

Career Hacks

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Career Hacks

Day 1: Know Yourself

Introductions

Let's talk



Agenda



Day 1



Day 2



Day 3

Know Yourself

- Self Awareness
- Life planning
- Personality tests
- Feedback
- Job Search

Present Yourself

- Apply to Jobs
- CV or Resume
- Cover letter
- Portfolio
- LinkedIn

Express Yourself

- Phone interviews
- HR interviews
- Technical interviews
- Final interview
- The Offer



Unleashing Your Potential: Practical Steps to Self-Awareness for Career Success.





What/Why **self-awareness**?

- Self-awareness is the ability to recognize and understand your own thoughts, feelings, and behaviors.
- It involves being aware of your strengths and weaknesses, as well as your impact on others.
- Self-awareness is important for personal and professional growth because it allows you to identify areas for improvement and make positive changes.





Skills coming from self-awareness?

- Empathy.
- Adaptability.
- Confidence.
- Mindfulness.
- Patience.
- Kindness.





How to develop self-awareness?

- Write down your key plans & priorities in life.
 - Identify your vision.
 - Set your priorities.
 - Defining core values.
 - Make it happen with **S.M.A.R.T** goals.





How to develop **self-awareness**?

- Write down your key plans & priorities in life.
 - Simplify whenever you can.
 - Respect your timeframes.
 - Make yourself accountable.
 - Make a habit of it.
 - Make it easy for yourself.





How to develop **self-awareness**?

- Take a personality test. [16 Personalities](#)





How to develop **self-awareness?**

- Take a personality test results
 - Personality Types.
 - Strengths & Weaknesses.
 - Career Paths.
 - Workplace Habits.





- **Analysts.**
known for their rationality, impartiality, and intellectual excellence.
- **Diplomats.**
known for their empathy, diplomatic skills, and passionate idealism.
- **Sentinels.**
known for their practicality and focus on order, security, and stability.
- **Explorers.**
known for their spontaneity, ingenuity, and flexibility.

Analysts

Intuitive (N) and Thinking (T) personality types, known for their rationality, impartiality, and intellectual excellence.

Architect
INTJ

Logician
INTP

Commander
ENTJ

Debater
ENTP

Diplomats

Intuitive (N) and Feeling (F) personality types, known for their empathy, diplomatic skills, and passionate idealism.

Advocate
INFJ

Mediator
INFP

Protagonist
ENFJ

Campaigner
ENFP

Sentinels

Observant (S) and Judging (J) personality types, known for their practicality and focus on order, security, and stability.

Logistician
ISTJ

Defender
ISFJ

Executive
ESTJ

Consul
ESFJ

Explorers

Observant (S) and Prospecting (P) personality types, known for their spontaneity, ingenuity, and flexibility.

Virtuoso
ISTP

Adventurer
ISFP

Entrepreneur
ESTP

Entertainer
ESFP





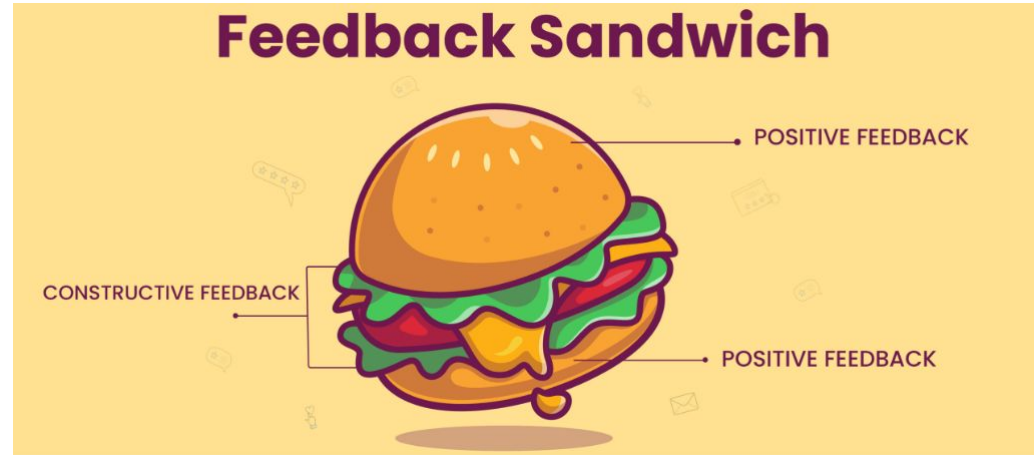
How to develop **self-awareness?**

- Always ask for feedback.
 - Friends/Family/Co-workers.
 - People with solid relationships in your life.
 - Ask Small to give confidence to the feedbacker.
 - Avoid defensiveness at all costs.
 - Acknowledge their feedback and thank them for giving it.



How to develop self-awareness?

- Start with a **positive** element.
- Discuss the areas for **improvement**.
- End with a **positive** element.





How to develop **self-awareness**?

- Tips for becoming more **self-aware**.
 - Keep an open mind.
 - Be mindful of your strengths and weaknesses.
 - Stay focused & Set boundaries.
 - Know your emotional triggers.
 - Embrace your intuition.
 - Practice self-discipline.
 - Consider how your actions affect others.
 - Apologize when necessary.





Unlocking Your Future: Mastering the Art of Job Searching





Identify your career Interests

- Why are career interests important?
 - Job satisfaction.
 - Strategic career decision.
 - Career success.
 - Motivation.
 - Personal identity.





Identify your career Interests

- Types of career interests.
 - Conventional.
 - Investigative.
 - Social.
 - Artistic.
 - Realistic.
 - Enterprising.





Identify your career Interests

- **Types of Employments/Environment**
 - Full time / Part time / Remote / Hybrid / Internship.
 - Corporates / Startups / Family business / Plants / Building sites.





Identify your career Interests

- **How to tell what your career interests are?**
 - Identify your interests.
 - Explore your skill set.
 - Consider your previous experiences.
 - Make a list of your options.
 - Research careers.
 - Use your network.
 - Determine your career interests.





Tech & Engineering Careers

Software Engineer	Quality Engineer	Support Engineer	Data Engineer	Mechanical Engineer	Security Engineer	Web development
Cloud Engineer	Testing Engineer	App developer	Frontend developer	Backend developer	Full stack developer	Mern stack developer
Sales Engineer	Product Owner	Business Analyst	Supply chain	Procurement Engineer	Safety Engineer	Maintenance Engineer
UI/UX Designer	Customer success	Graphic designer	Interior designer	Civil Engineer	Architect	System Admin
Security Engineer	IT Specialist	Communications Engineer		Embedded systems Eng	Production Engineer	Networks Engineer





Find Opportunities in your Career

- **Available Job Market**
 - **Advertised.**
Recruitment websites/agencies - Job Postings/ Ads - Job fairs.
 - **Hidden.**
Networking.





Find Opportunities in your Career

- **Advertised Job Market.**
 - **LinkedIn**
 - **Wuzzuf**
 - **Indeed**
 - **Bayt**
 - **FlexJobs**
 - **Remote.co**
 - **We Work Remotely**





Find Opportunities in your Career

- **Hidden Job Market.**
 - **Networking**
 - It is about connecting with people, building relationships, sharing information, learning about career opportunities, and expanding your contacts not collecting people.





Find Opportunities in your Career

- **How to Build Your Network?**
 - Connect with people who can make a difference.
 - Be willing to help first.
 - Add value to your relationships.
 - Develop an online presence.
 - Stay updated in your industry or field.





Find Opportunities in your Career

- **Job Search Tips**

- Know what you are looking for.
- Know what strategies you will use.
- Create job search portfolio.
- Evaluate your skills.
- Prepare & Practice.
- Stay positive!
- Be realistic & set reachable goals.
- Follow up.
- Ask for help.
- Participate in relevant events.
- Network, network, network.
- Get something done each day.





Find Opportunities in your Career

- How to Build Your Network?
 - Introduce yourself and Network. [Activity]





Thank you! We're Done!



Career Hacks

Day 2: Present Yourself

Do you Remember

Networking



The Ideal Candidate: Standing Out in a Competitive Job Market.





Applying for Jobs.

- Send CV to HR email.
- Fill an application form online.





Applying for Jobs.

- Send CV to HR email.

Ranamkhatab@gmail.com

HR Email in the post

Vacancy - Technical Support Engineer

Email Subject – **MUST HAVE**

Hey Rana, I trust you are doing well.

Cover Letter – **MUST HAVE**

I have attached my CV for your reference to apply for the vacancy of "Technical Support Engineer".

I have been working in customer facing roles since 2018 with more than 4y exp in customer support & customer experience for SaaS platforms, thus I would be fit for this position and help in delivering an excellent experience for the customer.

Looking forward to hearing back from you, thanks for the interest and have a wonderful day.

Best Regards,]

Gasser Samy

Cell: +0201090331853 (Whatsapp)

Gasser-Samy- TechSupportEng.pdf (334K)

CV – **MUST HAVE A TITLE**

↶ ↷ Trebucho... ▾ ↶ ↷ **B** *I* U A ▾ ☰ ☷ ☸ ☹ ☺ ▾

Send ▾

☀

A ▾

📎

Button to attach **CV**.

⋮

🗑



Applying for Jobs.

- **Send CV to HR email.**
 - **Must send from a professional email address.**
firstname.lastname.{year/number}@gmail.com
 - **Make sure you wrote the correct HR email address.**
 - **Must write an Email Subject.**
Given in the job post or write one {Vacancy - Job title}
 - **Must write a Cover letter.**
Highlight your relevant experience for the job.
 - **Make sure you have attached your CV before sending.**
CV title: {firstname.lastname-jobtitle}





Applying for Jobs.

- Send CV to HR email.
 - Must send from a professional email address.

firstname.lastname.{year/number}@gmail.com

- Make sure you wrote the correct HR email address.
- Must write an Email Subject.

Given in the job post or write one {Vacancy - Job title}

Must write Cover letter

Highlight your recent experience for the job.

- Make sure you have attached your CV before sending.

CV title: {firstname.lastname-jobtitle}

Hit Send!

And make sure it was sent.





Applying for Jobs.

- Send CV to HR email.
 - **Activity:** We are looking for a professional Exam taker to help students pass their exams.
 - 3+ years experience

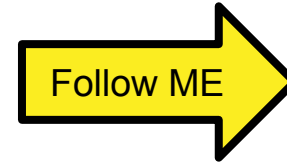
Send your CV to gasser.samy@athareg.com





Applying for Jobs.

- Send CV to HR email.
 - How to prepare a CV.
 - How to write a Cover letter.
 - How to prepare your portfolio.





Applying for Jobs.

- Send CV to HR email.
 - AI is here to help.
 - [Zety](#)
 - [Jobscan](#)
 - [VMock](#)
 - [VisualCV](#)
 - [Resumonk](#)
 - [Skillroads](#)
 - [Novoresume](#)
 - [MyPerfectResume](#)






Applying for Jobs.

- Fill an application form online.
 - LinkedIn
 - Wuzzuf

Apply to ELSEWEDY ELECTRIC ✕

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Contact info



Gasser Samy
Software Technical Support Engineer at Instabug | Digital Transformation enthusiast | Customer Experience fanatic
Egypt

Email address*

Phone country code*

Mobile phone number*

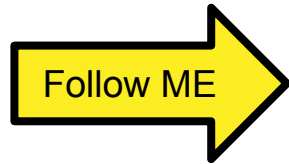
Submitting this application won't change your LinkedIn profile.
Application powered by LinkedIn | [Help Center](#)

Next



Applying for Jobs.

- Fill an application form online. {Workshop}
- Deep dive into [LinkedIn](#)



Linked





Applying for Jobs.

- **Applying Portfolio**
 - **The set of documents that you need for every job application gathered in one place online. {Google drive folder}**
 - CV / Resume always updated.
 - Cover letters.
 - Portfolio / Work examples.
 - LinkedIn link / GitHub link / Behance link.
 - Letters of recommendation/experience.
 - Awards & Courses Certificates / Graduation certificate.
 - Copy of your national Id / Military certificate / Professional Photo.





ARE YOU DONE ?
We're Done too!



Career Hacks

Day 3: Express Yourself



Ace the Interview: Strategies for Mastering **Job Interviews.**





Types of **Job Interviews**

- Phone interview.
- HR interview.
- Technical interview.
- Final interview.





Types of **Job Interviews**

- Phone interview.

A phone interview usually takes place in the early stages of applying for a job as a first phase filtration.

- Make sure you know the company and the position.
- Make sure you are in a quiet location with good cell reception.
- Reschedule the call if you aren't ready for it at this time but try to have to as soon as possible within the same day.
- Memorize your 'About' and 'Introduction' in English very well.





Types of **Job Interviews**

- Tips for Phone interview.
 - Listen carefully to the interviewer's questions and ask for clarification if needed.
 - Speak confidently and showcase your skills and experience.
 - Avoid using slang or unprofessional language.
 - Show enthusiasm for the position and the company.
 - Ask relevant questions about the role and the company's culture.
 - Ask when they will get back to you.





Types of **Job Interviews**

- Common questions for Phone interview.
 - Can you tell us a little bit about your background and experience?
 - Why are you interested in this role and our company?
 - Can you discuss a project you worked on that you are proud of?
 - Can you discuss your experience working in a team environment?
 - Can you tell us about a time when you had to overcome a difficult challenge in the workplace?
 - What is your availability to start the role?





Job Interviews

- Practice Phone Interviews.





Types of **Job Interviews**

- HR interview. [onsite-remotely]

It focuses on behaviors and attitude more than tech skills and used to determine personality- strengths and weaknesses of a candidate.

- Behavioral Interviews.
- Situational Interviews.
- Group Interviews.
- Panel Interviews.





Types of **Job Interviews**

- Tips for HR interview.
 - Be prepared.
 - Showcase your skills and experience.
 - Be confident and concise.
 - Listen attentively and ask questions.
 - Stay positive and professional.
 - Highlight your problem-solving skills.
 - Show enthusiasm.





Types of **Job Interviews**

- Tips for HR interview.
 - **S.T.A.R** Method.
 - If you don't understand any questions, you should ask the interviewer for clarification, instead of giving the wrong answer.
 - Dress appropriately and be there before the interview time.
 - Make it a dialogue and have the HR being engaged.
 - Attract attention in the first minute introducing yourself.
 - Always ask questions.





Types of **Job Interviews**

- Common questions for HR interview.
 - Tell me something about yourself?
 - What are your strengths & weaknesses.
 - Why are you interested in this job?
 - Where do you see yourself in the next 5 years?
 - Is there anything that makes you different from other candidates?
 - What are your salary expectations?
 - **Do you have any questions?**





Job Interviews

- Practice HR Interviews.





Types of **Job Interviews**

- Technical interview.

It is to assess your technical ability for the role, and the depth of your knowledge in your field also assess your problem-solving skills and communication skills.

- Questions in your technical skills.
- Technical problem to solve.
- Project to implement.
- Discussion in your portfolio.





Types of **Job Interviews**

- Tips for Technical interview.
 - Know your technical skills.
 - Don't be afraid to ask clarifying questions.
 - Show your problem-solving skills.
 - Communicate your thoughts.
 - If you don't know the answer to a question, admit it.





Types of **Job Interviews**

- Common questions for Technical interview.
 - How familiar are you with [specific technology or software] required for this role?
 - Can you walk us through your thought process in solving [specific technical problem]?
 - Can you provide an example of a technical issue you faced in a previous role and how you resolved it?
 - Can you explain [specific technical concept] in simple terms?





Types of **Job Interviews**

- Common questions for Technical interview.
 - How would you approach debugging a complicated issue in production?
 - How do you stay up to date with the latest technologies and trends in the industry?
 - **Do you have any questions for me?**





Job Interviews

- Practice Technical Interviews.





Types of **Job Interviews**

- Final interview with top management.

A job interview with the CEO is usually the final stage of the application process. the CEO may want to speak with you to understand your interest in the company and educate you on its goals and how you can help achieve them.

- Dress right.
- Investigate the company, the position and the CEO.
- Prepare yourself to answer random questions.
- Prepare intelligent questions to ask.





Types of **Job Interviews**

- Final interview with top management.
 - What CEOs look for during a Final interview
 - Your previous accomplishments.
 - Your work motivation.
 - How you behave under pressure.
 - Ambitions.



Types of **Job Interviews**

- Common questions for Final interview with top management.
 - Tell me a little about yourself.
 - How do you see yourself a few years from now?
 - Why do we need you in our company?
 - Why did you leave your previous job?
 - What are your most significant weaknesses?
 - How do you handle conflict or difficult situations in the workplace?
 - **Do you have any questions for me?**





Job Interviews

- Practice Final Interviews.





Common Mistakes in Job Interviews

- Not preparing for the interview.
- Arriving late or not going at all without prior notice.
- Dressing inappropriately for the interview.
- Talking too much or too little during the interview.
- Failing to listen attentively to the interviewer.
- Being negative or overly critical about past employers.
- Failing to demonstrate enthusiasm and a genuine interest in the job and the company.





Common Mistakes in Job Interviews

- Not asking thoughtful questions about the role, company or interviewer.
- Lacking social skills, such as making eye contact or exhibiting appropriate body language.
- Giving textbook responses.
- Being arrogant or rude.
- Lying.
- Not following up for feedback.





Congratulations !
You Got a Job Offer





What to look for in a **Job Offer**

- Working Hours / Weekends / Type of work / Start date.
- Company reputation / Company location and transportation.
- Medical/Social insurance.
- Training/Career path.
- Net vs Gross Salary.
- Probation Period.
- Notice Period.
- Vacations.





Tips for your **first 3mo** in a Job.

- Show up on time.
- Get to know your job.
- Establish good relationships with your colleagues.
- Always ask for feedback.
- Observe and listen.
- Be proactive.
- Keep learning.





Any Questions?





Thank you for your time!

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