

UNIVERSITY OF **BALAMAND**

CAREER SERVICES GUIDE
ACADEMIC YEAR 2015 - 2016

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INTRODUCTION

The Career Services Guide includes information and tips provided by the Career Services Center that help students improve their job search skills. It presents ideas and strategies to make students' career planning as successful as possible. The Career Services Center invites students to use these resources from the first day they enroll at the University. The mission of the Career Services Center at the University of Balamand is to help students achieve their career goals by offering information and advice, scheduling workshops, and providing resources specifically selected and tailored to help them succeed.

STEPS IN CAREER PLANNING

Usually, sophomore and junior students think that career planning begins in their senior year. On the contrary, career planning is a process that should begin from the first day they enroll at the University and continue throughout their years of study and professional life.

This guide helps students to set up a timeline and perform necessary tasks during each academic year in order to choose a career based on their interests. These tasks are summarized as follows:

First Year: Time to Explore

As you move from high school to University, it's common for you not to be sure about what to do later. It is during this period that you need to be guided the most, as you will learn about your skills, personality, interests and preferences. This information may also be useful for students who are undecided about their major. If this is the case, you may discover more about your interests and skills outside the classrooms through:

- Joining student organizations, sports, extra-curricular activities; enrolling in the Student Work Program and getting involved in community service.
- Talking about career interests with faculty members, advisors, counselors, etc.
- Learning more about yourself through self-assessment in order to identify your strengths and weaknesses.
- Starting to prepare your CV (Résumé). As a sophomore student, you will have to leave several sections empty, but at least you can build a framework for the CV (Resumé) and fill in the remaining sections later.
- Starting to think about your internship. As a sophomore student, you are strongly encouraged to visit career fairs on and off campus to explore various opportunities. You can also establish contacts with your academic advisor and faculty members who have connections with industry.

Second Year: Know More about Careers and Internships

Continue to explore and gather information about career fields and internships and try to find out what is best for you. Remember, during the second year you are midway to graduating and it is during this time that you may want to reflect on your first-year experience and explore majors and minors in your field of study. The following guidelines may be useful:

- Plan the future. If you will be seeking an advanced degree, check admission requirements, testing dates and deadlines for applications. If you will be applying for a job, set up reasonable career goals that you will accomplish in the third year of study. For example, search for companies that hire graduates with your skills and start establishing contacts with them, know more about their work environment so you know how to adapt to it, try to enrich your skills in order to increase your chances of being hired when you graduate.
- Consult with your academic advisor on a continuous basis about course selections and progress towards completing your major (and minor).
- Plan to attend workshops (e.g., CV writing, interview tips, leadership skills), career fairs, recruitment seminars and suchlike, to know what opportunities would be available when you graduate.
- Pursue internships (see page 21), student work, summer jobs, and volunteer activities to gain work experience. Recommendation letters from such work can be extremely useful for the future.
- Start creating a portfolio of achievements that includes your CV (Résumé), class projects, recommendation letters, major achievements in extra-curricular activities and other items that could be of value.
- Remain involved in extra-curricular activities and seek leadership positions in student clubs, societies, varsity teams, organizations, etc.
- Explore fellowship and exchange program opportunities with foreign institutions (e.g., NESAS, Fulbright, MEPI, EUROMED, British Council).
- Consider job-shadowing an alumnus or professional in a career field.

Third Year: Make Your Career Decision

During this year, you will transfer from college to graduate school or a career position. Therefore, you are strongly urged to make use of all the career services resources, e.g., campus interviews, job listings, career fairs, workshops, recruitment seminars, in order to identify prospective employers and career positions. You are strongly recommended to:

- Confirm your remaining degree requirements at the beginning of the year so that there are no surprises when it is time to graduate.
- Review your career and personal goals for the short term and long term and make adjustments as needed.
- Strengthen your interview skills by signing up for an interview tips workshop.
- Keep your portfolio up to date (CV, recommendation letters, certificates, awards, scholarships, work experience, involvement in community service and extra-curricular activities, class projects, attendance of seminars, workshops, etc.).

- Establish relations with alumni and discuss with them their first-year experience on the job and the challenges they faced. Join the UOB Alumni Association upon graduation and keep in touch with students who have already graduated. Attend alumni-sponsored events to establish important connections after graduation.
- Use your personal contacts to identify job opportunities and get referrals.
- Continue to establish relationships with faculty members, both in and out of your major.
- Explore undergraduate research positions, internship or summer job opportunities in order to develop skills and gain experience.
- Develop new skills — learn a language, add new computer skills, take a new class or pursue a hobby or sport.
- Continue to be involved — volunteer, or give back to the community
- Keep up your professional development. Attend a Career Fair, employer event or workshop sponsored by the Career Services Center on or off campus.

Transfer Students and Students Enrolling in a Graduate Program at UOB

As a transfer student or as a new student enrolling in a graduate program, you might feel uncomfortable during your first month of enrollment. The following guidelines are recommended in order for you to get used to the University environment and catch up with your colleagues:

- Explore the campus and know more about its facilities, programs, services, centers, etc.
- Review the University publications (Catalogue, Student Handbook, Career Services Guide, Highlights Newspaper, etc.) and visit the website of the University to know more about activities and new programs.
- As a graduate student it could be useful to seek a part-time job. You may visit the Career Services Center to assist you in your job search. You can also seek assistantship in your Faculty by consulting with the Dean of the Faculty.
- Visit the Career Services Center to share your experience with them as a student coming from another institution. They may be able to assist you in building up a career plan and catching up on the necessary tasks of your early academic years.

SERVICES PROVIDED BY THE CAREER SERVICES CENTER

There are major services that students can benefit from throughout their university years such as events organized in order to help students acquire career search skills and enhance their soft skills. Some of these activities are tailored for newly-enrolled students so they can benefit from it at early stages. These include:

1. CV (Résumé) writing tips
2. Cover Letter writing tips
3. Job-Search Strategies
4. Career Fair
5. Interview Tips
6. Recruitment Seminars /Career-Related Workshops
7. Updating students with current job postings and offers
8. Internships

1. CV (RÉSUMÉ) WRITING TIPS

Definition

A CV (Résumé) is a brief organized document that reflects the educational and professional experiences that are of value for the position for which you are applying. It is a selling tool that outlines your education, skills and experience so an employer can see at a glance how you can contribute to the employer's workplace.

Difference between CV and Résumé

- A Curriculum Vitae (referred to as a CV), should be used for academic positions involving substantial amounts of research and/or teaching. It can be several pages long.
- A Résumé should be used for other positions (mainly non-academic). It is usually concise (preferably one to two pages). In this guide, both terms are used.

Why is a CV (Résumé) so Important

- It leads to interviews and interviews lead to jobs.
- It helps you be prepared and organized during the interview.
- It allows you to have all the facts at your fingertips and in particular not to forget facts regarding when and where you worked before.

Different Sections of a CV (Résumé):

- **Contact information:**

Name, address, telephone number, email

- **Objective or goal:**

Type of the position you are applying for, which can be a specific position that a company is advertising or any general position that is relevant to your field of study. For an advertised position, specify the title of the position and your specialty (your major and minor). For a general position, specify your field of interest. Also, make sure to mention whether you are seeking a full-time or part-time position or training. As an example, if your objective is a specific position (such as a health-promotion position in a reputable organization), you would write the following: "Seeking a challenging position as a health-promotion learner in an international organization", rather than "Seeking a position in an international organization that offers the chance for promotion and personal development".

- **Education:**

Title of your degree

Name and address of your college

Major

Date of graduation or expected date (month and year)

- **Experience:**

Summarize your experience in chronological order, starting with the most recent jobs and working backward.

Include the employing companies, the dates of employment and job duties assigned.

Note that training and internships also count as experience.

- **Skills:**

List all skills you may have that can contribute to the position wanted, such as computer skills, languages, management and leadership skills.

You are strongly advised to add sections considered optional, such as: hobbies and award, volunteer work, involvement in extra-curricular activities (clubs, societies, sports teams, etc.)

- **References:**

Supply at least three references (one being from outside your field of study).

Things to "Do" and "Not to Do" in a CV (Résumé) are listed below

To Do:

- Use active words.
- Make it one page, if possible, and don't exceed two pages (especially for new graduates).

- Write simple English
- Write it yourself.
- Use the same format throughout the CV (Résumé) to avoid confusing the reader.

Not to Do:

- Don't give reasons for leaving previous jobs.
- Don't list personal information such as weight, height, color of eyes, gender.
- Don't attach photos (unless it is required).
- Don't make errors in typing and spelling.

An example of a CV (Résumé) is provided in Appendix 1.

2. COVER LETTERS

When and Why a Cover Letter is Needed

- A CV (Résumé) should always be accompanied by a cover letter.
- A cover letter acts as an introduction to the CV (Résumé), listing in detail your goals and objectives.
- A cover letter also stands as a sample of your writing skills, so be sure to make it the best possible written document.
- If you are sending your CV (Résumé) via email, the cover letter can be the email message itself and the CV (Résumé) can be attached.

Anatomy of a Cover Letter

- The first heading should be the date you are writing the cover letter.
- Name of the recipient (with title such as Mr, Ms, Mrs, Dr), the position of the recipient, the company name and address of the recipient. If the recipient is a woman and you don't know her marital status, use Ms.
- Salutation: Dear Dr/Mr/Mrs/Ms
- Purpose of the letter:
Specify what type of position you are applying for and how you knew about it. If you are sending your CV for a general position that is not advertised, just say that you are seeking a position in your field of study/major. Then provide a short summary of your academic achievements (degree, university, graduation date, etc.)
- Major achievements:
Specify achievements (e.g., projects, trainings, competitions, awards) that may be relevant to the position you are applying for.

- Extra-curricular activities:
Make sure to mention your role in enhancing campus life (e.g., involvement in clubs, societies, community service, NGOs, varsity teams). This shows that you acquired leadership and organizational skills during your years of study.
- Conclusion:
Give the employer reasons for hiring you without bragging too much about yourself. Try to highlight skills and expertise that could be beneficial to the company. Ask for an interview at the employer's convenience. Make sure you conclude with something friendly (e.g., yours sincerely/truly), then sign (an unsigned cover letter will indicate a careless attitude), then type your name and your contact numbers and email below the signature (Make sure that you provide an accessible phone number).

Final Tips for Writing a Cover Letter

- Write simply
- The shorter the better
- Be different and distinctive, but don't brag
- The letter must reflect professionalism
- Unless requested by the employer, don't mention the requested salary
- Don't exaggerate and make sure what you say is true
- Be sure to sign the letter

An example of a Cover Letter is provided in Appendix 2

3. JOB-SEARCH STRATEGIES

Looking for a job requires lots of effort. Actually, it can be the hardest job you'll ever have. The key to job-search success is to have a plan of action and implement it in an organized manner. To stand head and shoulders above the rest of the job-seeking crowd, you should follow the advices given in this guide and avoid the following common mistakes:

- Relying on one strategy
- Lack of focus/career objective
- Failure to identify and use networking
- Targeting only large employers
- Failure to follow-up
- Unprofessional materials/appearance
- Impersonal approach
- Underestimation of time needed

Things to Remember:

- Job strategies may vary based on the job requirements and applicant's goals.
- Be flexible.
- Be persistent.
- Start early and allow extra time to conduct your job search.

How Do You Find a Job?

- Job listings (newspapers, magazines)
- Internet resources: websites of individual employers, professional associations, etc.
- Career Fairs (organized by the University and others)
- Frequent visits to the Career Services Center
- Personal contacts
- Recruitment seminars

4. CAREER FAIR

The Career Fair is a major event that is organized yearly by the Career Services Center. During this event, local and international multi-disciplinary companies are invited to be on campus for one full day to explain to students about job opportunities and sometimes to conduct interviews and receive CVs (Résumés).

Reasons to Attend the Career Fair

- Learn about the job market and what opportunities are available when you graduate
- Learn about yourself and the sort of job that interests you
- Decide which major to choose, based on demand by employers for different subjects
- Establish contacts with companies that can offer jobs and internships
- Get feedback on your CV (Résumé) and job search in general from employers in your area of interest

What Happens during the Career Fair

- You can interact one-to-one with company representatives from a wide range of industries, including banking, engineering, telecom, oil and gas, advertising, consumer goods, construction, airlines, medical and pharmaceutical, and others.
- You can enquire about the types of job available in each organization.
- Company representatives may ask you about your major and your career interests.
- Company representatives may be from the upper management level or UOB alumni. You can learn from their experience.
- It is very seldom that you receive a job offer on the same day of the Career Fair.

What to Do before the Career Fair:

- Prepare your CV (Résumé) and a strong cover letter and bring with you multiple copies.
- Get a list of companies attending and identify those you wish to talk to.
- Practice introducing yourself to company representatives that you may meet at the Career Fair.

As part of your personal introduction, you should:

Introduce yourself and offer a handshake.

Give a brief summary of your education and experience.

Tell the employer why you are attending the Career Fair and what sort of employment you are seeking.

Compose a small introduction about yourself and rehearse it.

Be prompt and precise in your answers to the company representatives' questions.

Prepare a list of questions but:

Avoid questions about salary and benefits during the first meeting.

Avoid questions about working hours (e.g., does the company work after 5:00 p.m. or on Saturdays).

Do not ask for free gadgets unless they offer you some.

What to Do during the Career Fair

- Look professional (you are not expected to wear a suit but do not come in shorts, jeans, flip-flops, etc.).
- Introduce yourself, using the personal introduction you prepared earlier.
- Ask your most important questions.
- Take notes of the key points and any follow-up actions required.
- Ask for a business card from the company representatives. If they don't have one, note down their name and contact details.
- Give them your business card, if you have produced one (as a student, you are not expected to have one).
- Avoid walking around in a large group, so that you have the opportunity to speak with the company representatives one-to-one.
- Make sure your mobile is on silent mode.

What to Do after the Career Fair

- Review the information you have gathered, including notes from the personal conversations with company representatives.
- Reflect on key questions that you should ask yourself after the Career Fair such as:
 - What type of job interested you the most?
 - Which company representatives attracted you the most and why (e.g., is it their working habits, location, size, type of work)?

Which companies spoke to you about future opportunities and potential for personal development?

What other important items are necessary to prepare yourself for the job market?

- Follow up with the companies that you spoke to. You may want to send them an email thanking them for their time during the Career Fair and reminding them about your goals.

5. JOB-INTERVIEW TIPS

Getting an interview does not mean that you will get the job; however, it is a major step forward in your career search. You may get the interview during the Career Fair or after the Career Fair, based on CVs (Résumés) that you have sent. Here are some recommendations on how to get and prepare for an interview.

Get the Interview

- Don't hesitate to call companies to know if they are conducting interviews and express your interest in having an interview.
- Be persistent but not aggressive!
- For most employers, communication skills and personality are more important than technical and academic skills, so make sure you present yourself well.
- Send CVs (Résumés) to as many companies as possible. This way you will increase your chances of getting an interview.

Prepare for the Interview

- Know the company, e.g., its products, structure, services, financial status, competitors, reputation and any recent and major changes.
- Try to know about the person who will interview you, eg., background, experience, personality and education.
- Know what you want. Do you just want any job or a job in a field that especially interests you?
- Show self-confidence. What are your particular strengths? What makes you unique and different? Be ready to show your competitive image.
- Know the questions. Some frequently-asked interview questions with advisable answers are listed below:

a. Tell me about yourself?

This is usually the first question asked by the interviewer. You should be well rehearsed and answer confidently, taking no more than three minutes. Try to focus on your education and achievements relevant to the job, expressing enthusiasm for the job and avoiding personal or irrelevant information.

b. What are your skills/strengths?

Focus on skills and strengths that are relevant to the job and company (you should have searched about the company before the interview).

c. What are your weaknesses?

Choose a weakness that is not relevant to the job. For example: "I don't like delays and get frustrated if too much time is spent discussing an issue without any action." You may mention a weakness that you have improved upon, such as learning about new software, or making presentations.

d. Why do you want this job?

Your answer should reflect self-confidence and competence. For example: "I feel that it matches my qualifications so that my contributions to the company would be beneficial". Try to avoid answers such as: "I need a job".

e. Tell me about a difficult scenario at school or in a previous job and how you dealt with it:

They are testing how you cope with awkward situations and how you would behave under pressure. Your answer should reflect your skills at problem-solving and ability to communicate.

f. Tell me about an achievement that you are proud of:

Choose one based on work experience or extra-curricular activities. For example: "I won the gold medal for swimming". Personal achievements should only be included if they are very impressive and prestigious.

g. What are your career goals?

They want to know about your long-term commitment. Reassure the employer that the role you are applying for fits your career plan.

h. What are your salary expectations?

Salary negotiations are best handled in the final stages (after the first interview), so try to avoid such discussion during the first interview. A possible answer could be: "Give me an offer." Or you could simply state a realistic salary range and mention that it is negotiable.

i. What do you know about our organization?

You should have searched the following before the interview: the company structure, finances, products and services, key staff members, customers and competitors, market trends and challenges, office locations, and suchlike.

You should also ask questions. Employers are as interested in your questions as they are in your answers and they will react favorably if you ask intelligent questions about the position, the company and the industry. Possible questions are:

- If I got the job, what would be my first assignment? Who would I be reporting to?
- Is there an organizational chart for the company and where does this position fit into

the overall organization?

c. Does the company organize social gatherings, outings, or other recreational activities?

d. How do you foresee company growth in the next five to ten years?

e. If I meet your expectations (and I believe I will), where can I go from here?

f. What do you enjoy the most about this company?

g. Can you tell me about the people I would be working with?

Things to Remember

- Punctuality:

Make sure you arrive early (at least fifteen minutes before the interview). Lateness is not excused regardless of the reason. It is advisable to check the company location before the day of the interview.

- Dress Code:

You should dress professionally to give a good impression to the interviewer, regardless of the job you are applying for. Hints for professional dress code are shown below:

Male:

Two-pieces dark colored suits:

Appropriate colors: black, blue, grey.

Solid or light conservative stripes

Suit jackets are preferred as single or double breasted.

Select the style that fits the nature of the work or personal style

Crisp white or blue tailored shirt

Conservative tie that reaches mid-belt

Polished shoes that match the color of your belt

Use perfume sparingly

Dark blue, black, grey or brown socks

Match your suit (avoid wearing white socks)

Avoid obnoxious/ flashy jewelry (body piercings, earrings, etc.)

Carry a portfolio folder or professional bag

Female:

Two- piece dark colored pants or knee-length skirt suit

Wear neutral colored panty hose or dark tights if wearing a skirt

Crisp white or blue blouse, tailored shirt, or shell with conservative neckline

Polished, closed-toe shoes with a low to moderate heel

Try to avoid shoes with very high heels

No multiple earrings or gaudy jewelry

Use perfume and makeup sparingly

Nail polish should be a neutral color



Carry a portfolio folder, professional bag, or simple conservative purse

- Handshake:

A firm handshake reflects self-confidence and eye contact reflects enthusiasm.

- Body Language.

Facial expression:

Look natural but be ready to smile.

Posture:

This sends a signal of self-confidence even when you are in the waiting room before the interview.

Gestures:

If you use gestures, make sure they come naturally and are meaningful.

Closing the Interview:

At the end of the interview you should:

- Make it clear to the interviewer that you want the job.
- Set the stage for the next step. For example, ask the interviewer: "What would be my next step?", "How can I follow up on this?", "Would you mind if I call you or send an email if I have further questions?"
- Create a final positive impression. For example, you could say something like: "Thank you so much for your time"; "It has been a pleasure to meet you"; "I am delighted to know about the company and hope to become a member of the team very soon".

6. RECRUITMENT SEMINARS/CAREER-RELATED WORKSHOPS

Recruitment seminars and career-related workshops are key activities organized by the Career Services Center. In these seminars/workshops, representatives from industry are invited to introduce students to their companies and the employment process and inform them about vacancies. Attending these seminars/workshops will not only provide you with employment opportunities, but also enhance your knowledge about what is available in the job market. It is also a great opportunity for you to extend your network and connect with professionals in your field of study/expertise.

You are strongly advised to attend the career-related seminars/workshops in order to explore your career interests, your career niche, your abilities and your skill inventory, so you can successfully market yourself to an employer. You will also in this way enhance the professional development skills that make you competitive upon graduation.

7. UPDATING STUDENTS WITH CURRENT JOB POSTINGS

The Career Services Center posts job or internship opportunities and takes the initiative to send your CV (Résumé) to vacancies where the requirements match your education and skills. The Center maintains a strong relationship between the University and industry partners.

8. INTERNSHIPS

Many university students do internships (mandatory or optional) to gain relevant experience in a particular career field. Internships provide great opportunities for transferring from the University to the job market and help you develop and maintain a strong professional network for the future.

Nowadays, internships are required as part of the curriculum requirements for graduation. Students are requested to check with their advisor about these requirements. A frequent problem encountered is when students wait till the last minute to explore an internship opportunity. Most companies request CVs (Résumés) and applications for internship opportunities at least six months ahead of time, so the later you apply the fewer your opportunities will be. The Career Services Center guides you through your search for internship opportunities. Keep in mind that you should apply by mid-year (February) to secure an opportunity in your field of study.

Why Seek Internships (even if not required by your program of study)?

- Practical learning is the most effective way to obtain employment after graduation.
- Approximately 85% of interns receive a job offer from the parent company.
- It is a recruiting strategy for employers.
- It gives you the opportunity to learn new skills and apply what you learned in the classroom in "real life situations".
- You build up self-confidence and professionalism.
- It is a way to explore career options, likes and dislikes.
- It helps you find out before graduation what you want to do after graduation.
- It is a way to network (socially and professionally) and develop contacts in your field of study.

How to Seek Internship Opportunities?

- Review resources available at the Career Services Center.
- Check out the classified ads on and off campus (newspapers, magazines, etc.)
- Consult with faculty members, alumni and professionals in your field of study.

- Visit Job Fairs (many employers attending might have internships to offer).
- Attend the recruitment seminars and career-related workshops.

Important Tips for a Successful Internship:

- Maintain a Can-Do Attitude and take on any task assigned with enthusiasm.
- Take the initiative to acquire new skills and ask for things to do.
- Accept criticism kindly and maintain a friendly attitude and a sense of humor.
- Ask if you may attend meetings and events that interest you.
- Ask to shadow different people and talk with them about their work experience. Identify at least one individual to be your mentor or professional guardian (someone who is willing to help you in your career development and success).
- Work with your supervisor to organize your learning agenda. It should target specific skills and competencies you wish to acquire.
- Maintain a portfolio of your activities and achievements in order to monitor your progress.
- Read everything you can get your hands on (except confidential items); talk with people from different departments as well as clients and vendors in order to be informed on all aspects of the job.
- Seek regular reviews from your supervisor to assess your performance.
- Try to adapt, observe, learn and practice. Be patient; don't expect too much too soon.
- Get to know the habits of your co-workers early and pay attention to how people interact with each other.
- Be sensitive to others; don't gossip, don't complain, and avoid being involved in internal politics.
- Build a reputation for being reliable and dependable.
- Learn from your mistakes and move on to your next task.
- Meet deadlines
- Always assume the responsibility to ask when an assignment is due. This will help you understand the job priorities and how to manage your time accordingly.
- Be willing to accept additional work responsibilities as you continue in the position.
- Be prepared to work late or overtime when necessary.
- Always be punctual to work.
- Assume everyone else knows more than you do, but don't be afraid to present useful ideas that may save time, money or solve problems. Make sure, however, that your style doesn't come across as arrogant. Employers value assertiveness, not aggressiveness.
- Learn how to follow the chain of command. Don't go over or around your supervisor to get noticed, to get ahead, or to complain. Establish and maintain good business relationships with everyone.

- Learn how your assignment fits into the grand scheme of things. In today's work environment, success is often defined by your ability to get along with and interact with others. You are a winner only if your team wins.
- Participate in work-related social functions and become an active member of your work community.

9. VOLUNTEERING AND COMMUNITY SERVICE

The Career Services Center takes the initiative to introduce students to volunteering and to interacting with the community. To this end, the Career Services Center bridges the gap between non-governmental organizations (NGOs) and students. Note that NGOs sometimes offer internship and job opportunities on a full-time and part-time basis.

What is Volunteering?

Volunteering is involvement that individuals take on themselves for the welfare of their neighborhood, society or country, without expecting financial reward. It can be done at the individual level or through engaging in institutions or organizations (NGOs often) that welcome such volunteers. It can have a positive impact on the choice of your career track through, for example:

- Discovering abilities you may have been unaware of.
- Finding new openings that fit your individual interests.
- Reorienting your career in the future by making contacts that help you find a paid job after you graduate, thus gaining experience that can be added to your CV (Résumé).

Why Volunteer

Volunteering is a vital way to make a difference in this world. Helping out may give you the opportunity to gain new professional skills, enhance those you already have, and then share them with others. Furthermore, volunteering helps you communicate with people who may differ from you in age, abilities, disabilities, and other respects. This helps you gain self-respect, confidence and leadership qualities. Most employers greatly value people who can lead. There is no doubt that volunteering will make you feel empowered to change things and create the kind of community you want to live in.

Can Community Service Get You into a Job

Most job applicants believe that experience and education are the main factors valued in a CV (Résumé). However, what they don't know is the fact that recruitment officers also take "Community Service" very seriously. This is because a candidate involved in community service should have developed leadership skills, should be of good character and, most

importantly, should stand out. Any institution is proud to have such a person on board.

How to Become a Volunteer

There are several NGOs and organizations that offer opportunities that will match your interests. You can start by researching organizations in your neighborhood and others listed in newspapers and journals, or you can consider clubs at the University that have volunteer programs in their mission statement. Above all, you can visit the Community Fair organized annually by the Career Services Center. On that occasion, students are encouraged to meet representatives from invited organizations and get to know about their goals, mission, and the services they offer. There is a real possibility of being offered a position as a volunteer by one of these bodies.

Added to that, UOB has also a SEED (Service Experience Education through Doing) program related to community service. For further information you may contact the SEED office (seed@balamand.edu.lb, ext. 2311).

