

JOBS, FUTURE CAREER

Explain the difference between “work” and “job”.

Work = a mental or physical activity done to achieve a result (anywhere - at home, at school, within your job...; paid as well as not paid)

Job = a paid position you have (a teacher at a secondary school, a programmer in an IT company ...)

What jobs do you know?

There are a lot of categories of jobs, for example:

- State/government employees x owners + employees of a private company x freelancers /self-employed people (in Czech OSVČ)
- Jobs in industries x in agriculture x in services (they also include among others health services, school system, IT, science etc.)
- Skilled (doctor, IT specialist, scientist) x unskilled (dustman, street sweeper) jobs
- Indoor x outdoor jobs

You can also speak about manual, technical, desk, creative jobs etc.

Why is it important to have a job?

You need to earn your living (to be able to pay for your house/flat, clothing, food, services etc.). Having a job gives you also the feeling that you are useful. The social contacts (you meet other people and cooperate with them) in a lot of jobs are important for most people too.

What are the best/worst-paid jobs in the Czech Republic?

Among the best-paid jobs in this country at present are managers, politicians, lawyers, IT specialists, doctors (private ones). On the other side, cleaners, street sweepers, postmen/-women, shop assistants belong to the worst-paid ones.

What do you consider to be a good job? Is it just money?

For most people, their dream job is well-paid. (They want to get/earn a good/decent salary, are interested in receiving bonuses and fringe benefits/perks.)

Anyway, there are lots of other aspects you might consider when looking for a job:

- What would your responsibilities be? /What would you be responsible for?
- Would the job be interesting and rewarding for you? Would you be able to make use of your knowledge and abilities? What are the career prospects?
- What are the working hours? Is it often necessary to work overtime? Do you have to do shift work/to work shifts? Do you have to work unsocial hours? Is it possible to have flexible working hours? Are people allowed to work part-time (for example mothers of small children)?
- How much holiday and time off in general do you get? Do you have the right to get sick pay?
- How far from your home is the workplace situated? Would you have to commute to work? Can you ever work from home?

What fringe benefits at work would you appreciate most?

Some jobs include a lot of benefits while others don't almost any. Among the most popular ones are:

health insurance, sick pay, retirement plans, parental leave, day care for employees' children, education, time-off (paid holiday days, sick days, days to take care of a family member), transportation benefits (e.g. company vehicles), entertainment + sports (access to events sponsored by the employer, passes to sports or cultural facilities), wellness, free or subsidized drinks (food).

Where can we find information about jobs?

There are various ways of looking for a job. You can ask your relatives, friends or acquaintances if they know about some suitable vacancies. Other options include employment/labour offices/job centres or job advertisements – in newspapers and on the Internet.

More than a half of people who look for a job in this country at present use the Internet. There are specialized job sites/job portals (*jobs.cz*, *kdejeprace.cz*, *dobraprace.cz*). Companies and institutions also advertise vacancies directly on their websites.

What are the first steps an applicant should do?

He/she should write a job application letter/cover letter and his/her CV carefully and send both of them in time to the company/institution.

A cover letter should contain the following pieces of information:

- The job he /she is applying for, in what way they have learnt about it.
- Their relevant work experience, personal qualities and interests (perhaps also references they can send).
- When they can come for interview and when they could start work.

What are good job interview dos?

- You should be prepared well, e.g. you should look at their website to learn as much as possible about the company/institution.
- Make a good first impression: Arrive a few minutes early for the interview, bring your CV with you (and be ready to talk confidently through it). Your look is also very important (you should wear suitable well-fitting clothes etc.)
- Listen carefully and respond in a clear and direct way.
- Prepare smart, open ended questions to ask your interviewer (to show your interest and motivation)
- “Sell” your experience and your relevant personal qualities.
- If you weren't successful in one or more previous interviews, try still to be positive. Consider every interview to be a new opportunity, learn from last interviews mistakes.

What should you never do in a job interview?

- Don't speak poorly about your present or former employers.
- Don't lie. If you don't know the answer to a question, be honest and let your interviewer know you are willing to learn.
- Don't speak over the interviewer (= don't speak louder than him/her, don't interrupt them)

What job did you want to do when you were a child? What type of work are you interested in now?