



LABOUR MARKET INFORMATION GUIDE FOR JOB SEEKERS 2018

“Our youth, in turn, must not wait for government initiatives and handouts, and for parents to push them to launch their careers. In a fast moving high tech world, where the only limit is your imagination, you must learn to take charge of the transition and inevitable evolution. You must take the first step forward.”

- His Majesty’s 110th National Day address in Haa

**Labour Market Information and Research Division
Department of Employment and Human Resources
Ministry of Labour and Human Resources**



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FOR JOB SEEKERS
2018**

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FOREWORD

We are pleased to release the **Labour Market Information Guide for Job Seekers 2018**. This publication is intended to inform the job seekers about employment facilitation services provided by the Ministry of Labour and Human Resources (MoLHR). However, there are other agencies that provide similar programs and initiatives which have not been reflected in this booklet. Through this report we hope the job seekers will be able to better understand the labour market situation in the country.

His Majesty the King has been a constant source of inspiration for all the youth and people of Bhutan urging all Bhutanese people to actively intricate in the nation building with innovative ideas. It is also the responsibility of each and every citizens of the country to think how they can better serve the country and people of Bhutan. This sense of taking self-initiative is required from every individual who are not involved in nation building and look for every possible way for becoming involved in the country's economic growth.

In pursuit of the national goal in providing **gainful employment to all**, it remains our humble endeavor to provide any assistance to job seekers. For optimal capitalization of opportunities, we advise the job seekers to visit our website frequently, attend job fairs, be attentive to advertisements and announcements in the various media, and most importantly, be proactive and diligent in exploring on your own because the best jobs don't necessarily go to the most qualified applicants; they go to the best job seekers.

Tashi Delek

Director General
Department of Employment and Human Resources

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I. LABOUR MARKET CONTEXT

A critical challenge facing Bhutan is gainful employment of our youth and the development of competent workforce for sustained economic growth. Human Resource Development (HRD) through a well-planned education and training initiatives can contribute significantly in promoting the interests of the individuals, the economy, and the society at large.

To this end, concerted HRD effort can impact directly and positively towards helping individual gain access to decent work and sustainable jobs and escape from poverty and marginalization. An efficient and effective HRD support can enhance productivity and competitiveness of workforce, and promote entrepreneurship activities in the country.

Increasing number of secondary and university graduates will enter the labour market in the next five years. It is estimated that about 12,000 to 13,000 secondary and university graduates from different schools and colleges will enter the world of work. This number excludes those who will reenter the labour market and those who will require re-skilling support.

Forecast of job seekers in the 12th FYP period

Education	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Class X	2,943	3,024	3,304	3,051	2,938	15,260
Class XII	5,642	5,672	6,409	6,585	7,196	31,504
University Graduates	3712	3894	4034	3556	3761	18,957
Other	848	911	921	1,032	1,035	4,748
Total	13,145	13,502	14,668	14,224	14,930	70,469

As per Labour Force Survey (LFS) 2016, the labour force is about 355,000 out of which 97.9 percent are employed. Unemployment has decreased from 2.9 percent in 2013 to 2.1 percent in 2016. Youth unemployment on the other hand has increased from 9.6 percent in 2013 to 13.3 percent in 2016.

During the onset of the 11th FYP, unemployment among university graduate was an issue to be addressed. With many skilling and industry attachment programs geared towards university graduates, the percentage of university graduates against total unemployed has decreased from 32.72 percent in 2013 to 27.9 percent in 2016. In absolute number the figure has decreased from 3210 to 2244 individuals.

While the labour force participation rate has stayed steady at about 62 percent, female labour force participation rate has decreased from 59.5 percent in 2013 to 54.5 percent in 2016.

However, unlike the previous year, youth unemployed among female is much lower compared to male unemployment as per LFS 2016, indicating success of many female centric programs initiated by the MoLHR.

Key indicators of labour market

Indicator	2013	2014	2015	2016
Unemployment Rate	2.9	2.6	2.5	2.1
Male	2.2	1.9	1.8	2
Female	3.7	3.5	3.1	2.3
Labour Force Participation Rate	65.3	62.6	63.1	62.2
Male	67.9	65.7	64.8	65.4
Female	59.5	55.3	59.2	54.5
Youth Unemployment Rate	9.6	9.4	10.7	13.2
Male	9.2	8.6	8.2	16.4
Female	9.9	10	12.7	11

II. ONLINE JOB PORTAL SYSTEM

The “Job Portal System” is an online system where job seekers can register through a web based system. In order to avail any services (employment/training) provided by the MoLHR the job seeker has to be a registered job seekers in the online job portal system of the Ministry.

After registering in the system, all job seekers are issued with the unique Job Seeker Registration Number auto generated by the system. Any ad-hoc or planned human resources requirement or skill development trainings are sent to the registered jobseekers through Short Message Service (SMS) over mobile phone. All job seekers are advised not to change the mobile number so as to receive messages and alerts related to jobs and other valuable information from the Ministry’s server.

What you need to know before you register?

1. You must have a valid email address and Bhutanese Citizenship ID card number to be able to register on job portal. **You must register using your valid email address because it is to this email that an activation link will be sent to activate your account.**

a. Documents required

- i. Resume/CV
- ii. Degree certificate
- iii. Academic transcript

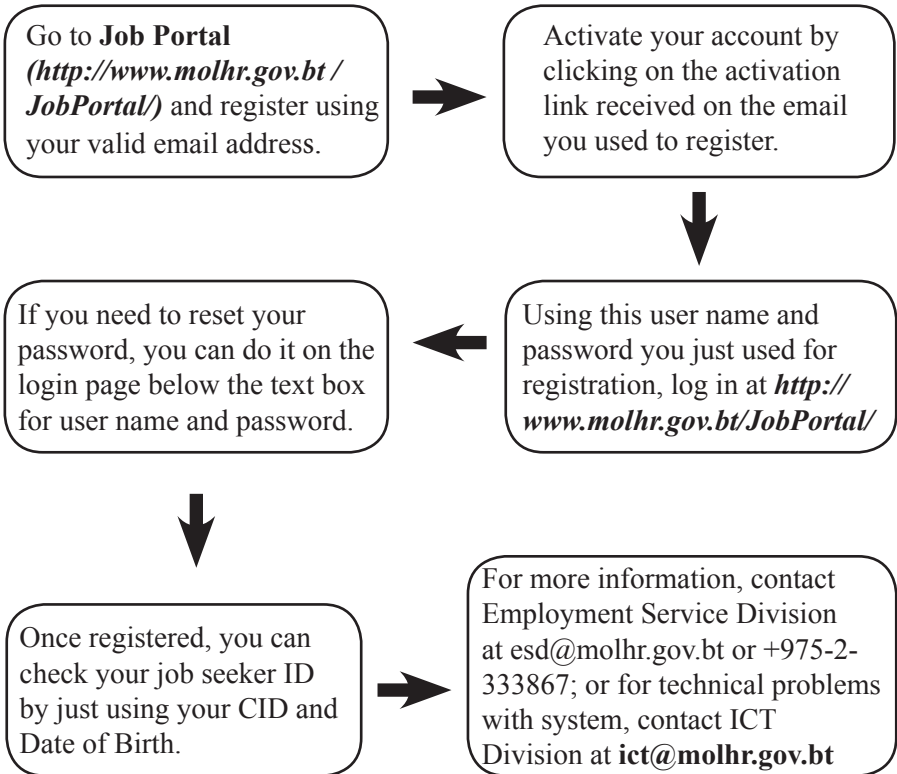
2. Validity

Once you are registered on the Job Portal system, you should use it to keep yourself informed of the job opportunities and update your interest in the different areas of employment. Your account will become inactive if left unused for 3 months or more. Two weeks before the expiry of your job portal account, a reminder email will be sent to your email address that was used when you registered on job portal with a link to activate it.

3. Age Limit

There is no age limit in registering on the job portal system as long as you hold a citizenship ID card number. However, only those who are between the ages of 18-26 years are eligible for the employment schemes of the Ministry.

How to Register on Online Job Portal System?



New Job Seeker Registration

- Register and upload resume
- Get CV creation guide
- Get preferred jobs in your inbox
- Get job notification by SMS
- Before you register, make sure your e-mail is valid (For example, not the face book id).
- Please leave the index number blank for those who have passed out before 2011 and for those, who have passed out on and after 2011, please do not put Zero in front of your index number. For example, 12120100541.
- If possible, please create your Bio-Data/Resume before you register.
- In case the job category or field of study is not mentioned in the ‘field column’, please do inform our registration counter.
- After your registration is successful, you will receive a message in your mobile phone, please open your email id and click the link to activate your account. If the clicking function is not responding, copy and paste the link in a new window and press the enter button.
- Login to the “Jobseeker login” to view the jobseeker number and profile.
- After activating your account, keep on updating/visiting your profile to avoid from de-registering your account.

III. SCHOOL TO WORK TRANSITION (STWT) PROGRAM

The term ‘transition to work’ is globally understood to describe coming of age for all young people as they leave school/college/TVET institution, consolidate skills and work experience, develop a sense of job readiness and make decision about their life and career.

The MoLHR provides different school-to-work transition program for the new entrants or for those individuals in transition, through short-term skills training so that jobseekers are able to get necessary skills needed by the industry, or in the form of internship or attachment support so that they are able to gain needed experience at work. The STWT support program for those in transition have evolved over the years, changing to meet the requirements of the labour market.

Three sub-programs were designed under the Guaranteed Employment Program (GEP); 1. Direct Employment Scheme (DES), 2. Employment Skills Scheme (ESS), and 3. Overseas Employment Scheme (OES).

1. Direct Employment Scheme (DES)

Background and rationale

In keeping with the pledge of providing full employment, the Royal Government developed many strategies and programs to engage youth meaningfully. In the course of implementing the programs, emphasis has been on engaging youth to encourage them to be productive instead of doling out unemployment benefits that tended to promote idleness and discourage working.

Among the many initiatives, the Direct Employment Scheme (DES) under Guaranteed Employment Program (GEP) is one of the flagship programs specifically designed to engage unemployed jobseekers of classes ten and above who are willing to take up employment and stay engaged.

The objectives of the Direct Employment scheme are as follows:

- Support guaranteed employment to youth through various modes of engagement and training programs for a maximum period of one year;
- Provide skill training in those areas/sectors that are in high demand in the labour market;
- Create a pool of skilled and semi-skilled human resources in the country;
- Promote and inculcate dignity of labour; and
- Address shortage of human resources in the country.

Area of engagement/training

The DES in general focuses in the broad economic sectors and areas of engagement given in the table below. However, the Cabinet Sub-Committee/ Ministry from time to time also approves other areas of engagement based on the dynamics of labour market, needs of times and effectiveness of programs in consultation with partner agencies.

Areas of engagement by sector in DES

Sector	Sector
Construction (non-hydro)	Financial Services
Agriculture	Arts and Crafts
Hydropower	Retail and Sales
Tourism and Hospitality	Production/Manufacturing
ICT	Automobile
Health	Green Business
Education and Training	Media and Entertainment
	Others

The MoLHR’s Job Portal used for the purpose of shortlisting and recruitment, selection and appointment of participants for all areas of engagement under DES.

Funding Modality & Allowance

Funding support to participants are based on the nature of occupation and level of qualification of participants as follows:

a. Cost sharing

- (i) Participating private firms and private companies and MoLHR will share the cost as provided in the monthly allowance table;
- (ii) Cost sharing is also done between MoLHR and participating youths where one of the cost of tuition and stipend are borne by MoLHR and while the Training Institution guarantee employment after the training is over. This promotes ownership and sustainability of programs.

b. Fully funded participants

- (i) For those employed by SoEs, DHI companies and other corporations, MoLHR supports monthly allowance as given in the allowance table below ranging from six months to a maximum of two years. The participating companies may pay additional incentives from their side depending on the viability and profitability of the companies. The Companies however shall absorb candidates into their regular service after the MoLHR support ends.
- (ii) For candidates employed by Government (post approved by RCSC), and non-profit organizations, MoLHR supports monthly allowance for a period of two years. Employment in Government agencies are not guaranteed but Non-profit Organization shall be obliged to regularize the service.

The Payment of MoLHR's portion of monthly allowance in the case of participants under (a) will be directly deposited into the individual's saving account by the AFD, MoLHR for the specified duration upon signing the employment agreement. The employer shall ensure the payment of their portion of the monthly allowance to the Participants of DES within the first week of every month.

For those under b (i) and b (ii) one year allowance will be transferred to the participating Company/Agency's account upon recruitment of the candidate/s. Memorandum of Understanding (MoU) shall be signed between MoLHR and participating company/agency. For those under training a separate MoU shall be drawn with the institute.

Monthly allowance for different level of qualification

Sl. No.	Participants by qualification	Cost-sharing with private firms			Fully funded monthly allowance paid by MoLHR
		Monthly allowance by MoLHR (Nu.)	Minimum monthly allowance by Partner Agency (Nu.)	Minimum monthly allowance (Nu.)	(i) SoE's and Corporations from 6 months to 2 years max (ii) 2 years for Govt. and Non-profit Organizations
1	University graduate/ nurses and Bed/Engineers	7,500	3,750	11,250	15,000
2	Class XII pass	5,250	3,750	9,000	12,000
3	Class X pass & XI	3,750	3,750	7,500	9,500
4	IZC's/TTI Graduates and Diploma	5,250	3,750	9,000	14,000

Implementing Modality

The implementation of DES follows the employment based approach. The DES is implemented in collaboration with potential Employers as defined under Sl. No. III (a), (b) and (c) for a period of two years.

Upon fulfilling the eligibility, where requirements are under for more than three, applicants will be short-listed at the following ratio:

- i. 1:10- if the slots/vacancies are less than 10
- ii. 1:5- if the slot/vacancies are more than 10
- iii. The DES unit can refer the jobseekers, if there are no/one candidates applied or based on the needs of the partner agencies.

DES will be implemented according to the Guideline and Employment Agreement

Eligibility Criteria

The participants of DES should:

- Be a registered job seeker and must fulfill minimum criteria set as per the requirement of the areas and occupations of engagement program;
- Be medically fit and mentally sound;
- Be ready, willing and available to take up any form of employment;
- Be at least 18 years of age at the time of recruitment with a minimum qualification of Class X;
- Not be in full-time education/training;
- Be agreeing to the terms and conditions laid down by the MoLHR or in employment agreement; and
- Receive preference if found as a chronic job seekers in the Job Portal system of MoLHR

Procedures for Recruitment, Selection and Placement

The implementation of DES will generally comprise of following procedures:

i. Announcement

Announcement will be made from time to time depending on the requirement from the partner agencies. The announcement will contain information on available vacancies by sectors, location and qualification

ii. Validation and Screening of DES Participants

The focal person of the DES shall validate employment status of job seekers from the online job portal data-base as per the eligibility criteria. The preference shall be given to the chronic job seekers who are not able to find jobs for more than six months. Once job seekers are attached under DES, the employment status of the particular DES Participants will be updated as employed and will be de-registered from the job portal.

iii. Placement

Job seekers will be attached or placed with various partner agencies depending on the requirement considering the qualification and subject requirement. The placement in areas other than Thimphu shall be done preferably in their respective Dzongkhags in the 1st week of every month by RDs of MoLHR.

The focal officer of the DES shall issue an appointment order mentioning clear information on the place of posting, name of the partner agency and effective date with the copy to the partner agencies and respective RELOs.

iv Monitoring and Supervision

DES Participants shall be kept under the general supervision of the partner agencies and direct supervision of a qualified skilled supervisor, appointed by the management. The Participant shall be monitored and assessed regularly during the attachment period by the supervisor and the MoLHR/ RELOs to determine progress of the Participant. The MoLHR shall carry out monitoring visits from time to time but not less than once in six months.

2. Overseas Employment Scheme (OES)

Background

MoLHR has implemented numerous employment promotion and facilitation programs with the eventual aim of addressing unemployment. However, these interventions were not adequate to address unemployment significantly. Overseas employment was therefore adopted as one of the strategies to facilitate gainful employment of Bhutanese youth.

The overseas employment of youth has been initiated with the following objectives:

- To engage youth gainfully;
- To enable knowledge, skills and exposure of youth;
- To contribute towards foreign currency reserves through remittances; and
- To contribute towards employment generation through economic activities on return.

Criteria for overseas employment

With rapid change in the economy and the rise of youth population, there are some mismatch in the labour market, whereby some labour force in certain occupations are in surplus and acute shortage in others. In such situation, the Ministry is of the view that this can be addressed through overseas employment program to a certain degree:

The applicant shall

- Be a Bhutanese citizen;
- Have minimum of basic education (Class X);
- Be registered jobseeker in the online Job Portal System;
- Possess skills demanded by the receiving country/employer; and

Modality of implementation (Cost-Sharing basis)

To make the program more efficient and sustainable, the cost sharing mode is implemented as follows:

- RGOB provides Skill Development Program,
- Employment Agents/Principal bears expenses such as airfare and visa fees.
- Jobseekers bear other administrative cost (Passport, Medical Fitness Certificate etc.)

Role of MoLHR

- The Ministry would review and approve the contract, monitor transparency and enforce recruitment regulation as per the National Labour and Employment Act 2007;
- The MoLHR shall identify labour market niches abroad and arrange orderly supply of labour through supervised recruitment by foreign employers, recruitment agencies and foreign governments based on bilateral agreements;
- The provision for labour attaches will be made to the countries where there is large number of Bhutanese workers to look after their welfare and ensure their safety; and
- License approval shall be subjected to the fulfillment of the requirements in the Regulation on the Bhutanese Overseas workers.

Mode of operation and linkages with relevant Agencies

i. Linkages with embassies and Foreign Ministries - MoLHR & MoFA

The MoLHR has built linkages with Embassies and Ministries of other countries in collaboration with MoFA in ensuring the safety of worker while working abroad.

ii. Linkages with Employment Agents

Employment Agents in Bhutan will be required to liaise with the Employment Agents abroad before they apply for the Employment Agent's License.

iii. Certification of Private Employment Agents - ***MoLHR***

MoLHR shall call, assess and certify the Employment Agent and their performance will be reviewed and licenses will be renewed accordingly on annual basis.

iv. Refresher courses and Language courses - **Employment Agents**

The particular Employment Agent will conduct orientation, refresher and language courses as and when required.

v. Recruitment and Selection - **Employment Agents**

The Employment Agents will conduct recruitment and selection in a fair and transparent manner based on the Recruitment and Selection Regulation, 2012.

Monitoring and Reporting Mechanism

The program will be monitored at different levels by the different Agencies with common objective of ensuring the wellbeing of Bhutanese working abroad. The levels of monitoring mechanism shall be as under:

- i. Embassies level- Royal Bhutan Embassies in respective country will monitor and submit the report to Government of Bhutan on bi-annual basis;
- ii. Ministry level- MoLHR will submit monitoring report to Government on biannual basis; and
- iii. Agent level-Employment Agents will submit the status report to MoLHR on Monthly basis and as and when requested for.

Information on Bhutan Overseas Employment Agency

Sl. No.	Agency name	Destination countries	Contact number	Location
1	Bhutan Overseas Employment Agency	Japan	17111557/ 17438047	Below MoLHR, Motithang, Thimphu
2	Rumi Overseas Employment Agency	India/UK	17120104	Above Hospital Colony, Thimphu office
3	Best Placement Agency	Australia/ India	17551172/ 17351667	Eight Eleven Building, Top floor, Thimphu Management Office
4	Ied Jobs	Thailand/ Middle East	17975757	Babesa, Thimphu
5	Bhutan Overseas Jinzai Private Limited	Japan	77777888/ 02-337901	Main Town, Opposite RICBL, Thimphu
6	Bhutan International School for Tourism and Hospitality	India/Middle East	17110503	Taba, Thimphu
7	EmployBhutan Overseas Employment Agency	Middle East	16909573/ 17116525	Near BOD, Moitithang

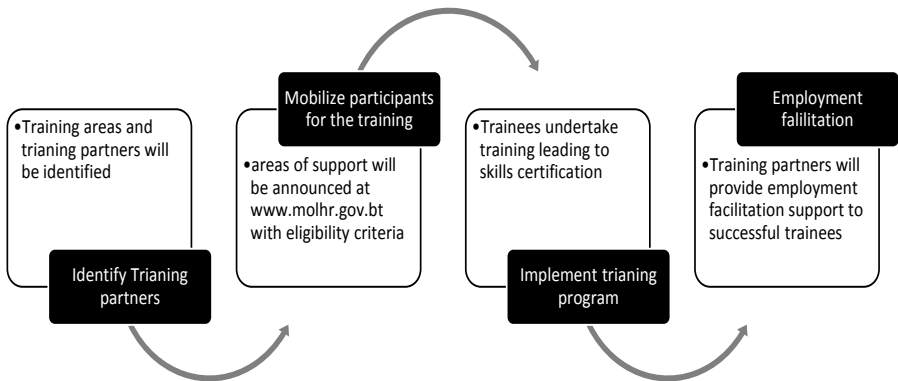
3. Critical Skills Training

The critical skills are geared towards skilling young jobseekers entering the labour market, so that the skill will enable them to be gainfully employed. The program also seek to address skills shortage within different sector. A total of 5000 jobseekers will be skilled under the program in the next 12th FYP. The areas of training will be guided by the 12th FYP HRD Master plan for economic sector (2018-23)

The employability skills and entrepreneurship skills will be an important aspect of critical skills delivery, in order to ensure holistic development of an individual to find better opportunities in labour market.

Critical skills will be implemented in close collaboration with different registered training providers in the country. Invitation for application will be posted at **www.molhr.gov.bt** Selection of the candidate will be based on the HRD Rules and Regulation for the non-civil service sector.

Process of Critical skills delivery



Areas of support as per the 12th FYP HRD Master plan

2D Animation	Heavy machine operation and maintenance
3D Animation	Home Appliance repair
Agro-based food processing and production	Housekeeping
Apple cider making	Industrial plumbing and fitting
Application development	Jewelry design and development
Auto Mechanics	Machine embroidery
Bakery and Confectionery	Metal based product design and development
Bamboo product design and development	movie editing
Bar tendering	Multimedia Development
Barista	organic cosmetic development
Bio product development	Packaging
Broadcasting and Audiovisual Technicians	Paper development
Ceramic and pottery	Photography
Clay based product development	Pigmentation
Construction supervision	Plumbing and Pipe Fitting
Cooking	Script and Screenplay writing
Dairy product development	Spa Therapy
Denting and painting	Shoe design and development
Early Childhood care and development	Software Development
e-commerce	Souvenir design and development
Floriculture	Tailoring - traditional clothes
Food and Beverage	Tailoring - Western garment
Food processing	Textile design, weaving and development
Food production (RITH)	Traditional healing and therapy
Front Desk	Tunneling technician
Fruit Processing	Upholstery
Furniture design and making	VFX and special effect
Graphics and Multimedia	Web development
Green car technology	Welding and Flame Cutting
Hair and Beauty	Wine making - using local fruit
Handicraft design and development	Wood based product design and development
Health product/food development	

4. Apprenticeship Training Program (ATP)

Under the Apprenticeship Training Program (ATP) job seekers are attached to the enterprises/industries to gain knowledge, skills and experience. ATP covers both occupation related instruction and on-the-job skills training. In other words, apprenticeship is a contract between a person (an apprentice) who wants to acquire competency in a particular skill and gain work experience and; an employer who needs a skilled worker. Apprenticeship combines on-the-job training with technical classroom instruction.

Objective

- Provide training opportunities under alternate mode through on-the-job training and provide exposure to real work environment to the youth.
- Meet the immediate manpower requirement of the labour market.
- Promote Public Private Partnership
- Develop self-reliance, self-confidence, good social behavior and positive attitude towards work, amongst youth.

Modes of Delivery

The Apprenticeship training program shall be delivered through two modes as follows:

- i. Attachment program
- ii. Structured training program

Eligibility Criteria

- Be a Bhutanese citizen;
- Be a jobseeker registered on the job portal system
- Have a minimum qualification of Class VI;
- Be at least 18 years of age; and
- Be able to perform the essential functions of the occupations.

Candidates are not eligible if

He/she has discontinued the ATP program earlier without valid reasons and justification; and if he/she has already availed government funded trainings.

Stipend

The apprentice shall be paid a monthly stipend of Nu. 1800 by the DoEHR/ Institutes/ Regional Offices and equivalent or more shall be paid by employer for the entire training period.

5. Pre-Employment Engagement Program (PEEP) & University Graduate Internship Program (UGIP)

Objective

- To keep youths meaningfully engaged and sustain them during the transitional period between the end of their academic pursuit and before permanent employment.
- Enable them to gain relevant work knowledge, skills and experiences through internship in various organizations to enhance their employability profile.
- Help them undergo personal development while in the program through informal learning
- Meet short term manpower requirement in an organization

Eligibility

- Should be a Bhutanese citizen.
- Should be a registered jobseeker with the Department of Employment and Human Resources, Ministry of Labour and Human Resources.
- Should have completed Class X, XII, Certificate or Diploma (for TTI Graduates), Degree Certificate/Academic Transcripts.
- The beneficiary should be fresh jobseekers (should not be more than 24 months from year of completion of the time of enrollment into the program).

- Should not have worked any time or anywhere prior to his/her enrollment into the program.
- Special preference shall be given to physically challenged jobseekers.

Mode of the Program & Duration

The duration of the program will depend on the mode of engagement of job seekers. The Department will arrange internship using two different modes as follows:

Mode I (cost sharing basis)

- Jobseekers shall be attached as interns with various organizations on cost-sharing basis between MoLHR and partner organizations.
- The MoLHR shall pay a monthly stipend of Nu. 1,875 (one thousand eight hundred seventy five only) and the partner organization shall pay an equivalent amount or more. The duration of the program under this mode is six Months.

Mode II (fully funded)

- Jobseekers shall be attached as interns with various organizations fully funded by the MoLHR
- The MoLHR shall pay a monthly stipend of Nu. 3750.00 (three thousand seven hundred fifty only). And the duration of the program under this mode is three months.
- Jobseekers engaged under this program should actively look for job within the stipulated time period.

Implementation process

- Interns to be placed in only those private and corporate organizations registered with the MoLHR's Job Portal System.
- Placement of interns to be made on quarterly basis so that the program in-charge will have enough time to monitor and evaluate the program. Placement will be made only during the last week of the preceding month.

- If the registration and placements are done by Regional Employment and Labour Offices (RELOs), details must be submitted to the Department of Employment and Human Resources, MoLHR for record and release of stipend.
- Place as per the requisition received by the Department or jobseekers themselves can explore for internship opportunities.
- The concerned organization shall issue an appointment order upon induction of the candidate in the organization.
- Interns to maintain daily log activities verified by the immediate supervisor and the manager.
- Interns to submit a final report to the Department of Employment and Human Resources on completion of the internship program.
- The Department of Employment and Human Resources shall conduct monitoring of the interns at least once before the expiry of engagement period.

Mode of payment

- Jobseekers must open a savings account and submit the account number to the Department of Employment and Human Resources within two weeks after induction in the internship program.
- Jobseekers must submit the attendance sheet to the Department of Employment and Human Resources/RELOs by end of every month verified by the competent authority of the organization. Unreasonable delay or non-submission of attendance sheet on time may result in late disbursement of stipend from the Department.
- The attendance sheet may be submitted either in hard copy or electronically to the Department of Employment and Human Resources at the end of every month.
- The office in-charge of the internship program will compile and submit the list of candidates for payment to the Head of the Department for endorsement.

- The Head of the Department will endorse and forward the list to the Administration and Finance Division (AFD) of Ministry by the first week of the following month for disbursement of stipend.
- Stipend must be deposited in the individual candidate's saving account within the 10th day of the following month by AFD.

De-registration

De-registration of interns would normally be done so on the following grounds

- When the interns find gainful employment.
- When the interns avail any kind of training program.
- On completion of their internship.
- If the intern wishes to discontinue on personal ground.

Upon de-registration, interns are required to submit relieving order from the organization concerned.

IV. ENTREPRENEURSHIP DEVELOPMENT PROGRAM

The Entrepreneurship Development Program (EDP) entails awareness programmes to orient students, trainees and jobseekers on entrepreneurship support services, entrepreneurial skills training aimed at imparting entrepreneurial soft skills, access to finance, monitoring and advisory services, business opportunity mapping and writing project proposals. The programme is specifically targeted at educated and/or skilled unemployed youth.

1. Basic Entrepreneurship Course (BEC)

Coverage

This course covers the fundamentals of business management plan such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course must have vocational or technical skills and must be interested in starting a small business based on their skill. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

Duration and Frequency

BEC is conducted on a quarterly basis each year for the prospective entrepreneurs from around the country. Each course is about 180 hours and tentatively conducted as per the following schedule:

BEC 1	• August - September
BEC 2	• November - December
BEC 3	• February - March
BEC 4	• May - June

Target beneficiaries

The youth must fulfill the following conditions:

- Should be between 18 and 35 years of age at the time of application;
- Should be ready to start a small business based on his/her training;
- Should be ready and willing to attend the BEC on a full time basis.

Eligibility Criteria

In order to be eligible to participate in the BEC, youth must fulfill the following conditions:

- Should be between 18 and 35 years of age at the time of application;
- Should be ready to start a small business;
- Should not already have an established business of his/her own; and
- Should be ready and willing to attend the BEC on a full time basis.

Documents Required

The aspiring entrepreneurs have to submit the following documents for the course:

Online Registration Application Form from www.molhr.gov.bt

- Job Seeker Number
- Valid Security Clearance Certificate Number
- Copy of Citizenship Identity Card
- Academic Certificates and Mark Sheets
- Training Certificates, if any

2. Advance Entrepreneurship Course (AEC)

Coverage

This course covers the fundamentals of business management such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course are expected to have a business idea which can be explored during the training course. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

This course covers the fundamentals of business management such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course are expected to have a business idea which can be explored during the training course. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

Duration and Frequency

AEC is conducted on a quarterly basis each year for the prospective entrepreneurs from around the country. Each course is about 240 hours and tentatively conducted as per the following schedule

AEC 1	• August - September
AEC 2	• November - December
AEC 3	• February - March
AEC 4	• May - June

Target beneficiaries

An applicant must fulfill the following conditions:

- Should be between 18 and 35 years of age at the time of application;
- Should have a viable business idea;
- Should have a academic qualification degree and above
- Should be ready to start a small business;
- Should not have loan with any financial institution; and
- Should be ready and willing to attend the AEC on a full time basis.

Documents Required

The aspiring entrepreneurs have to submit the following documents for the course:

- Online Registration Application Form from www.molhr.gov.bt
- Job Seeker Number
- Valid Security Clearance Certificate Number
- Copy of Citizenship Identity Card
- Academic Certificates and Mark Sheets
- Training Certificates, if any

3. Start-Up BOOST Camp

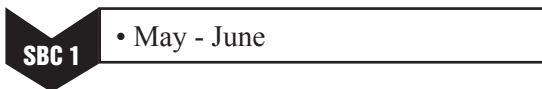
Coverage

This course covers the fundamentals of business management such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course are expected to have a business idea which can be explored during the training course. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

Duration and Frequency

Startup Boost Camp is conducted in each year for the participants of Startup Weekend and Business Idea Competition. The course is about 112 hours and tentatively conducted in May – June. The main objective is to keep their idea in motion and put it in action.

Schedule of SBC



Target beneficiaries

Participants of Business Idea Competition and Startup Weekend

V. INFORMATION ON INSTITUTES UNDER MOLHR

The Technical Training Institutes (TTIs) and Institutes for Zorig Chusum (IZCs) had been established in order to provide relevant quality training program in meeting the skill needs of enterprise and government organization through diversification of courses and promote outreach program to thrive in a rapidly changing world of technology and most of the courses provided in institutes are Competency Bases Training. The minimum qualification required to enroll in the institute is class X passed.

The information on courses offered by institutes

Institute	Trade	Qualification
TTI – Chumey, Bumthang	Masonry	National Certificate II & III
	Plumbing	National Certificate II & III
	Carpentry	National Certificate II & III
	Welding	
	Furniture Making Short Course	
TTI – Rangjung, Trashigang	Automobile	National Certificate II
	Electrical	National Certificate II & III
	Computer Hardware & Networking	National Certificate II
	Furniture Making (short course)	National Certificate II
	Cable TV Operator	National Certificate II
TTI – Samthang, Wangdue	Automobile	National Certificate II & III
	Heavy Earth Moving Operator	
	Heavy Vehicle Driving	
TTI - Thimphu	Auto Mechanic	National Certificate II
	Penal Beater	National Certificate II
	Automobile	National Certificate III

TTI – Khuruthang, Punakha	Electrical	National Certificate II & III
	Mechanical Fitter	National Certificate II
	Mechanical welder	National Certificate II
JWPTI – Dekiling, Sarpang	Masonry	National Certificate II & III
	Plumbing	National Certificate II & III
	Carpentry	National Certificate II & III
	Mechanical Fitter	National Certificate II
	Mechanical Welder	National Certificate II
	Transmission and Distribution	
	Underground cable trenching	
	Transformer repair and maintenance	
Welding		
IZC - Thimphu	Lhadri (Painting)	
	Tshemzo (Tailoring)	
	Tshemdrup (Embroidery)	
	Troezo (Gold & Silver Smith)	
	Thagzo (Weaving)	
College of Zorig Chusum - Trashi Yangtse	Lhadri	
	Patra	
	Jimzo	
	Lhadri (Painting)	
	Jimzo (Sculpture)	
	Troezo (Gold & Silver Smith)	
	Tshemzo (Tailoring)	
	Tshemdrup (Embroidery)	
	Shagzo/Saezo (Wood Turning)	
	Patra (Wood Curving)	
	Baab Zo (Mask Carving)	
	Traditional Boot Making	

VI: NATIONAL EVENTS PROGRAM

Job Fair

The Department of Employment and Human Resources conducts the National Job Fairs and Regional Job Fairs every year. The Job fairs provide excellent opportunities for enterprises, job seekers, and training providers to come together to share information and thus they also provide opportunities for on-the-spot interviews, leading to job offers. The Department of Employment and Human Resource, through such events makes every effort to enlist the cooperation of private and corporate sector enterprises.

The objectives of conducting the Job fair are to:

- meet the jobseekers and employers on a common platform;
- recruit the most potential and qualified employee;
- explore the present and future manpower demand by occupation, type of skills and the level of education and qualification;
- display existing and future job vacancies;
- find out the skills and abilities currently available in the job market; and
- identify and conduct interview on the spot to recruit suitable future employees for the company.
- market the company's products.

National Graduate Orientation Program (NGOP)

NGOP is a very special program organized by the Royal Government of Bhutan every year for graduates before entering the labour market.

The program has three main components namely, Policy Orientation, Cultural Orientation and Personal Development. Various Ministries, Agencies, NGOs and Private Sectors will brief on different aspects of RGOB policies and socio-economic issues.

The main objectives of the NGOP are to:

- provide formal platform to receive graduates on behalf of the Royal Government of Bhutan;
- orient graduates on the policies, programs and issues of national importance;
- orient on culture, traditions and etiquettes of the country;
- promote patriotism and nationalism;
- provide forum for graduates to interact and share ideas with national leaders;
- provide information on jobs and employment opportunities;
- facilitate promotion of positive outlook and attitude among graduates.

Business Idea Competition

The objectives of the program are to:

- provide the platform for aspiring entrepreneurs to present their ideas
- identify the potential business ideas
- incubate the business idea in the incubation centre
- promote the entrepreneurship development

Start-Up Weekend

The objectives of Startup Weekend are to:

- expose young Bhutanese to be innovative
- take charge of new ideas
- become fully immersed in Lean Start-up practices in 2.5 days and
- strengthen Bhutan entrepreneurship ecosystem amongst promoting agencies

Skills Competition

The objectives of conducting Skills competition are to:

- promote the image and status of skilled workers in the country;
- showcase and celebrate the technical and vocational skills of our youth;

- raise standards of excellence in technical and vocational skills;
- promote collaborative efforts between Technical and Vocational Education and Training (TVET) institutions, industry and relevant government agencies in the development of skilled workforce;
- provide our skilled workers and trainees the opportunity to assess their own competence against the standards demonstrated by their peers;
- update the skilled workers with emerging technologies in different occupations; and,
- prepare for possible participation in the regional & international level skills competitions in the future.

TVET Convocation

The objectives for this event are as follows:

- To facilitate and create bond among the TVET community, which will contribute towards acquiring a sense of pride and achievement for being vocational graduates and as a productive member of skilled workforce in the country.
- It is essentially to promote image of TVET and the important of skills for economics and social development of an individual and the nation at large.
- Upgrade the image of vocational graduates as convocation has always been associated with those who have completed university degree and never for those with vocational certificate. Overcome the stigma for blue colour jobs seeking to make them par with any other Academic graduates.
- To study the impact of TVET reform initiatives through tracer study at this time to take advantage of huge number of graduates gathering in this event.

TVET Winter Camp

The objectives of the event are to:

- improve the social image of TVET and create awareness among the students on TVET as a viable career path.

- orient on available skills programmes, employment opportunities, Labour laws & regulations, the Bhutan Vocational Qualifications Framework & Lifelong Learning.
- provide the school students, who are major target group with an opportunity to experience TVET firsthand.
- provide students with a better understanding of the TVET life in terms of living on campus
- entails and an opportunity for real work site visits.
- provide broader perspective to TVET and can make a more informed choice of career
- keep students gainfully engaged during the winter vacation

The TVET Winter Camp was a holistic approach in which the students were encouraged to participate in various cultural and extracurricular activities, such as sports, meditation sessions, Yoga, documentary viewing and cultural shows.

Zorig Day

Zorig Day is observed on 15th day of the 3rd Month in the Lunar (Bhutanese Calendar). It is mainly created to raise public awareness to celebrate and honour the skilled workers in the country. On this National Zorig Day, we honour all craftsmen, technicians and artists, whether practising and enhancing the traditional and modern skills, or adding comfort and prosperity through use of skills in daily lives, either directly or indirectly.

The Zorig day is also to promote and build a culture of dignity and respect for the skilled workers and to inspire young people and provide opportunity to showcase their talents through demonstration and skills competition.

Youth Skills Day

Youth skills day is to raise awareness on the importance of acquiring skills as a means to address the challenges of unemployment, underemployment and as a way to achieve better socio-economic conditions for all youth.

VII. STRATEGIC FRAMEWORK FOR JOB SEARCH

Job Searching

To get a satisfactory job in today's highly competitive job market, apart from your knowledge and ability, you need good job searching skills to make yourself known and visible amongst other job seekers.

The content of "The Labour Market Information Guide for Jobseekers" includes tips on job searching, skills on writing application letters and résumés, points to note for preparing job interviews and ways to detect employment traps, etc. We hope job seekers, after reading this book, could master the basic skills of job searching and find a satisfactory job.

Know Yourself and Know Others

"What kind of job should I look for?" "Know yourself and others bring you victory in every battle!" Job seekers must understand themselves and the labour market to avoid missing any employment opportunities.

Know Yourself – Understand Yourself

- Job seekers should clearly understand their own character traits and job expectation, and choose their job accordingly;
- You can know yourself better through reviewing your personality, interests, ability, merits, physique, appearance, qualifications, job preference and job expectation, etc.

Know Others – Understand the Prevailing Labour Market and Industry Situation

- Study and analyze the prevailing job market situation; set a realistic and attainable goal in job searching;
- The labour market changes rapidly. You can obtain the latest market information through newspapers, magazines, radio, television, internet, etc. Be ready to make timely adjustments;

- Job seekers should keep abreast of the latest development and potential of different industries; get a better understanding of the recruitment and entry requirements for different positions. Equip yourself better, seize the opportunity and face the challenges ahead.

Job Searching Means

Job seekers can access to more vacancy information through the following means and increase the chance of getting employed:

Employment Facilitation Services provided by the Department of Employment and Human Resources, MoLHR

The Service Centres are equipped with information desk, friendly staff and computers with internet access. Job seekers may make use of these facilities to register on online job portal system of the Ministry, search for suitable vacancies, and prepare résumés and application letters. Online occupation preference as per the skill and qualification is also available while registering as job seekers.

Registered job seekers may make use of job referral service of Employment Service Centre. Job seekers may make direct application to employers.

National Newspapers

- Job vacancies from private establishments, public organizations and government agencies are published.

Internet

- “Interactive Employment Service” (vacancies of private establishments/ companies, public organizations, and government agencies are uploaded on their own websites);

Private Employment Agents (in-country and overseas)

Visit the Bhutan Overseas Employments Agents licensed by the MoLHR for job and placement information.

Referrals by Your Family Members or Friends

Your friends and relatives may refer you to employers who are looking for employees through their network.

Approach Potential Employer Proactively

Write to companies or organizations and apply for posts you are interested in even if they have not yet post any vacancy advertisements;

You may learn about the business activities and structure of a company from its website and annual report. After confirming the post title of the official in charge of recruitment, you can write to him/her directly to apply for a suitable post.

Job Application

The application modes (e.g. telephone application, interview by appointment, submission of application letter and résumé) are usually set out in the recruitment advertisements. If a suitable vacancy is advertised, you should submit an application without delay.

When making a call to the person taking charge of recruitment, you should:

- contact the potential employer at a quiet place, and bring along a pen and a piece of paper to jot down simple notes;
- introduce yourself and explain the purpose of your call briefly; state clearly the post you want to apply and the source of vacancy information;
- be calm, polite and confident;
- jot down clearly details such as date, time and place of interview, contact person and documents to be brought along if you are granted an interview;
- confirm the arrangement of interview and express your gratitude before ending the telephone conversation;
- try to leave your contact means if there is no current vacancy so that the company could contact you later;
- stay on the line and let the potential employer hang up first.

Preparing Application Letter and Résumé

A recruiting organization receives many application letters and résumés. To secure an interview, apart from having the required qualifications, a well-written application letter and résumé may make you stand out amongst other applications and help create a good impression on the recruiting employer.

Before writing . . .

You should

Understand the responsibilities, qualifications, requirements and application means of the post.

- Prepare a tailor-made application letter and résumé;

Prepare a list of your qualification and work experience.

- Put all your education attainments, work experience, professional qualifications, extra-curricular activities, etc. on your qualification list. Double-check your résumé against the list can ensure that no important information will be omitted;

Use clean white A4 size paper.

- The application letter and résumé should be printed on clean white paper;

Draw reference from model application letters and résumés.

- Prepare your application letters and résumés based on a model application letter and résumé that best fit the applied post.

When writing application letter and résumé...

- Confine to one to two A4 size paper pages;
- Choose the appropriate font size and line spacing;
- Emphasize your strengths and qualifications which meet the requirements of the post;

State your career goals.

- List how your career goals will match with the post you applied for, and why you are suitable for the post;

Don't give false information.

- Any misleading, or false information found in your application letter or résumé will bring doubts about your integrity;

Don't provide excessive personal information.

- During the application stage, employers are not expected to collect from job seekers excessive personal information. Important personal data, such as identity card number and contact number should be provided to employers upon hiring, and strictly on a need basis;

Use computer and printer for a final printout.

- This will give an impression of neatness;

Don't make corrections with correction fluid or eraser.

- Make a new printout in case of typos and omissions;

Use proper and valid email address.

- Job seekers should not use weird email addresses for contact purpose for it would leave a bad impression to the potential employers.

Application letter

- Be concise and to-the-point; avoid long sentences and paragraphs;
- Begin with the most relevant and vital information that are of relevance and importance to the applied post;
- Explain that you are the most suitable candidate for the post and persuade the employer to grant you an interview;
- Pay attention to grammar and watch out for typos or spellings;
- Remember to sign the application letter.

Resumé

Arrange the information neatly and orderly.

- Use point form and headings;

List qualifications in chronological order

- Start with the most recent one when listing qualifications, academic achievements and work history;
- Put down information relevant to what is mentioned in the application letter;
- List out skills and experience/professional qualifications relevant and vital to the post you apply for;
- May provide information on extra-curricular activities in the résumé to give the employer a more comprehensive understanding of your personality and abilities.

Before sending out . . .

- Check again whether the grammar, information of yourself and the employer are correct;
- Make sure that the application letter and the resumé are put in the right envelope if you are making several applications at the same time;
- Enclose copies of certificates, if specified in the recruitment advertisement;
- Keep a copy of the advertisement, application letter and the résumé so that you may refer to such information when you are invited for a job interview.

Sample Job Application

15th May 2018

The Manager/CEO/Human Resource Officer,
Printing and Publishing Firm,
Thimphu.

Subject: Application for the Post of Graphic Design Assistant.

Respected Sir/Madam,

With reference to the advertisement in the dated 12th May 2018, I am writing to apply for the post of Graphic Design Assistant. I have been working in Design Mind Limited as Graphic Designer Trainee after completing my higher secondary school education in February 2015. My duties are to assist the Senior Designer in design layout and artwork production. During my employment, I have also completed an evening course on Photoshop and Adobe Illustrator. Should I be able to get the job, I will bring my work experience and what I have learnt to the company.

Enclosed is my résumé for your kind reference. I look forward to meeting you to show my suitability for this position in an interview.

Thank you in anticipation.

Yours sincerely,

(Name)

Contact No: xxxxxxxxx

Email address: xxx@xxx.com

Sample Resume

Name:	XXXXXX
Address:	Thongsel Lam, Lower Motithang
Contact number:	XXXXXXXX
Email address:	xxx@xxxx.com

Position applied for:	Graphic Design Assistant
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EMPLOYMENT HISTORY

25/12/2017-Present	Design graphics for web, social and other marketing media. Create Info-graphic templates for use over several mediums. Participate in the operation of video board and web content. Produce/Edit short video pieces for web use.
02/03/2015-22/12/2017	Create Info-graphic templates for use over several mediums. Assist with administrative functions as necessary.

ACADEMIC QUALIFICATIONS

2013– 2014	Shari Higher Secondary School, Paro
2011 – 2012	Shaba Middle Secondary School, Paro
2009– 2010	Jigme Namgyel Lower Secondary School, Thimphu

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent knowledge of the Adobe CC including InDesign, Photoshop, and Illustrator
Proficiency in HTML, Flash, Final Cut, and word press is a plus.
Previous Sporting Industry experience is also a plus.
Ability to work independently.
Strong team spirit.
Ability to work successfully in a fast-paced and demanding environment.

AVAILABILITY: Immediate

Interview

An interview is a two-way communication process. It is a good opportunity for job seekers to present and “market” their merits to the prospective employers. To employers, it is a process to observe and assess whether the candidate is competent and sincere in taking up the job and whether he is the right person to be employed.

Through job interviews, job seekers could obtain information on the job duties, the requirements of the employer and the corporate culture so as to assess whether he is competent for the job and how best the job meets his expectations.

If you are invited to attend an interview, it means that you have preliminarily met the requirements of the company and the post. You should make good use of the chance, get well prepared and demonstrate your strengths as far as possible to convince the interviewer that you are the most suitable candidate.

Modes of Interview

Individual Interview

- The most common way of interview;
- One of more interviews will ask applicant questions and follow-up on the answers given by the applicant;

Group Interview

- A group of applicants will be asked to discuss certain topics or to answer interviewers’ questions in turn;
- Questions may be about current affairs or problem cases that may or may not be related to the applied post;
- Prospective employers usually aim at assessing candidates’ analytical power, presentation skills, leadership and ability to respond to changes.

Online interview

- Some employers adopt a new mode of interview. Job seekers are arranged to attend the interview online at an agreed time;
- To ensure the online interview runs smoothly, job seekers should check if the computer system operates well and rehearse for the interview beforehand;
- Usually one interviewer may ask the applicant questions on-line;
- Applicants should arrange the online interview in a bright, tidy and quiet room;
- Applicants should dress neatly and properly and take note of the background and their appearance before the webcam.

Skill Tests

Skill tests are arranged to test whether the candidate has the knowledge and skill required for the job. Skill tests may include computer operation and performing some work processes of the applied post.

Other Tests

Writing and aptitude tests, etc., may be arranged. Some of these tests may be conducted on the internet. Therefore, job seekers are advised to get familiar with the basic skills and knowledge of computer operations.

Preparation for the Interview

Prepare yourself

- Gather information about the post and the organization, such as job nature and requirements, development and outlook of the trade, etc.;
- Assess your own personality, abilities, strengths and weaknesses with regard to the requirements of the post. Be prepared to “market” your strengths and show your potentials for improvements while answering the interviewers’ questions;

- Practice relevant skills related to the post you apply for, e.g. typing, computer software application, etc;
- Double-check the information given in the application letter and the résumé to avoid inconsistencies;
- Prepare concrete answers to questions often asked during interviews and rehearse the interview beforehand so that you will become more confident and less likely to get nervous in the interview. Workshops are also organized by various organizations to help job seekers prepare for interviews;
- Pay attention to current affairs and hot topics;
- Prepare some questions about the post and the recruiting organization and raise them to the interviewers at the end of the interview;
- Go to bed early the night before the interview;
 - Sufficient rest will keep you in high spirits, enhance your confidence and ability to respond to changes;
- Being late for a job interview is undesirable. It upsets you and leaves a poor impression on the interviewer;
 - Plan the route and find out the traffic condition of the place of interview beforehand;
 - Arrive preferably 15 minutes before the scheduled time to allow yourself time to settle down and get ready for the interview.

Items to be brought

To attend an interview, you should bring:

- Identity card;
- Ball pens;
- Résumé;
- Academic certificates, both original and copies;
- Work history proof, both original and copies (e.g. reference letter, employment contracts, resignation letter, etc.);

- Passport size photos;
- Employer’s address and telephone number;
- Mobile phone.

Key Points

- Get ready important documents like proof of academic qualifications and work history and organize them systematically;
 - To give the interviewer a good impression, make sure that you can produce the documents in good order for inspection;
- Don’t bring excessive personal belongings or things which are not related to the interview.

Appearance

- Be neat, clean and tidy, from head to toe. Behave naturally and keep poised;
- Dress code should match with the applied post and the culture of the company;
- Don’t dress too showily;
- Avoid heavy make-up and wearing too many accessories

Interview Performance

When you arrive...

- Remember to turn off your mobile phone;
- Tell the staff politely the purpose of your visit and wait patiently;
- Refer to the résumé when you are asked to complete a job application form.
- Complete it carefully and neatly;
- Don’t walk around, touch or use any items of staff in a carefree manner;
- Don’t appear to be impatient and tired while waiting.

When entering the interview room...

- Knock the door before you go in. Smile and greet the interviewers politely;
- Let the interviewer decide whether to shake hand or not. Shake hands with appropriate force;
- Sit down properly when invited or prompted by the interviewer.

During the interview...

- Keep calm and smiling. Don't be too reserved;
- Be sincere and polite, but not too modest or humble;
- Speak with a friendly manner, at a proper speed and volume. The pronunciation should be clear and the tone be affirmative;
- Don't cross your arms in front of the chest, lest you would be mistaken as an unfriendly person;
- Keep appropriate eye contact with interviewers;
 - Maintain eye contact with the interviewers to show your confidence and respect;
 - Don't stare at interviewers. It would be regarded as impolite and would make interviewers feel stressful.
- Avoid small gestures such as playing with your fingers, rubbing hands or patting your hair. This will give the interviewer an impression that you are immature, impatient or lack of confidence;
- Listen carefully to the interviewers' questions; answer precisely and clearly. Don't simply say "yes" or "no". You should elaborate the key points clearly;
- Nod where appropriate when listening to the interviewers to show your interest in the topic and agreement with the interviewers;

- During group discussion
 - Join the discussion actively. Don't be too passive.
 - Listen to others carefully and be ready to respond to their questions and answer promptly. Answers should be organized and persuasive; contact with the interviewers to show your confidence and respect;
- Don't interrupt others and avoid dominating the discussion;
- When introducing your own abilities and experience, cite concrete examples to strengthen your persuasiveness and credibility. Don't provide incorrect information or try to mislead the interviewers;
- At the end of the interview, you may ask one or two questions about job duties, training and promotion prospects to show your interest in the applied post or joining the company;
- Thank the interviewers and say goodbye before you leave.

Questions Frequently Asked During Interviews

1. Please introduce yourself.

- The information you provide should be job relevant.

2. What are your strengths?

- Focus on your skills and experiences which are relevant to the applied post.

3. What are your weaknesses?

- Try to mention just one or two weaknesses that have little bearing on the job you apply for;
- If wisely deployed, weaknesses could be turned to strengths. You may explain your weaknesses from a positive angle.

4. What are your hobbies and interests during leisure time?

- Focus on those hobbies and interests that are related to the job;
- Draw the attention of interviewers to your strengths and achievements;
- Avoid leaving an impression that you give your hobbies a higher priority than your job.

5. Please tell us about your work experience.

- Give examples to explain your previous job duties and the achievements and experience you have attained;
- If you don't have any work experience, you can talk about the training you have received and skills acquired, and relate them to the job you apply for.

6. Why do you apply for this job?

- Relate why you are interested in the post, and why you like to join the company and the trade;
- Possessing the qualifications for the post should be one of the reasons why you apply for the job. You may elaborate on this point;
- Explain how the post and company suit your interests, your expectation and opportunity for further development.

7. What do you know about our company? Why do you want to join our company?

- Tell what you know about the company and the industry to show your interest and your enthusiasm;
- Collect and study information related to the company and the trade before interview.

8. Are you willing to work shift/overtime or travel to and from the Mainland?

- Give a reply based on your actual situation. Don't give an impression that you only care about your personal interests;
- Unless you have practical difficulties, you can indicate your willingness under reasonable circumstances.

9. Why do you want to quit your previous job? Why do you change your job frequently?

- Speak out frankly if you have any objective reasons to change jobs, e.g. closing down of the company. Don't tell lies;
- Give positive reasons;
- Tell the interviewers direct, if your reason for resignation is for pursuing further career development;
- You should emphasize on how the experience and knowledge gained are relevant to the job that you apply;
- Don't say things bad about your former employers and colleagues. Don't complain about working overtime and/or posting arrangements, which may leave a negative impression on interviewers.

10. Do you have any plan to pursue further studies in the near future?

- Describe your study plan briefly, in particular those plans related to the post you apply for;
- Stress that you would not let your study interfere with your work. Employers would think you are ambitious if you tell them you have plans for further study, but don't exaggerate. Don't tell lies.

11. Hypothetical questions: How would you handle a difficult client? How would you handle conflicts between you and your boss/colleagues?

- These questions are raised to test your ability to handle adverse situations in the work environment;
- Hypothetical questions usually have no standard answer. You may try to answer these questions based on your own experience, professional skills and common sense. Present yourself as objective, analytical and prudent in handling difficult situations.

12. Questions on current affairs, e.g. hot social topics, government policies, etc.

- Let interviewers know your viewpoints;
- Be rational and objective when expressing your views;
- Don't argue with the interviewers or other candidates. You should discuss the issue with them calmly.

13. What is your expected salary?

- If you know the market salary and you have set your bottom line, you may state your expected salary;
- However, try to be flexible when negotiating with your potential employer by taking into account other factors like employee's benefit, annual leave, trainings and promotion prospects.

14. Do you have any questions to ask?

- You may ask some questions which are related to the company and the post, showing your interest and sincerity for the job;
- Avoid asking questions on employee's benefit.

Post Interview Follow-up and Evaluation

Follow-up after Interview.

- After the interview, you may follow up with the employer about the result of your interview.
 - If you know the date that the job offer will be made to the chosen candidate, you may telephone the employer to follow up the result a few days after that specific date. Alternatively, you may contact him after a reasonable period of time. .
 - Don't contact the employer too soon and too frequent.
 - Even if you have not been selected, you may take the opportunity to thank the potential employer for granting you an interview by email or letter;
- As the employer may arrange a second round of interview, you can jot down information and issues which have been discussed during the interview for future reference.

Evaluation after Interview

Don't be discouraged even if you are not offered a job after an interview. Each interview is a valuable experience and a chance to learn. We should conduct a self-evaluation after each interview. By doing this, we can improve and prepare ourselves better for the coming interviews.

- After the interview, we should conduct an evaluation on the following aspects:
 - Are you well prepared for the interview?
 - Did you behave politely and use appropriate verbal and body language?
 - Did you show confidence? If no, how to improve?
 - Have you fully presented your strengths, expertise and work experience?
 - Which kind of questions is the most difficult to handle during the interview?

- If you think you did not handle the questions well, how to answer them in a better way?
- Which part of the interview you were doing fine?
- What are the areas for improvement?

Beware of Employment Traps

Some swindlers take advantage of job seekers' eagerness to find jobs and defraud them of money or other benefits. As employment traps emerge in different forms, job seekers should always stay alert and be cautious when searching for jobs to avoid falling into these traps and suffering any losses.

Common Employment Traps

Vice Traps

Some entertainment establishments may secretly engage in vice activities. Very often these operators would make use of high-paying jobs to attract job seekers. Innocent job seekers will learn the real job nature or working conditions only after signing the contracts. You should be alert and avoid being lured to engage in such activities.

Talent Scout Scams

Some people pose themselves as representatives from modelling agencies or dubbing companies. They may approach internet surfers or passers-by, and convince them that they have great potential to be models in commercials, singers, movie stars or fitting models, thereby inducing them to pay fees for training classes, beauty services or fitness courses; or even audition, recommendation fee or deposits.

However, no job may be arranged and the money paid will not be refunded. Some job seekers may even fall into vice traps.

Financial and Investment Scams

Some swindlers pose themselves as operators of foreign exchange investment or marketing companies and offer a handsome pay to enlist job seekers for the posts of clerk, copyist and cleaning staff, etc. After joining the company, job seekers will be persistently encouraged to make investment or to take up investment posts in order to entice them to pour in their own or their relatives' and friends' money. In the end, swindlers rip off their money by claiming that there is a loss in investments.

Theft of Personal Data

Under the pretext of recruitment, the culprits solicit important personal data from job seekers, such as information on identity card, bank accounts and credit cards. The personal data obtained will be used for application for loan from banks or financial institutions in the name of the job seekers, who eventually have to bear the responsibility of repaying the loan, or fall into bankruptcy.

Unlawful Work

Some criminal gangs manipulate young people to commit unlawful deeds, such as drug trafficking, selling pirated or counterfeit goods, parallel-imported goods, illegal fund raising, debt collection for loan sharks, and money laundering through offering bank account data so that they may get off the hook when the crime is detected by the police. You should refuse to commit illegal deeds and avoid getting into trouble which may ruin your future.

Charging Unreasonable Fees

Some swindlers make up various reasons under the pretext of recruitment to impose unreasonable fees and charges on job seekers, such as registration fee, data processing fee, administration fee and documentation fee, etc. Think twice and discuss with your friends and family members if you are asked to pay fees of any kind to get a job.

Luring Job Seekers to Pursue Further Studies

If you are asked in job interviews to pay fees for training classes or any courses in order to be eligible for the post, you should be alert as this may probably be a bogus recruitment to cheat job seekers' money.

Fraud Online Recruitment

As online recruitment has become more popular, some scammers post deceptive recruitment messages through discussion forums, social media or smart phone apps to prey upon job seekers. Job seekers are then cheated of property or personal data when chatting on-line. Their personal data could be used to transfer money from their bank accounts or in other crimes. You should be vigilant of recruitment advertisement of companies with doubtful background or promising lucrative job offers. Watch out if you are required to provide personal data or other information online. Assess whether the requests are reasonable and the information required are excessive. Take good care of your personal data and do not let others make use of them for purposes unknown.

Detecting Employment Traps

Be Realistic and Sensible

Be pragmatic when you search for jobs. Don't believe in job advertisements requiring barely any experience or qualifications but offering a good sum of money. Check if the salary offered and the job requirements are realistic and commensurate with the market level. You should have general knowledge of the company background, scope of duties and the trade or industry concerned before applying for a job.

Be Alert when Attending Interviews

Mind your personal safety when going for an interview. Avoid going to remote areas alone. Heighten your vigilance if the interview is conducted too hastily or you are offered a job right away without any interview.

Don't Make Payments or Produce Important Documents Readily

Normally, employees are not required to pay fees when they take up a job. Ask for the reasons if you are required to pay fees. Moreover, you should not readily produce personal particulars such as your identity card, bank cards and cheques.

Examine the Contract Terms and Additional Conditions Carefully

Before you sign a contract, read all the terms carefully, including those stipulated in the staff handbooks. Don't sign contracts immediately if there are terms that are not clear or unfavorable to you. You should request taking away the contract for study before signing. Companies generally allow prospective candidates to take away the contracts for consideration before signing contracts at a later time.

Don't Sign Documents Readily

Don't sign any agreement or authorization such as bank authorization if you are in doubt in order to avoid loss.

Check Whether the Scope of Duties Matches the Descriptions in the Advertisement or Interview

If you are offered a job, check whether your duties are consistent with the descriptions set out in the job advertisement or discussed during interviews.

Moreover, be alert if the employer persuades you to transfer to other posts relating to investment or sales. Refuse unreasonable demands and never take up illegal duties. If you perform any duties against the law, you may commit a crime that will ruin your life.

Seek Assistance

Keep abreast of current affairs and beware of the tricks of swindlers. Acquaint yourself with the rights and benefits of an employee. If you have any doubts, consult your family members or friends. Seek advice or assistance from related bodies such as Police or MoLHR when necessary.

CONCLUSION

Having mastered the interview skills, your chance of getting a job is enhanced greatly. After you have found a job, the process of job hunting comes to an end. It means that you have entered a new stage in your career. When offered a new job, you should take note of the followings:

Acceptance of Appointment

- Before accepting an appointment, you should fully understand your job duties, working hours, terms of appointment, employee's benefit and so on;
- Before signing the employment contract, you must go through it carefully. Make sure that you understand the terms of contract. If there are unfair contract terms, you may suggest amendments;
- After signing the contract, you can ask the employer to provide you with a copy of the signed contract for future reference.

Facing the New Job

Make an effort to fit into the working environment as soon as possible. Pay particular attention to your work attitude at the beginning of employment.

- Give a good first impression - you should be punctual, positive and friendly and dress neatly and appropriately;
- Be sincere and humble; maintain good relationship with your colleagues;
- Be devoted to your work and be willing to learn;
- Seek advice from your superiors or your colleagues when you come across difficulties at work;
- Place emphasis on teamwork, get along well with your colleagues and build up good relationship with them.

You will be able to take up the new job competently after a period of adaptation. With a good start, you should make continuous efforts to learn and improve yourself, to gain more experience and pursue further studies. This will enhance your career development with a bright future.

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“The wealth of our country is our human resources. Our future will invariably be shaped by the talent and skills, disposition for hard work, commitment, and dedicated service of our young generations.”

- His Majesty at 12th RUB Convocation, 2017



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