

# CAREER BOOKLET

COMPASS TO CAREER BUILDING FOR  
STUDENTS AND CAREER ENTRANTS



STUDENT  
COUNSELING  
DEPARTMENT

The counsellors of Student Counseling Department are responsible for career and psychological counseling, skills and self-knowledge trainings, for helping career entrants to find a job, and also for supporting disabled students.

Academic life is not only about learning curriculum and passing exams, but also about taking the first steps towards an independent life and a successful career. We have established our services to help our students in their personal growth, to achieve their own goals along their education, from the academic entry to the first steps into the labour market. You can find all the information of us at the [www.hszibme.hu](http://www.hszibme.hu) webpage.

You can come across several job advertisements and internship opportunities at our webpage: [www.hszibme.hu/allasajanlatok](http://www.hszibme.hu/allasajanlatok)

If you subscribe to our newsletter, then we will forward you every promotions where there is a good chance that you can apply to them, and also you can be informed about our actual programs.



Nowadays conscious career building is more and more important, and it is worth starting to plan during the academic years, since employers require from the career entrants foreign language proficiency and professional experience beyond the diploma. We try to assist you to gain these.

In the first part of Career Booklet we aim to help you to crystallize your goal, who you really are, and what you would like to achieve. In order to do this, we have collected some exercises, which you can think over at home, without any help.

After this part, we try to orient you in the maze of job seeking. How can you start searching for a job? What does a good CV look like? How should a motivational letter be written? In what situations can you find yourself at a job interview? How can you be prepared for those? We give some practical advice regarding job seeking, and –what hopefully helps the preparation– we introduce you labour-law knowledge.

Take the reins, and take the first step towards a successful career!

Best regards,  
the counsellors of BME HSZI

**Find out who you are and what you want to achieve!**  
**PLAN YOUR CAREER!**

# Career planning

## Why is it important?

In order to sell yourself in the labour market, you need to know yourself and your opportunities. In this matter self-knowledge will help you, which is the base of career planning: you need to know what you are able to do, what you should improve, what you are longing for. If that is done, you need to consider your opportunities. Being aware of these, you can determine the job which fits/suits you, your talents, your expectations, and in which you can realize your purpose, which leads you to a happy, balanced life.

Therefore, career planning is not only about browsing on the internet for job advertisements and writing your CV. It is a much complex process which is worth starting during your student years, and reviewing constantly, completing with new ideas and strategies.

## What is it good for?

- ✓ to have a sense of **what you would like to do with your life**
- ✓ it makes your future **predictable**
- ✓ the **perspective** is constantly in front of your eyes
- ✓ if you feel discouraged, your **ambition** is right there
- ✓ it means a **planned self-realization**
- ✓ it provides **security**
- ✓ it **reminds you** of the need of making effort day by day

## The steps of career building:

1. Self-knowledge: be aware of your skills, strengths, which you can build upon.
2. Collecting information, mapping opportunities: Inquire about your opportunities! Check out what trainings you can attend to, what the situation of the labour market is at the given area: what the chances are for finding an employment, what scope of activities you could fulfill, what the wages and the development opportunities look like!
3. Determining your goal: think over what you would like to achieve and set a goal for yourself!
4. Strategies, action plans: plan the route towards your goal!
5. Execution: take the steps which you have previously mapped during planning, and hold on to them.



## Self-knowledge

The first step is to get to know yourself. Learn who you are, what your strengths are, which you can build upon, what your skills are which need to be improved! Try yourself in more and more situations, and observe your behavior in the meantime, look at yourself from an outer position!

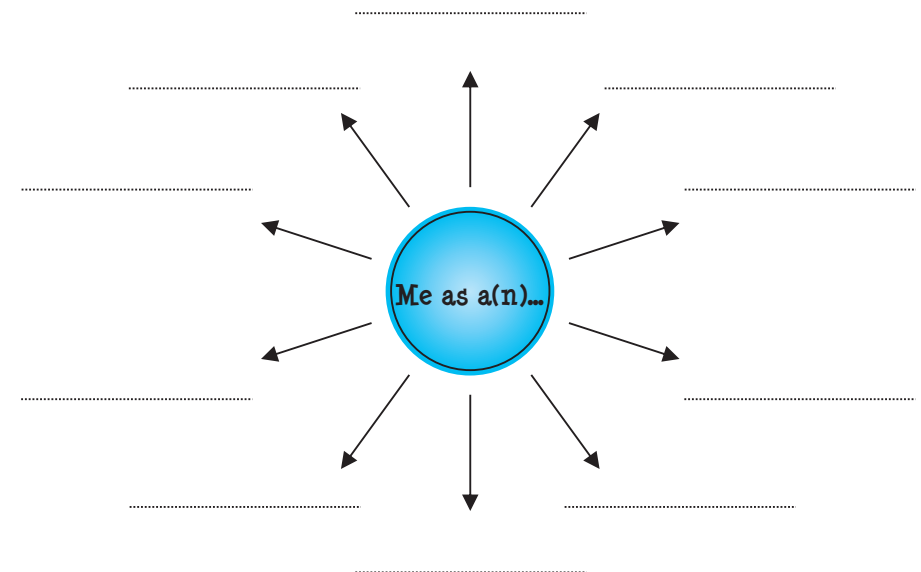
Participate in self-knowledge or career building trainings or read books about self-development, complete tasks at home. In this booklet we have also collected some helpful exercises for you.

Dare you to ask for help!  
Have you become insecure regarding your future? Would you like to see clearly the opportunities in front of you? Or are you already aware of what you would like to achieve, but you don't know how to start it? Visit the career consultants of the BME Student Counseling Department at [tanacsadas@hszi.bme.hu](mailto:tanacsadas@hszi.bme.hu) e-mail address, and ask for an appointment to personal consultation.



## Who am I?

Right now, thinking it over consciously, collect those roles which represent you/your life, which you fulfil. For example: boyfriend/girlfriend, child, student, sibling, etc. role



The more roles you can list, the more pillars you are standing on. This can be useful, if you face some sort of failure in one role, the other roles can help you to tide over hard times.

## Where are you standing right now?

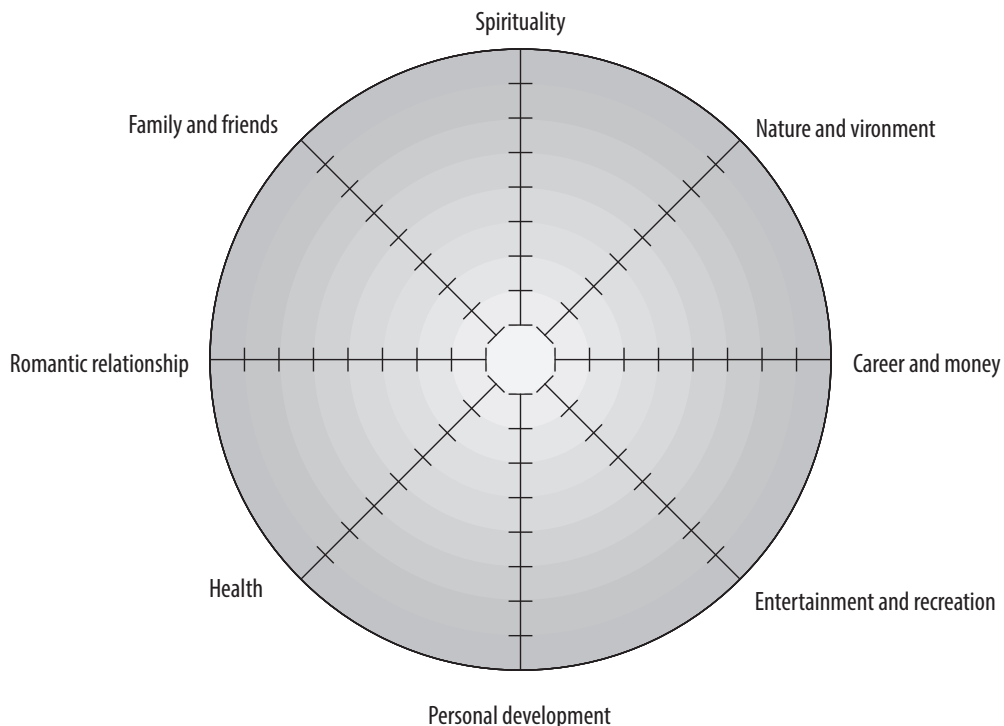
Life wheel is a self-knowledge tool, which helps you to go over your 8 life areas and then to define at which area you need to develop, to change. The wheel arms represent the emotions, the interpretation, the goal, the path towards the goal and the actions.

The middle of the wheel is 0, its edge is 10. Rate every area according to how much you are satisfied with it.

Mark your satisfaction level on the symbolic wheel arms.

How could one travel with your life wheel, would it be spinning smoothly or would it be clogging? Where are your entanglements, which areas could you change?

If you honestly face your feelings, you can clearly identify those life areas, which need to be changed.



*Tip! Draw your own life wheel! You can be the one who determines the life areas, even regarding only your career or your job. For your private life you can apply the followings: romantic love, children, friends, health, environment, studies, etc. For the circumstances at your workplace you can check out the following ones: deadlines, delegation, working hours, successes, relationship with employees, relationship with employer, motivation, challenge, development, etc.*

*It is very important that you always take into account those areas on the life wheel which you consider relevant in your life. This will make it unique.*

## Attribute Scale!

Self knowledge is very important in our carrier building; one of its stations is to enumerate our attributes. You can read attributes below where you can rank yourself from 1 to 5 in the „I see myself“ column how you see yourself currently (1 - very much unlike me, 5 - very much like me). In the „I would like to be in the future“ column you should think about which are those attributes in which you would like to improve, and which are less important (using the same 1-5 ranking method).

Attributes	I see myself	I would like to be in the future
Reliable		
Efficient		
Perseverant		
Conscientious		
Collaborator		
Proactive		
Hardworking		
Enthusiastic		
Precise		
Independent		
Helpful		
Imaginative		
Original		
Determined		
Energetic		
Genuineness		
Entertaining		
Understanding		
Direct		
Patient		
Caring		
Calm		
Flexible		
Attractive		
Positive		

Differences of two or more are worth considering why they came out or how to change them to the desired direction.

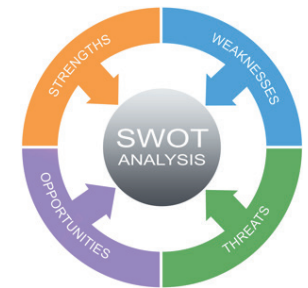
## The strengths which you can build upon...

1. Analyze your course of life so far! Consider your successes you have reached until now! What did you book as a success during your studies/work experience? In the "My successes" column write down every success which comes to your mind! There is no such thing as wrong answer, only right one! You can even mention things seem to be tiny as the first clothes or theatre tickets bought from your first salary, scholar competitions or sport contests, your first passed exams, etc., because at that time you have truly experienced these as successes, which they are indeed.
2. In what did you feel that you were better than the majority? What led you to success in each situation? Analyze these listed achievements and to "My strengths" column write down that characteristic which helped you to reach success.

[illegible]

## See clearly your skills!

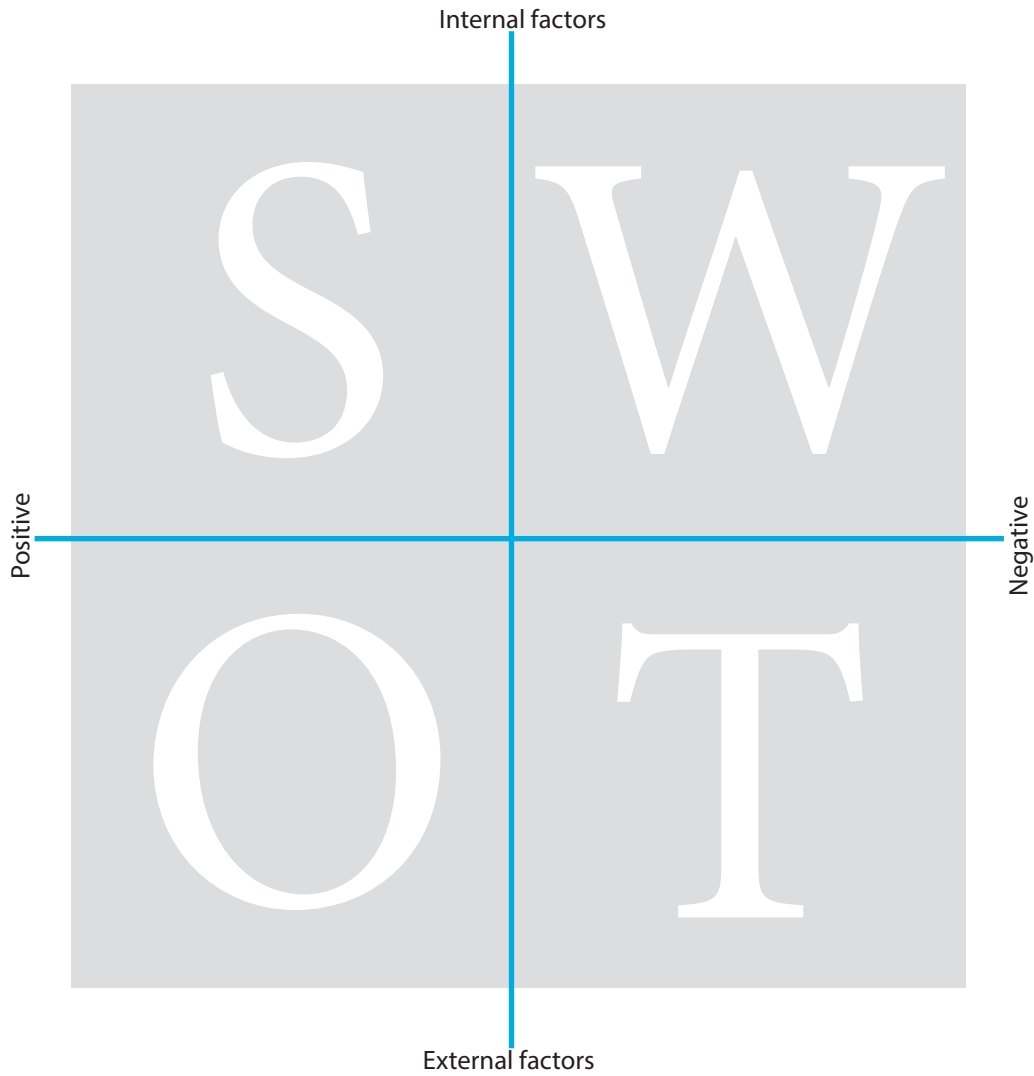
The SWOT analysis is a quick and simple method, which we can apply to ourselves any time. It doesn't require a deep reflection, still helps us to discover such opportunities which we wouldn't notice in other ways. Think through your strengths, your weaknesses, your opportunities, and your threats and write them into the coordinate system on the next page.



<p><b>Strengths</b></p> <p>Inner positive characteristics you can influence, and which you can exploit.</p> <ul style="list-style-type: none"> <li>✓ What strengths do you have?</li> <li>✓ What are the things you do well?</li> <li>✓ What relevant resources do you have?</li> <li>✓ What do others consider your strength?</li> <li>✓ What advantages do you have, which others don't? (for example qualification, education, certificate, contacts, etc.)</li> </ul>	<p><b>Weaknesses</b></p> <p>Inner negative factors you can influence, and which you would like to change</p> <ul style="list-style-type: none"> <li>✓ What could you improve?</li> <li>✓ What are the things you do wrong?</li> <li>✓ What should you avoid?</li> <li>✓ What are the tasks you avoid because you don't feel confident enough?</li> <li>✓ What does your environment consider your weakness?</li> </ul>
<p><b>Opportunities</b></p> <p>External positive factors you can not influence, but which you can probably take advantage of</p> <ul style="list-style-type: none"> <li>✓ What kind of good opportunities do you see?</li> <li>✓ What interesting trends do you know about, which can possibly influence your life, your course of life?</li> <li>✓ Is the industrial sector growing in which you work/study? If yes, what advantage can you take of it?</li> <li>✓ Do you have a social network from which you can get advice?</li> </ul>	<p><b>Threats</b></p> <p>External negative factors you can not influence but whose effect you probably can diminish</p> <ul style="list-style-type: none"> <li>✓ What kind of difficulties do you cope with?</li> <li>✓ What are the "competitors" (classmates, your contemporaries...) doing?</li> <li>✓ Changes of the requirements regarding your studies, work, talents, skills?</li> <li>✓ Can any of your weaknesses turn into an obstacle?</li> </ul>

## Make a 360 degree assessment of yourself!

Ask your friends, parents, siblings, professors, sports-mates, colleagues to list your good and bad characteristics! It is important to assure them that you won't be insulted, this serves your development, so they can be honest. Organize these characteristics into the following columns!

[illegible]

Compare this list with the one you have already created of yourself! How much does the others' opinion match your own?

# What is important for you?

Our value system plays an important role in every area of our lives, so in our work as well. Those people who set goals based on their value system, realize these goals more successfully, and become more satisfied with the achieved results.

Take your time to identify your most important values using the list down below!

It is crucial that these values reflect your own choice and not of the people surrounding you or not the requirements of society.

Justice	providing similar opportunities, respecting everybody's rights
Honesty	frankness, telling the truth
Respect	respecting the other person
Bravery/courage	overcoming fears, making a stand for our own truth
Personal integrity	the congruence/harmony between our actions, thoughts and intentions
Forgiveness	being able to forgive and forget the offense
Peace	resolving conflicts not an aggressive way
Environment	respecting the future of Earth
Challenges	trying to meet our boundaries in intellectual and physical performance
Self-acceptance	respecting ourselves, self-esteem
Knowledge	understanding new ideas, new learnings, the truth and other things
Adventure	taking risks, excitement
Creativity	finding new solutions, innovation
Personal development	constant learning, acquiring new skills, self-knowledge
Inner harmony	lack of inner conflicts, harmony, tranquility
Spirituality, faith	contact with the supernatural, practicing our faith
Social relationships	good relationships with others, feeling to be liked
Diplomacy	common interests, finding point of views during conflicts
Teamwork	cooperating with others in order to reach common goals
Help	listening to other people's needs and helping them
Communication	open dialogue, exchange of views
Friendship	relationship providing persisting, mutual help
Consensus	making decisions which are acceptable for everyone
Tradition	respecting conventions created in the past
Security	life free from worries, fears and risks
Stability	certitude, predictability
Orderliness	clean, neat environment, appearance
Self-control	self-discipline, self-restraint
Persistence	accomplishing goals, finishing tasks

Rationality	logical, explainable, emotionless thinking
Health	preserving and improving our corporal, physical health
Easygoingness	humor, playfulness, fluency, entertainment
Prosperity	growth, things going better and better
Family	caring and being together with our loved ones
Appearance	neatness, being well dressed and fit
Intimacy	deep psychical and mental relationship
Esthetics	desire for beautiful things, work of arts
Community	being the useful member of a broader community, social life
Expertise	being good at something, being able to accomplish something effectively
Results/achievements	completing successfully a distinct task
Progression	ambitions, efforts in order to get higher
Acknowledgement	others recognizing our efforts and achievements
Prestige	have a say in how things are going, others accepting our opinion
Influence	directing other people to act according our will
Competition	winning, getting greater results, being smarter than others

## The 5 most important value for me:

In the box below write down the 5 value which you consider important from the list above regarding your work and career! Weight these values according to their importance: what is the value which you could let go first in a critical situation (accepting that you don't have a chance to live or work by this value)? This one should get an "E" mark, then rate the other values likewise. The value which you couldn't let go at whatsoever cost can get the "A" mark.

Think over, how satisfied are you/were you with the realization of these values in your current or previous work? What satisfaction level would you like to reach regarding the given value in the future?

		My satisfaction level (1-10)	
Value	Priority (A-E)	Currently	What I would like to reach in the future

## Finish the sentence!

1. 1. I would be very pleased if .....
2. For me the most important is to .....
3. I would not regret anything .....
4. That would be the biggest reward for me, .....
5. I am afraid of .....
6. I would never agree to, .....
7. I set up the goal to .....
8. I would like to be able to .....
9. I try to .....
10. I fight against that .....

## Find it!

Some helpful questions to find the job which suits you

What do you like doing in your free time?

What are you daydreaming of?

What would you do if one day you woke up for winning the lottery and you could skip working for money for the rest of your life? (What would you like to do, even if you weren't paid for it?)

What would you do if you couldn't fail?

What causes the biggest happiness to you?

What challenges you?

Write down as precisely as you can how your day would go by if every time of yours was free time?



## COLLECTING INFORMATION, MAPPING OPPORTUNITIES

If you have a clear image of yourself, what you are able to, what you are longing for, collect information about your opportunities! Check out what trainings you can participate, what the labour market situation is at the given work area: what the chances are for finding an employment, what scope of activities you can fulfill, what the salary and the development opportunities look like.

### Career follow-up after diploma

According to the higher education law, Hungarian institutions of higher education have to follow up their graduated students' situation in labour market, hence every year a new survey is made whose results are published on the following website: [www.felvi.hu](http://www.felvi.hu). The survey made by the BME can be found on the website of the Student Counseling Department.

### Participate in events

More and more company organizes professional and informative days, announce professional contests. Profit from these opportunities, inquire about the employers' world, chat ad-lib with specialists and human resource managers.

You should also keep an eye on the webpage of the BME Student Counseling Department, where you can find useful tips and advices, and browsing the adverts it is worth checking out which companies are looking for interns in which areas, and what kind of full time positions are posted.  
[www.hszi.bme.hu/allasajanlatok](http://www.hszi.bme.hu/allasajanlatok)

### Be the member of a community

Join a community! It can be scientific or even a community life-based group or activity. Build your social network, you can never know, when and who can help you in the future.

### BME Job fair

Even if you feel that finding a job is far away, it is worth inquiring about the companies and getting to know them as early as possible. You can gain useful information which might come in handy later. The job fair is organized every March and October in the K building of BME.

[www.muegyetemiallasborze.hu](http://www.muegyetemiallasborze.hu)

## GOALS, PLANS

When we make a career plan, actually we are putting together a scheme for a long run project, which consists of the following steps:

**Vision:** Clarify the primary goals of the project! Imagine the success, which is the fruit of achieving our goal.

**Defining our sub-goals:** Determine all the critical elements and conditions needed to complete the project. (What do we still need to develop?)

**Action plan:** Determine those parts of the project which we can start working on immediately, and the specific steps we should take.

1. **Write down your career-related goals**, desires, concepts which you would like to achieve. You don't have to explain them, only in entry words, but aim to write as many as you can. Don't criticize yourself, everything can have a reality here.

- **Make it precise!**

Dream your ideal future! If you could depict on of your future day, what would it look like? When would you wake up, where would you go to work, what would you do all day long? Be precise!

- **Decide!**

If you are thinking of several possibilities, review them one by one: imagine how would you feel about doing that job every day! Observe your feelings! Write them down!

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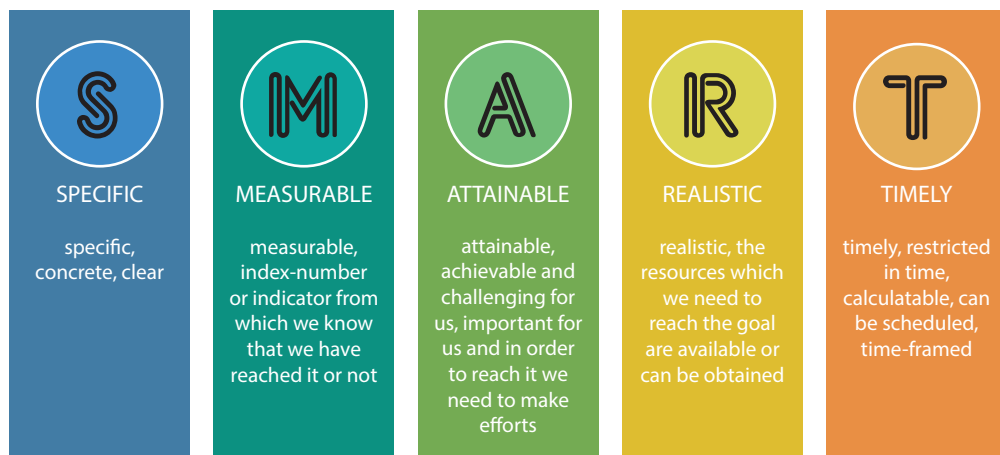
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If you don't like what you feel, think about that: this indicates that you wouldn't feel that good in those scope of activities. In which role did you feel the best? Which one made you proud, satisfied, energized?

**2. Take a look at the written goals and examine them a bit more precisely! The SMART goal-model can help your goal setting. What does this acronym mean?**



Chose a long term goal from the written goals, which you consider the most important, then think over the followings:

**S:** What is the goal what I would like to reach? Write down what you would like to achieve touching upon as many details as you can. (for example: if the goal is to learn German, this is not precise enough. Phrase what your goal is with that, what level you would like to reach in German. You need an intermediate professional language exam for getting your degree? Or you need to do a 20 minute presentation about a professional topic at your workplace? Or you are preparing for a longer holiday and you would like to get along in the restaurants, hotels, groceries without help?)

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**M:** How do I know that I reached my goal? How can I measure it?

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**A:** Why is it important for me? What efforts does it require from me?

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**R:** How realistic is it? Is this the right time to deal with it? Am I the right person to do this? Are the circumstances ideal to reach this goal?

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**T:** By what time do I want to achieve this?

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**3. If you have examined your goals, it is worth thinking over the route towards execution.**

What can I do this year to realize my goal?

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What can I do this month to realize my goal?

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What can I do this week to realize my goal?

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What can I do this day to realize my goal?

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**Tip!**  
Long-term goals are often overshadowed by short-term, “must do” tasks: designate a certain time every day – it can be 10 minutes altogether or one hour every week-when you pay attention to your long term goal (for example: finding a job). The time spent will be a payback and in this way you are getting closer and closer to your desired goal.  
Salami-technique: A long-term goal can seem impossible to reach. According to the method above, try to cut every goal into digestible pieces, which doesn't represent an unimaginable challenge.

## Execution

**Motivate yourself!**

**If it becomes more and more clear what job would fit you, then try to make it precise: phrase your dream job categorically which you would like to fill! Hang it out, and let it remind you, why you are striving!**



**Dream job:**

Requirements: .....

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Tasks: .....

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**Collect some companies, where you would gladly work, where you can imagine making your career.**

Companies: .....

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Check out the websites of the companies, and if they exist, then the job advertisements as well. Gather together which requirements you already meet and what you need to improve.

**Requirements:**

..... I meet the requirements

..... ●

..... it needs to be improved

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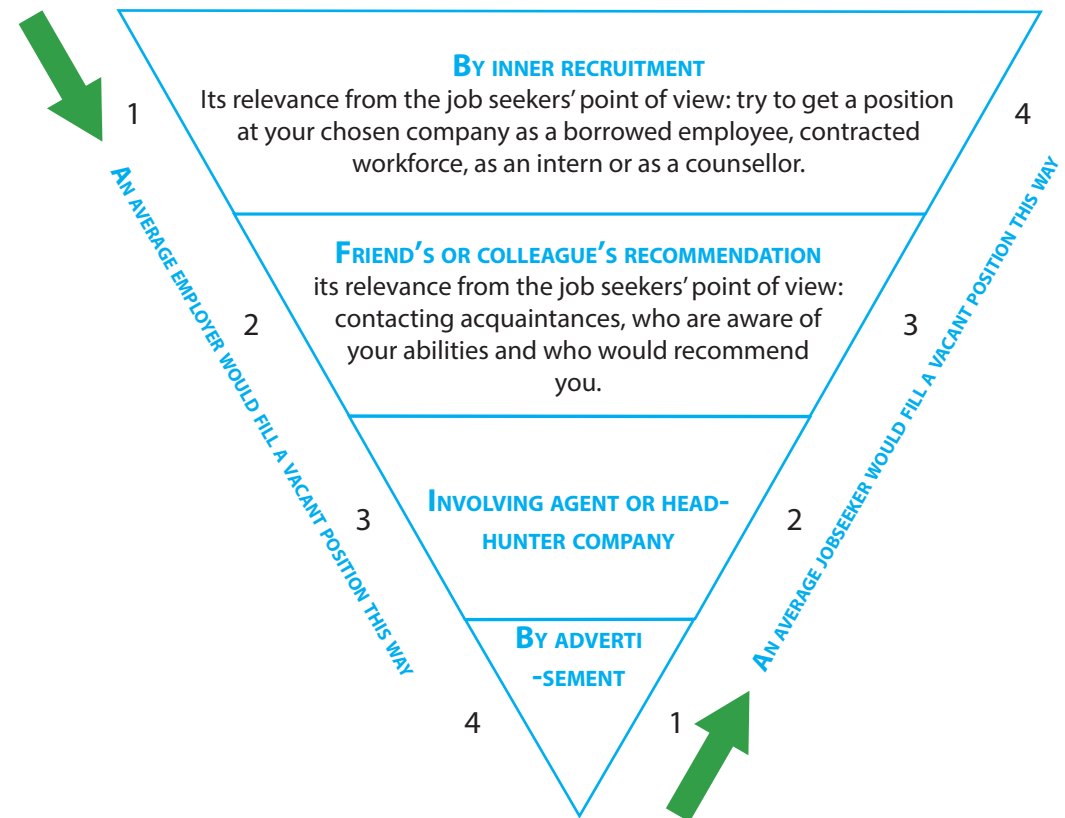
# Next Step: Act!

If you are aware of yourself and you know what you would like to achieve, then you can step to the next chapter, in which we try to give advices to looking for a job.

## Job finding channels

If it is time to find a job, and you know what your skills are, you have your goals, then as a first step, organize your online self. Why is it even important?

In the competitive sector there are more than 35 thousand vacant positions, and according to the KSH results from 2016, among these there are 19 thousand positions found in Budapest. The supply and demand don't fit together, and experts say, this is because employers and jobseekers are generally looking for each other a totally different way. When the employers can easily find employees, then they use opposite methods than the jobseekers. On the image down below it can be seen that employees and employers approach recruitment methods from the opposite direction.



As you can see on the image, generally the job seekers' first task is to write a CV, then to look up the advertisements, whereas these are the last steps applied by the employer.

The paper-based CV will likely remain a basic requirement; however the social media has a bigger and bigger role from the jobseekers' point of view. The Facebook with its 1,3-1,4 billion users, and the LinkedIn with its 360-370 million users demand a greater attention from employees.

Below we show you how it is worth using these two social surfaces while looking for a job.

## Facebook



Scroll over your Facebook profile observing it from an external point of view!

The person who doesn't know you only sees this, what kind of image does he create of you? What does your profile picture look like? What kind of comments and sharings do you have? Try to profit from the opportunities given to you by Facebook!

- In your profile, publish your college, your latest workplaces!
- Configure your privacy settings carefully! The person who is not your acquaintance should not be able to access your page- the HR managers will rake the unprotected profiles.
- Don't publish photos and messages/comments which you wouldn't show to your future employer, with special emphasis on your profile photo. Delete everything what could create a wrong impression!
- Like the pages which stand in the center of your professional interest (companies, organizations, magazines, etc.)! Don't forget the academic pages either!
- Join groups which represent your professional interest! You can find loads of information on these pages, from internships to career building advices.
- Use applications which can create a good impression of you regarding your profession (e.g. what professional book you have read recently)!
- Confirm your presence at the professional events which you participate in!
- Post regularly professional -themed articles, at least when you are seeking for a job!

## LinkedIn



LinkedIn is the greatest professional community page in the world. It transparently organizes certain phases of our professional life course, just as a detailed CV. It collects our data by directed questions, after which we can see the areas of our professional life in a reader-friendly setting. Besides our work experience and studies, there is an opportunity to give data regarding volunteer jobs, language skills, other courses, for which you can attach electronic documents, certificates and photos.

LinkedIn creates an interactive surface for feedbacks, thus the creation of datasheet doesn't only rely on self-assessment. Our acquaintances can approve our personal and professional skills previously listed by us, and they can add new ones to our list as well. In addition our colleagues can write recommendation of us, which feedback- with our permission - will be presented as a common work experience. Create your own profile (you too) and make sure to keep it updated, so take a look at it at least once a week and show some activity!

It is worth taking a few good advices listed down below in order to make your LinkedIn profile as eye-catching as it can be for the HR managers:

- The text of the headline, namely your motto should be as catchy as it can be. It is important that it may contain keywords by which HR managers can easily find you. It has to turn out why it is worth contacting you.
- Fill your profile 100%, because when you are building connections, it is important to let people know who you are, what advantages you may offer them. Fill the section of your experiences and skills!
- Regarding your profile photo it is worth choosing the golden mean, since it is the most effective way of self-marketing. It is good if the photo is professional, but personal enough at the same time.
- The summarization should be informative, exciting and entertaining all in one. It is worth using first person singular while listing personal values, which can be spiced up with comic facts.
- Less is more when it comes to skills. It's more practical to mention the most important ones at the front, which might support your career path.
- To stand out, nowadays it is necessary to use multimedia links (photos, videos, own blog, any other tool)
- Build connections: look for those who are already your friends at other community pages!
- Join groups: in order to build relationships and get information, it is wise to join groups whose topics are interesting for you. Don't forget the groups either which you have already joined in real life (academic alumni group, etc.)
- Use LinkedIn for orientation before job interviews, formal meetings and networking events! You can gain such background information which might make you more confident.
- If you friend someone, write a short personal comment where you have met each other- this thoughtfulness will surely make a good impression.
- Ask for recommendations! LinkedIn provides an excellent opportunity to publish your previous employers', colleagues' and academic classmates' opinion as a reference.





## CV and motivational letter

The aspects down below are worth considering when it comes to writing a CV or a motivational letter.

Online counselling at the BME Student Counseling Department!  
If you already have a CV, but you would like somebody to check it out before you send it for the chosen position, then send it to the **tanacsadas@hszi.bme.hu** e-mail address. Our counsellors will reply and write down their comments.

Much as we would like, there is no such receipt which we only have to follow and then we will be certainly invited to job interviews. The most important aspect is to make our CV **transparent and straightforward**. Don't make it longer than 1 or 2 pages! It should be diverse, clear-cut. Don't list contest results from elementary school, or maturity exam grades or your parents' professions. A HR manager usually spends 20-30 seconds with checking a CV. This is the time we have to catch or attract his/her attention, to make him/her spend more time with our application.

**Match our CV and the position!** See behind the job advert, think over what they require from the applicants and draw the attention to those elements.

Pay attention to **spelling and mistyping!** If we can't assemble a 1 or 2 page long document without mistakes, then what will happen when we have to set together a more complex presentation?  
Think about that as it is the first work/job/task of ours which our future employer will meet(?) see, let's be fastidious then! Before we jump into sending our CV, show it to somebody else, as two heads are better than one.

**Creative CV- be cautious!**  
Creative CV-s became more and more trendy. We can find several ones on the internet, from which we can select, but don't carry it too far. Think over what kind of job we are applying to! Creativity is not always what will be appreciated. But if we choose to make a creative CV, we should pay attention that the appearance wouldn't impair the content.

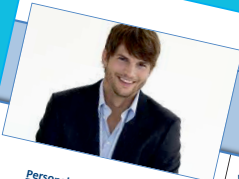
**CV and motivational letter** should complete each other, but also the two documents should stand their ground independently. What the CV can not contain, it can be expressed in the motivational letter. In the motivational letter don't use templates downloaded from the internet, the HR managers know off book the sentences from these templates. Be unique, write your own motivational letter!

### Cover letter

Cover letter is the accompanying text which we write in our e-mail when we send our application for a position. This should be brief: in a couple of sentences let's phrase who we are, why we are writing, what we apply to, and what we attach. It is a formal letter just as at the motivational letter.

## YOUR ONLINE APPEARANCE HAS A DECISIVE RELEVANCE, THEREFORE TAKE THE ADVICES DOWN BELOW:

1. Search yourself in Google! Type your name and check out what you find! This is the reflection you would like to have about yourself? In case you are not present among the findings or you would like to broadcast an other image, then create a professional community profile (LinkedIn) or set up a professional blog!
2. Use well your e-mail! E-mails play an extremely great role in your online presence. As it can be easily the first way to get in touch with your contacts, pay attention to always transmit professionalism while communicating. When you are searching for a job, littleprincess@gmail.com may not be a favorable e-mail address. Try to make an account with your name! If the domain name is already taken, complete it with a date of year or with your second name. Your CV contains your e-mail address, it is not fortunate if it creates a childish impression of you. Respond to every e-mail within 24 hours and pay attention to your grammar and to capital letters-even if you are replying from your mobile phone.
3. Look at your community profiles from an external point of view, for example from a HR manager's. Do the online contents make an impression of a reliable workforce (of you)?
4. Use Twitter! Here it is not that widespread, even though it provides you a great opportunity to follow the work of people who you consider important and to drop into chats regarding your interest.
5. Bring your offline connections to the World Wide Web! Take a half hour every week to send a short hello message to those who you haven't talked for a while (former classmates, friends of family, etc.) Get in touch with them again, inquire about them, and tell them what new things happened to you, what kind of goals you have set.
6. Minimum once per week refresh your status on the community pages! This allows you to stay on your acquaintances' radar – and if you post profession-related news, then you will surely attract the professionals' attention.
7. Be present! Comment on professional blogs and news! Expressing your own opinion (as far as you do it adequately) is a great way to build your self-brand. In order to do this, you need to use your own name when commenting.
8. To your e-mail signature add links about your LinkedIn/Google/Twitter profile.
9. Stay vigilant! As the web, your online appearance is constantly changing as well, and the maintenance of it is a never-ending task. Set a Google alarm to your name and to its mistyped versions, then keep a check on that! When you start looking for a job, then all of this becomes high priority, thus you will be surely checked out.



## Kornél Karrier

### Personal details

E-mail: karrier.kornel@gmail.com  
Mobil: +36 20 202 02 02  
Please contact me in written messages!

### Personality traits

I am good at problem solving, which helped me in my earlier work experiences. Besides this I am always responsible and precise in my tasks, which are indispensable in a process engineer position.

### Computer skills

MS Office, AutoCAD Inventor user level knowledge

Picture detecting system (AOI) and PLC programming knowledge

### Hobbies

swimming, football, tennis, chess

### Membership

Hungarian Association of the Deaf and Hard of Hearing

### Work experiences

2014 – currently **Process engineer**

Continental Automotive Hungary Kft.  
Main responsibilities:

- maintenance and improving of production equipment
- process optimization, exploration of improving options, participation in the implementation
- error analysis and error detection
- ensuring up-to date information flow, ensuring the quality and production documentation is kept up to date

2012 – 2014.

**Trainee – Maintenance, Engine production**  
Audi Hungária Motor Kft.  
Main responsibilities:

- supporting the work of engineers
- participation in TPM processes
- supporting production processes

### Education

2012 – 2014.

**Major: electrical engineer, MSc.**  
Budapest University of Technology, Faculty of Electrical Engineering and Informatics

2008 – 2012.

**Major: electrical engineer, BSc.**  
Budapest University of Technology, Faculty of Electrical Engineering and Informatics

### Language knowledge

English

German

**fluent** (advanced level „C” type language exam, 2014.)  
speech level

E-mail: karrier.kata@gmail.com

## Karrier Kata

Mobile: 06-20/1010-101



### Personal details

Date of Birth: Budapest, 1993. July 09.  
Address: 1111 Budapest, Bartók Béla street 23.

### Education

2015 – 2017. **Budapest University of Technology and Economics**  
Faculty of Electrical Engineering and Informatics  
**Major: Electrical Engineer, M.Sc.**

Specialization:  
Main courses:

Topic of thesis:

2011 – 2015.

**Budapest University of Technology and Economics**  
Faculty of Electrical Engineering and Informatics  
**Major: Electrical Engineer, B.Sc.**

2007 – 2011.

Móricz Zsigmond Grammar School, Budapest

### Work experience

2016. may. – jun.

**Interactive Brokers Hungary Kft. – Trainee**  
Main responsibilities:

- ...
- ...

2012 – 2013.

**Audi Hungária Motor Kft. – Trainee**  
Main responsibilities:

- ...
- ...

### Further work experience

2012 – 2013.

[www.computer.hu](http://www.computer.hu) – journalism in it topic

2010 – 2013.

National Society of Student and Youth Journalists of Hungary – membership

### Student activities

2014.

Scientific Student Association Conference  
Subject of my paper :The Society which is rich in information (III. place)

2013. autumn

Organizing BME Days, Program team vice leader

E-mail: karrier.kata@gmail.com

2011 – 2012.

Műhely (University's official paper) BME Körkép box leader

2011.

Journalist of Műhely

Mobile: 06-20/1010-101

### Further knowledge

Foreign language:

language exam)

**English – conversational level** (2011. „C” type intermediate level economics German – passive knowledge

### Computer skills:

C++, C, Pascal programming languages – programming level knowledge  
Word, Excel, PowerPoint, ACDSee, Internet – user level knowledge

Driver license:

„B” category (2008.)

### Personality traits

Good organizing skills, communication skills and writing and speech, monotony tolerance, which improved a lot during my studies and journalistic work experience

### Interests

Expanding my IT knowledge, collecting and publishing new information in this area

Addressee's name  
Position of the addressee

Name of the company  
Address of the company

Subject: motivation letter/applying to ... position

Dear Mrs. / Mr.!

In the first section write down who you are, where did you find the job advertisement, and if there is one, mark the reference number(it can be written to the subject as well)

In this section you should write a short description about your work experiences, what you experienced in the different roles. It does not mean repeating the information which are already in the CV. Write down your attributes which are relevant in your work and in your career. For example: write down what you did in each roles. (Coordinator, organizing, team work, individual work, motivation ect.)

In this section you should prove why you are the ideal candidate for the position. It is worth writing about your individual abilities, because these are part of your everyday life so these will manifest in the work as well. For example: workload, way of thinking, individual ambition, feedbacks from the society. Sell yourself but take the company's point of view into the consideration. To do this, read carefully what the employer would like from you - like at the university exams it is important to listen to the task, not only your imagination is important.

Inform the employer about your future plans, outline briefly your professional vision, your motivations, what you would like to achieve, and how these would fit to the company's profile. You can achieve positive judgement with giving contact to one or two person (with telephone number, address, company name), who can give reference about your abilities and attitude. A farewell formula in which you express your trust in a personal encounter.

Best Regards:

Signature

<Date>

# Job interview

If you are invited to a job interview, prepare yourself for it! Here the emphasis won't be on your CV, but on what you can present in person.

## The first impression

The influence of first impression is indicative, and many times it definitively determines the candidate's fate. Taking the advices below, you can do a lot to create a positive first impression of yourself.



### 1. Choose low-keyed and elegant clothing!

For ladies a skirt and blouse or a woman's suit appropriate for the the event will do, while for gentlemen a suit or pants (not jeans) and a shirt combination, possibly a lounge-coat is recommended. Well-chosen clothes will speak for themselves and ideally they reflect professionalism and fastidiousness. In creative jobs, formal clothing is less required, thus at these job interviews casual clothing is acceptable. If we are planning several interviews for one day, let's choose comfortable, convenient pieces. Don't try out our newly bought shoes that day, because if we are footsore it will keep us busy, besides its inconvenience, it can make us frustrated which will ruin our performance.

2. Regarding **neatness** it is essential that we can not show up unshaven, with untidy nails, with stained shirt, blouse. We had better to bring backup with ourselves, the white pieces are sensitive even to the smallest dirt.

3. **Arrive in time!** In case of bigger office buildings or units it can take even 4-5 minutes to check in at the reception. It's better to arrive earlier and wait a bit in the building, but surely do not make the employer wait, and do not check in too early either: both case can be awkward.

4. **Before the interview** throw out your chewing gum, and drink some water! Although they will likely offer us some, let's be prepared.

5. **Beginning and closing:** Greet the employer with a firm hand-shake, if he offers his hand- let's wait for him to initiate it. Then introduce ourselves and in the meantime pay attention to eye-contact. Pay attention where they are offering a seat and take place there. At the end of the interview, say goodbye with a firm hand-shake and pay attention to eye-contact again.

6. **Body language throughout the interview:** Don't fiddle with our hands! If we are prone to do so, then let's put away every disturbing objects (e.g. pens) from our sight. Your

posture is appropriate if you are sitting up and leaning a bit forward, expressing that you are paying attention. During the discussion don't rest your chin on hand, and don't cover your mouth. Do not play the drum with your legs, or don't shake it: these are signs that we are impatient, tensed. The enlaced hands before the chest mean withdrawal and resistance, thus these are worth avoiding.

7. **Facial expression:** Smiling is an important starter: not only helps in creating sympathy but it releases tension in both partners. It is best used moderately. If we react to everything with a wide smile, then we might make the other person think that we are superficial and indifferent towards others. The authentic, honest smile can be seen in our eyes, so try to take it into account as well!

8. **Mirroring:** We can make a good impression if we synchronize our posture with our partner's posture, and we use a volume and tone similar to his.

9. **Inquire:** Interview is a mutual conversation. Although we are the ones who are mainly asked, but we have the opportunity to pose questions as well. Think about a few questions in advance, which you are interested in regarding the position.

### Tip!

*Try to ask some work-related questions : Has anybody fulfilled this position earlier? If yes, what happened to the predecessor? What kind of development programs are running at the company? After these, we can inquire about the selection process: How does the selection process go on? When will we be informed about the results?*

*Don't ask about the salary, wait until the representative of the company comes up with this topic!*

## What can happen at a job interview?

**When you are invited to a job interview, feel free to ask what you can count upon, as there are several types of job interviews, you shouldn't take it as a surprise, but rather prepare for it!**

### Apply to a trial job interview!

*If you would like to challenge yourself in an interview situation, apply to it at the colleagues of BME Student Counseling Department. At the end of the trial interview you can get useful feedbacks of your performance, which you can benefit from at a real interview situation.*



### Phone Interview

This type of interview is usually used for pre-selection, after browsing the incoming CV-s. Its goal is to make clear some parts in the applicant's CV, and to map his motivation. This first conversation creates the first impression - the applicants's reactions, his aptitude or hesitation reveal a lot - his communication skills can be also tested. For positions where strong foreign language skills are required, the language skill can be checked on the phone as well. Pay attention: during job-seeking it is worth always responding politely to unknown callers.



If the time is not convenient for talking - for example in car, on metro, at the workplace - then we can still ask to fix another appointment. For the conversation let's prepare some paper, pen, just in case we arrange the next steps by phone.

### Structural interview

It is a „question-reply“ interview type, which most of the time is built on a defined structure. In case of this interview, it is important to respond in a clear and concrete way, because the goal is to let the interviewer get as many precise information as he wants.

### Paired and panel interviews

Here we face not only one, but two or more interviewers. It can be an advantage, as our success doesn't depend on one person's opinion. In these cases we might meet our future professional leader.

### Chain interview

One after another the employees of the company try to get to know the applicant.

### Group interview

A conversation with several applicants at the same time which can be perfectly used for giving small contests and tasks.

### Stress interview

It is the toughest type of interviews, but it's rarely used. It is not applied with career entrants, because it can easily cause damage: it can take away the enthusiasm of work, of the company. When it comes to positions characterized by a great stress level - at corporate executives and customer service workers - it is more common to measure resilience. The goal of the interview is to get the applicant out of the groove with unexpected, provocative questions, with the lack of eye-contact or any feedbacks, thus the interviewers can observe how the applicant reacts and how he can deal with certain situations.

### Job interview on foreign language

At workplaces, where excellent language proficiency is important, the applicant is tested on that certain language as well. It can happen during a Hungarian interview, or in the setting of a solely foreign interview. A foreign interview is different from the language exam. On the latter we can say almost anything if it is grammatically, stylistically correct, and it will still make a good point. However, at a job interview the expressed content is just as much important. It is even more difficult, if the foreign interview takes place by phone; oftentimes this is the case with foreign jobs. On the phone it is more difficult to communicate because of the lack of nonverbal signs, thus the comprehension may be affected negatively on both sides.



**Whatever is waiting for you, don't forget that at the interview there is no sub- or superordination! You are as valuable as the interviewer, even if you don't feel like it.**

## Tell us about yourself!

Typical question which might sound easy for the first sight, but many people bleed out at this part, as it hits them unexpectedly and they don't have time to think over what the interviewer is curious at after all. It is worth preparing with a short introduction, which can be rehearsed at home as well. Let's think over what are the things we would like to tell about ourselves. We lend you a hand with this technique down below:

### Elevator speech

**Imagine that you enter a lift in an office building in the city centre. As the door closes, a person steps up to you and says the followings: „Hello, at your dream workplace it is me who is responsible for recruitment. Tell me about yourself!“ Are you prepared for a case like this? Would you be able to introduce yourself, your previous experiences and career plans briefly, with confidence as fast as a lift goes up- which is around 30 seconds or less?**

In most cases there is no time to tell somebody the story of your life, to list every nameable achievements from your CV. Good elevator speech provides enough background information and it is inspirational enough to make the other person want to continue the conversation.

Most of the times the first question on interviews is: **„Tell me about yourself, please!“** If you start the conversation well, you can build the first good impression further. The first step to a good introduction is to know yourself well and to know what makes you unique. Pose yourself the following questions and work on your replies.

**Who are you?** Remember, your primary goal is to introduce yourself in a simple way! You familiarize yourself when telling where you attended school, what you studied, where you worked and where you are currently working.

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**What are your most significant achievements, your biggest strengths and your passion?**

You increase your chances if you take these into account and put them in a frame which

is relevant for a possible future employer. What could you tell about yourself which surely makes the recruiter **remember you**, or want to know you better?

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**What would you like to achieve? Where are you heading? What jobs, companies, or industrial sectors are you interested in, which ones suit you?** This is the part of the speech from which others can learn what you are looking for and what your interests are. Don't seem to be too pushy or aggressive, but speak openly about the job you are searching for and the career you long for.

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At last, in order to reach your goal with your speech, keep the conversational tone so that it doesn't sound pre-written and pre-learned. Think over the questions above and in the appropriate conversation mix them together so they will be convincing and believable for the audience.

### Typical questions at job interviews

By topics we have collected some typical questions, which can arise at an interview. If you think over your answers, you can reply with confidence to different questions as well.

*Tip!*  
*If you can not answer a question immediately, feel free to ask for time to think over your reply. They won't jump to a negative conclusion, and it's better than coming up with something half-baked.*

### Self-knowledge

1. How do others see you? What do you think what person you are?
2. What does success mean to you?
3. What are your short-term goals?
4. What are your weaknesses? Strengths?
5. List 3 positive and 3 negative characteristics of yours!
6. Tell me about a situation which confirms one of the characteristics above!

### Motivation

1. Why would you like to work for us?
2. Why would you like to change? Why have you left your previous workplace?
3. According to you, how much does the salary scale affect the performance? How much does it motivate you?
4. Why do you think that you will be successful at your professional field?
5. In what work environment can you do your best?
6. What were the things that you were satisfied with at your previous workplace? And that you weren't satisfied with?

### Need of performance

1. What plans do you have for your future years regarding your professional career?
2. Where would you like to get in 5 years?
3. What goals have you set at your previous workplace?
4. Tell me a case when you have set a goal which didn't connect directly to your tasks!
5. What goals would you set if you were hired to the applied workplace?
6. What would you like to achieve in life?

### Handling stress, working capacity

1. How do you usually handle stress?
2. How much can you cope with stress, with tough work or workload?
3. How do you channel stress accumulated at your workplace?
4. How much are you willing to work a day?
5. Tell me a case when you were exposed to great pressure and you managed to overcome it! What exactly did you do to solve the situation? What have you learnt from it?

### Dealing with conflicts

1. How much can you tolerate critics?
2. What do you feel if you come up against somebody else's will?
3. How do you react if the others don't agree with you?
4. How do you express critics towards others?
5. Tell me about a case, when somebody definitively set you back! What exactly did you do in this case, how was the situation solved?
6. How do you react when somebody disturbs you while working?

### Problem-solving

1. Tell me about a tough, work-related problem, and how you have solved it!
2. Generally how, taking what steps do you approach a problem? Tell me your latest case

when you followed these steps!

3. Do you consider yourself creative when it comes to problem-solving? Why? Tell me an example!
4. Who have you turned to if you asked for help to solve a problem?

### **Teamwork**

1. Do you prefer working individually or in team? What motivates you the most?
2. Tell me about the best team, which you have worked with so far! Why could it work so well? What role have you played during teamwork?

### **Sociability, working style**

1. What type of people do you get along with the best/the worst?
2. What kind of difficulties did you have with your colleagues at your previous workplace?
3. What annoys you the most in other people?
4. Tell me a case, when one of your colleagues's behaviour annoyed you! What did you do to solve the situation?
5. Tell me a labor process in details, what you usually carry out!
6. How did one of your days look like at your previous workplace? Tell me about it in details!
7. What do you think what your working style looks like?

### **Ability of decision-making**

1. How much do others' opinions influence your decisions?
2. Tell me a case when you had to make a tough decision! How did it happen?
3. How do you collect and analyze informations before making a decision?
4. What was your worst decision?

### **Strategic thinking**

1. Tell me a concrete example when you had to think ahead more than 1 year in your decision-making! What aspects did you take into account? What results did you expect from that decision, on what basis did you set your expectations? What have you learnt from this case?

### **Planning**

1. For how much time do you plan ahead?
2. According to you, what are the most important parts of planning?
3. What activities have priority?
4. What is the most difficult in planning?

### **Leading, incentive**

1. Have you ever been a leader?
2. According to you, what is the leader's task?
3. What tools would you use to motivate or inspire your employees?
4. Tell me about some successful and unsuccessful cases, when you had to motivate your employees!
5. What do you consider the biggest achievement or accomplishment regarding your leadership?

### **Attitude towards leading**

1. According to you, what does an ideal leader look like? What do you expect from a leader?
2. Who was your best boss so far? Please, describe him/her!
3. Who was your worst boss so far? Please, describe him/her!
4. What do you prefer: self-dependence or being under greater control?
5. Do you willingly fulfill a position with great responsibility?

### **Ambitions**

1. How do you imagine your future career path?
2. During your career path what have you done for getting into a higher position?
3. According to you, how would this current job contribute to achieve the goals you have set?
4. Which parts do you prefer the most and the least of your current job?

### **Stress interview questions**

1. Why do you think you are competent for this position? Why should we choose you?
2. Why would it be good for the company to hire you?
3. Tell us about yourself in 5 minutes!
4. After how much time would you like to get into your superior's position?
5. What do you know about our company? Why is it us where you would like to work at?
6. Why did your graduation (from university) take this amount of time? Did you struggle with studying?
7. Why have you shifted from your previous workplace? What was the thing you were dissatisfied with?
8. According to you, why was it you who was fired in the job-cut at your previous workplace?
9. Tell me about one of your mistakes you committed in your work! How did you deal with the situation?
10. For how long do you intend to stay at this company?
11. How many propositions did you get besides this?
12. Which are the tasks regarding your job you don't like?

### **Answering questions: STAR method**

The STAR (Situation, Task, Action, Result) technique is a widely used interrogation method during job interviews, by which the interviewer may gain all the relevant information needed for the given position.

- Situation: „**Present a situation from the recent past, what you have considered a challenge!**“
- Task: „**What did you have to achieve?**“
- Action: „**What did you do?**“
- Results: „**What was the result of it? What did you achieve and did it match your goals? What have you learnt from this experience? Could you benefit from that experience so far?**“

Think over your most relevant experiences along these questions in order to surely respond the way the interrogator wants you to do

## Assessment Center

It is important for us to discuss Assessment Center separately, since companies use this form of recruitment more and more.

### Trial AC



The colleagues of BME Student Counseling Department constantly run trial AC-s, where you can put yourself to the test in a group task with no stake. In the end of the AC, you even get feedback of your performance.



### What exactly is an AC?

AC stands for assessment center. It is said to be one of the most effective recruitment tool, which pays off in the 60-70% of the cases. It is a preferred recruitment method at huge, multinational companies. Its point is to assess multiple applicants at the same time using complex tasks through a half or a whole day. Every participant is monitored by a separate observer which indicate the thoroughness of the tool. The goal is to get an accurate image of the applicant: how he behaves in team, how he reacts in unexpected, stressful situations, what his cooperative and problemsolving skills look like, how he knows his way around teamwork, what roles he plays. Assessment Center can consist of many other tasks, depending on the available position. One can not be prepared for it, but knowing the standard tasks may support you to stand your ground with confidence, that is why we recommend trial AC-s.

### Some typical AC tasks

#### Introduction:

Introduction takes place just as it does at an interview, so it is worth preparing for it. It might happen that you have to sum it up in 30 seconds or maybe you need to talk for minutes. Moreover, it might be the case that you have to introduce your competitor and sell him for the position. This is why it is good to be prepared for every option.

#### Tip!

*Just as we went to a traditional interview, let's think over, what things we would tell about ourselves, how we would build up our message. Concentrate on the professionalism, but at the same time, try to shuffle into things which may catch the evaluation committee's and the others' attention; it can relate to free time activities as well, just be it true.*

## Presentation

Perhaps suddenly we get a topic, which we have to make a presentation about in front of the others. For example about presenting a certain corporational problem, for which we need to suggest a solution. It might happen that a Power Point presentation is required, but in most cases using a flipchart is sufficient. There can be a case when our introduction is required in the form of a Power Point presentation, but usually it is announced in advance so that you can create it before coming to the AC, and you only have to present it on the spot.

Be comprehensible, may the presentation be well-structured, let's divide and split the problem into chunks. Not every time there is an existing good solution. We can earn reward points if we draw various conclusions in the end, but then it can happen that we will need to vote for one of them. The goal is to observe your presentation skills, reasoning and corporational thinking.

#### Tip!

*Try to catch the audience's attention!*

*Here are several tools which you can deploy/use/apply:*

- » Analogue, parallelism: an example easy to remember
- » Special characteristics: making associations
- » Less-known but catchy quotes
- » Astonishing data, facts, statistics
- » A last sentence/thought/message which the audience can remember

### Situational tasks

It can happen to the applicants individually or in group, or with one of the evaluator or professional leader. The situational tasks are usually fit to the position. A typical situation is that you should solve several issues at the same time, many of the assigned colleagues is on holiday, the CEO wants a presentation within a couple of minutes, plus you should also talk to your other colleague who is just about to leave to the countryside.

#### Tip!

*Think it over logically what should be done and in what order. Usually it is adequate if the CEO's ask is a priority, but they don't expect a perfect solution from you, rather they are curious how you can handle chaos, and whether you are able to multitask or not, but actually there is no good or bad answer, it always depends on the position and on the company what needs to be done.*

### Group tasks

o It is a typical group task, when applicants first have to create an individual ranking regarding a topic, and then the group has to come to a common, consensual solution. For example, after a cave accident in what order would the applicants

rescue the stucked people? Among the workers of the company how would they share the bonus or after buying a new car how they would share again the car stock among the workers? You can count on tasks when the applicants only get fractions of the information, and they have to share these with each other, because every bit of information will be needed to solve the task.

*Tip!*

*Let's participate actively in these tasks, let's initiate, let's make arguments, but don't oppress the other, try to involve the silent members as well. If we sit passively, the evaluators can't observe us.*

## Tests

During the AC, when we don't solve actually group or individual tasks, it can be the case that our spare time will be filled with personality or other competency tests.

### 10 good advice for an AC!

1. **Don't be late! First of all, it is a bad start, and even if they let you to join the others, it is hard to get involved in the task.**
2. **Be an active member of the group, cooperate with the others!**
3. **Don't go for a leader role at all costs, the golden mean is the best way. (Of course, if you apply to a leader position, then your leadership skills will be taken into account.)**
4. **Be prepared of yourself! What would you tell in case of an introduction that you consider important?**
5. **Take charge of your opinion and share it!**
6. **With arguments convince your teammates about your right, but if you need to, be ready to make compromises!**
7. **Try to ignore the evaluators, concentrate on your teammates!**
8. **Don't be scared of unexpected, problematic situations, make the most you can out of it.**
9. **AC is a job interview as well, clothing should be suitable for that.**
10. **Arrive fresh and well-rested, thus an AC lasting a half or a whole day can be exhausting.**

**+1** Meanwhile feel good and do your best!

## Employer's expectations

According to the BME surveys, when it comes to expectations towards career entrants, employers marked the followings as the 5 most importants aspects:

- » be able to cooperate well with others
- » work precisely, thoroughly
- » have appropriate foreign language skills
- » have good problem solving skills
- » complete professional tasks adequately

According to those who have visited the BME Job fair in order to find a job, the employers most frequently offer:

- » friendly atmosphere
- » scope of activities requiring responsibility
- » challenging and various tasks
- » travel allowance
- » food allowance

And the least frequently offered ones are the followings:

- » clothing allowance
- » company car
- » no overtimes
- » quick promotions which imply a higher salary
- » discounted company loan

According to the company representants the biggest strengths of the BME graduated students are:

- » extensive professional knowledge and preparedness
- » professional theoretical knowledge

In most cases the graduated students' biggest weaknesses are:

- » appropriate foreign language skills
- » internship experiences.

## „What are your salary expectations“

This question may seem simple, still it is intriguing for career entrants.

We have collected some aspects, which is worth going after and considering before the interview.

When searching for a job, inquire about the salary available in that position. When difining the salary, consider the expected salary, in which the basic wage, the wage supplements (for example overtime supplement), salary complements (e.g. absentee fee), bonus, reward are involved as well. Besides the salary the employer can give you fringe benefits, he can



support your subleasing, your further studies. To sum up, it is worth asking that all in all how much income you can expect from your employer in a month and taking every details into account to define the salary what is realistic and what you are willing to take on the job for. It is important to make clear the scope of activities of your future position, the circumstances of work and the given responsibility. You need to think over rationally what expenses you will have besides your expected salary, how much your accomodation, commuting will cost, how much you usually spend on dining, clothing, how much you would like to save, or for what goals you want to collect money. Last but not least, it is also worth considering, that prospectively how fast you canclimb the corporate ladder, and whether the employer gives you some allowance or support for your goals (e.g. housing, child-bearing, child-rearing).

## Some basic information on labour law

Surely you have already met the term employment relationship: employment or employment relationship is an employment-related legal relationship established by an employment contract between an employee and an employer. Employment can be established with an employer falling within the scope of Act I of 2012 on the Labor Code (hereinafter: Mt.) thus in particular with a company, association, foundation etc.

Of course, you can work not only in an employment relationship, but also, for example, in posts governed by service, as a public service officer or under various employment relationships where the employer is in the public sector (e.g. state, local government).

It is important for you to know that we can distinguish so-called other legal agreements to work, thus you can work under a contract for professional service or an engagement contract. In these cases, the provisions of Act V of 2013 on the Civil Code (Hungarian: Polgári Törvénykönyv, in short Ptk.) will prevail.

You may often meet with the terms typical and atypical employment. We consider an employment typical when it is a full-time work employment with normal work schedule (i.e. from Monday to Friday 8 hours per day). Any different forms are considered to be atypical.

Examples for atypical employment:

- fixed-term employment (with a maximum of 5 years)
- part-time work
- job sharing
- labor hire/placement
- telework
- outwork

If your employer intends to employ you in an atypical legal relationship, then be sure to look up the non-general rules concerning that specific form. Be aware of the conditions so you will not be surprised when it is time for remuneration or any measure taken by your employer.

If you contract in a typical way then you establish an employment relationship.

In the following table we present the most important differences between a typical employment and an engagement contract, which is one of the most common atypical form of employment.

	Employment	Engagement contract
Main contractual obligation	The employee makes his workforce available to the employer	The agent handles the matter entrusted to him with best efforts
Working hours	(job description)	(duty of care)
Organisation framework	As determined in the work contract	Assigned by the agent
Cost refund	Organisation of the employer	No organizational attachment
Formal accessory	None	Not obliged
Personal work	Written work contract	Oral contract is enough
Instruction	The employee is obliged to work in person	Main rule is that personal work is obligatory but i may be ignored
Remuneration	The employer instructs in every matter (work place, working hours, etc.)	Principle can give only practical and professional instructions
	fixed monthly salary	Service fee and reimbursement of certified costs (usually not fixed)

Your employment contract is the primary document that on the one hand establishes the employment relationship and on the other hand defines your fundamental rights and obligations in relation to your employment relationship.

The Mt. defines the basic elements that the employment contract must contain in order for the employment relationship to be validly established between the parties. We can also record or regulate any issue that is considered important to us within the framework of the employment contract of course. The only limitation of this is that the employment contract may not be contrary to legislation or collective agreement, unless it lays down more favorable conditions for the employee or the Mt. expressly allows derogation to the detriment of the employee. However, the parties may not deviate from the binding provisions of the Mt. even with the same will.

It is mandatory to put down the employment contract in writing, which is especially important for you because it makes it easier to prove your argument in the event of a dispute. Nevertheless, the employment contract is sometimes concluded orally and the employer fails to commit to writing. In the case of an oral employment contract, as an employee, you have the opportunity to invoke the invalidity due to failure to contract in writing within 30 days from entering the job. If you successfully "challenge" the employment contract within the 30-day time limit, the employment contract will become null and void by a court order. In this case, if the reason for the invalidity is not remedied, that is the parties do not record the employment contract in writing, the employer is obliged to ensure the termination of

the employment. After 30 days, if you do not refer to failure of writing, you will not be able to do so later, so the employment relationship must be considered validly established. As a basic rule, if you wish to amend your employment contract later, you will only be able to do so by mutual agreement and in writing.

## EMPLOYMENT CONTRACT – CONTENT ELEMENTS

The **base wage** is the gross amount allocated. The base wage must be specified on a time bases regardless of the wage system you are otherwise employed in. It cannot be lower than the minimum wage and or in case of part-time work, its pro rata amount (at least half of the minimum wage for half of full-time work, i.e. 4 hours a day).

**Job** (scope of work): It is important that this is not the same as the job description which is included in a separate document. It is also not expedient to define the tasks belonging to the job within the framework of the employment contract. Above these the contract must contain **the date of contract, names and signatures of the parties plus their data relevant to the employment.**

You are free to specify the **date of commencing work** in the employment contract, but if you have not provided for it, the first day of commencing work is the day following the signing of the contract. There may also be cases where a longer period elapses between the signing of the employment contract and the first day of work. During this period, if there is a material change in the circumstances of either you or your employer that makes it impossible to perform the employment relationship, or this would result in disproportionate grievance, you may withdraw from the contract.

You can also specify the **place of work** in the employment contract. Failure to do so will result in the employment relationship being validly established, but the place of employment shall be deemed to be the place where the employee habitually carries out his work.

**Certain rules of the Mt.** form part of the employment contract, e.g. permanent employment or full-time employment (8 hours per day). If you want to deviate from these rules of the Mt., it must be explicitly stated in the employment contract.

**Probationary period** is one of the most commonly used elements in employment contracts, and this is what gives rise to abuse in many cases. The probationary period, as its name implies, provides an opportunity for the employee and the employer to get to know each other's abilities, expectations, and ultimately to try each other out. Probationary periods can also be stipulated in indefinite term and fixed-term employment contracts. It is important to know that during the probationary period, either party, i.e. you as an employee, may terminate your employment with immediate effect without giving reasons.

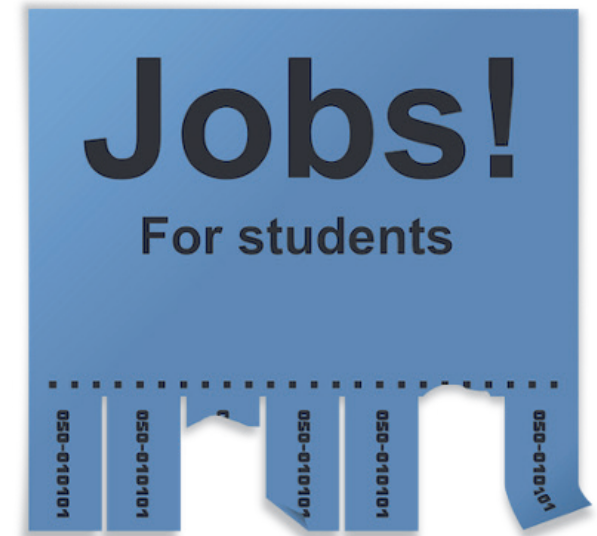
Finally, it is good to know that the employer, if this is not the case at the time of concluding the contract, must inform you in writing within 15 days of the conclusion of the employment contract about:

- your daily work time,
- wages and other benefits in excess of the base wage,
- the method of accounting for wages, the frequency of wages and the date of payment,
- on the tasks belonging to the job,
- the extent of the leave, the method of calculation and the rules for issuing it,
- on the rules for determining the period of notice applicable to the employer and the employee,
- whether the employer is covered by a collective agreement, and
- on the exercise of the employer's right.

## About student employment

Most students are already looking for jobs during their time of student status, supplementing their income for longer or shorter periods of time. You may choose any kind of employment as a student (unless expressly prohibited by law, for example in the case of a student employment contract). It is important that you have a valid medical fitness examination that is appropriate for your job, also some jobs require a Medical Diary ('Egészségügyi Kiskönyv') and a lung screening examination.

The most popular form of employment is undoubtedly via student recruitment services/cooperations: if you take a job as a full-time student, more will remain in your pocket due to lower public dues and the same employer expenses. The discounts only apply to full-time students, so you need to prove that you have an active status at your university. You are also entitled to a discount with a passive student status before you turn 25 and meet all the other conditions.



In order for you to work as a member of a cooperation, you have to fill in an 'Entrance statement/membership statement' and subscribe for a cooperative share which is often indicated as membership fee - you will get the price of the latter back when you leave the cooperative.

**Internships related to their studies are already typically performed by students in an employment relationship.** We briefly summarized the many rules that apply to internships:

1. In general, in the case of internships of less than six weeks you may, in case of a longer period or in dual training you must enter into a so-called student employment contract. In the latter cases, the weekly amount of remuneration must not be less than 15 percent of the minimum wage. A student employment contract is a special contract, the income from which is free of public dues up to a certain amount if it is paid in connection with internships or dual training. The latter one is not a negligible fact, because although a student may be employed in a higher education institution or its business organization only on the basis of a student employment contract, if it is not related to the training program, it has no advantage over a “simple” employment relationship.
2. Important details of the regulation for students employed under a student employment contract include:
  - a. The prohibition of night work and overtime.
  - b. The student’s daily working time may not exceed eight hours, if an accountability period is applied, a maximum of one weekly working time limit may be ordered.
  - c. The student must be provided with a daily break of at least twelve hours.
3. It is also good to know that if we carry out the internship at a budgetary agency (public higher education institution, research institute of the Hungarian Academy of Sciences, state hospital, etc.), the employer does not have to remunerate our activity nor conclude a student employment contract with us. Instead, an agreement is concluded with us, the content of which is regulated by law.
4. If we take part in dual training, it is worth checking the current rules and working conditions of the given external organization, because there are special regulations for dual training mostly because of its novelty, and it is good to know the rules and discounts that are currently valid.
5. We can often do voluntary work at public (budgetary) agencies and non-governmental organizations (NGOs) either as an internship or because we want to get it accepted as an optional-course unit. This work is officially called voluntary activity in community service. If we receive some kind of benefits in return, the contract must be concluded in writing. The smaller amounts and benefits received as a result (bonus, per diem, reimbursement of meals and accommodation, protective clothing, etc.) are typically non-consideration, so they do not have to be declared to the tax authorities.

In addition to the above, of course we can also work in countless other legal relationships. It is always worth finding out in advance what special rules (professional requirements, work safety regulations, etc.) and financial conditions (tax, health insurance, etc.) apply to that relationship in order to avoid unexpected inconveniences and penalties.



A kiadvány az Emberi Erőforrások  
Minisztériuma és a Fogyatékos Személyek  
Esélyegyenlőségéért Közhasznú Nonprofit Kft.  
támogatásával, a Foglalkoztatás 2016 pályázat  
keretében valósult meg.



EMBERI ERŐFORRÁSOK  
MINISZTERIUMA



Fogyatékos Személyek  
Esélyegyenlőségéért  
Közhasznú Nonprofit Kft.