at all stages. Remember that the recruitment consultant is highly experienced about the recruitment life cycle. Use the most of their experience and knowledge to assist you gain best results.

TYPICAL QUESTIONS ASKED BY THE INTERVIEWERS

These are all deliberately ‘open’ questions, in other words you cannot answer them with a ‘yes’ or ‘no’.

- Why do you want to leave your current job
- Why are you interested in joining our company
- What will you miss the most in current position
- What kind of people you go along well with and what kind of people you don’t along well with
- What would you say have been your greatest strength in your current position
- What would you have done differently in your current position
- Give us examples of how your management styles has been effective
- How do you tackle problems
- What have you learnt over the course of last 5 years
- Where do you see yourself in 5 and 10 years from now
- What types of initiatives have you taken in your current position
- How do you run a team
- How would your team describe you
- How are you at prioritizing
- How do you manage time
- Give examples of your problem solving and delegation skills
- What are your hobbies
- What is the most difficult thing you have ever done at work
- Are you flexible in terms of travelling and job responsibilities
- Tell me your strengths and weaknesses

GOOD QUESTIONS TO ASK

Here are some examples of questions you can ask during an interview:

- Why has the position become available
- What is the culture of your organization
- What is the policy of your company on training and development
- What are the future plans of the company about the current job
- How do you appraise the performance of your employees
- What would be expected from me within the first 3/6/9 and 12 months
- Who will I be reporting to
- What will be my job responsibility
- What are the future prospects in the company
- Is there possibility of working overseas
- Ask the interviewer “what is your background” so that you can know more about the interviewer and might help you breaking the ice and making the interview more friendlier

Important Websites for Jobseekers

www.mepv.com

www.gulfjobsites.com

www.emirates.com

www.bayt.com

www.careerEmirates.com

www.gulfnews.com

www.etrade4u.com/jobs

www.medhunters.com

www.overseasjobs.com

www.planetvacancy.com

www.uaegrgraduate.com

Recruitment Agencies in UAE

Dubai

Clarendon Parker Middle East

Dubai Internet City, P.O. Box 26359

Dubai - U.A.E.

Tel: 04-3910460

Fax: 04-3910465

Web: www.clarendonparker.com

BAC Middle East

Sultan Business Centre

Dubai - U.A.E

Tel : 04-3360350

Email: recruit@bacme.com

Talent Management Consultancy

Dubai - U.A.E.

Tel: 04-3350999

Email: t5an@talentdubai.com

SOS Recruitment Consultants

Dubai - U.A.E.

Tel: 04-3965600

Fax: 04-8965900

Web: www.sosrecruitment.net

See**Specialized Expertise Establishment**

P.O. Box 39897, Dubai - U.A.E.

Tel: 04-2663316

Fax: 04-2665610

Email: banerjid@emirates.net.ae

HisysHR

P.O. Box 7747, Dubai - U.A.E.

Tel: 04-2690095

Email: hisyshr@emirates.net.ae

Nadia

Al Moosa Tower II

Dubai – U.A.E.

Tel: 04-3313959

Email: vijay@nadia-me.com

Web: <http://www.nadia-me.com>

DSA Recruitment Services

Dubai – U.A.E.

Tel: 04-3456719

Fax: 04-3456721

Email: dsadubai@emirates.net.ae

Jobtrack

Dubai - U.A.E.

Tel: 04-3977751

Fax: 04- 3976220

Email: mgt@jobtrackme.com

Jerry Varghese

P.O. Box 23343, Dubai - U.A.E.

Fax: 04-2827104

Email: jicdubai@emirates.net.ae

Antal International

304, Dusseldorf Business Point, Al Barsha, Dubai
Tel: +971 (0)4 447 2835
Fax: +971 (0)4 447 2837
AntalDubai@antal.com

DSA Recruitment Services

Dubai - U.A.E.
Tel : 04-3456719
Fax: 04-3456721
Email: dsadubai@emirates.net.ae

TMC

P.O. Box 14248, Dubai - U.A.E.
Tel: 04-2622622
Email: tmcdex@emirates.net.ae

Ingram

Executive search
P.O. Box 32403, Dubai – U.A.E.
Tel : 04-3344225
Fax : 04-3344255
Email: profile@ingram-search.com
Web : www.ingram-search.com

Abu Dhabi

Synergy

Abu Dhabi - U.A.E.
Tel: 02-6671663
Email: synergy@emirates.net.ae

Petro Middle East

P.O. Box 7743, Al Khaily Tower
Abu Dhabi - U.A.E.
Fax: 02-6710660
Email: petrome@emirates.net.ae
Web: <http://www.hruae.com>

Dana International

P.O. Box 44899, Abu Dhabi - U.A.E.
Email: danaintr@emirates.net.ae

EMASCO

Emirates Management Assistance Co.
Abu Dhabi – U.A.E.
Tel: 02-6673535
Email: recruitment@emasco.com

ABC Recruitment

P.O. Box 27495, Abu Dhabi - U.A.E.

Tel 02-6768558

Fax: 02-6769280

Email: anshu@abc.inuae.com

Web: www.abc.inuae.com

Al-Madina Agencies & Services

P.O. Box 114, Abu Dhabi - U.A.E.

Tel: 02-6212333

Fax: 02-6212888

Email: almadina@emirates.net.ae

Web: www.almadian.co.ae

Sharjah**Icon Management Services**

P.O. Box 24112,

Sharjah, Abu Ghazaleh Bldg.

Above Crystal Palace

2 nd Floor, Flat No. 211,

5 th Bldg. From Al Khan Roundabout

Fax: 06-5398498

Email: icon_mgt@emirates.net.ae