

THE UNIVERSITY OF HONG KONG
Faculty of Arts
and
Centre of Development and Resources for Students (CEDARS)

Professional Preparation Programme for Arts Students
2nd semester, 2016/17

Programme Outline

January 2017

Aim and objectives

- ❖ To prepare students for entering the job market
- ❖ To enhance the employability of Arts students
- ❖ To improve students' overall competitiveness in the graduate job market
- ❖ To develop more advanced interview skills to improve students' chances of success

Content of modules

1. How to Write Winning CVs & Cover Letters (2 hours)

This module aims to equip you with the techniques of writing an impressive CV and cover letter in order to increase your competitiveness in your job/internship application process. Practical techniques on how to make your application stand out will be shared.

2. Interview Skills Sharing (2 hours)

You will learn what to do before, during and after interviews, how to answer common interview questions, and ways to prepare for interviews. The application of job interview skills to other interview settings will be highlighted.

3. Interview Skills in Practice (3 hours)

This module provides a chance for you to do a hands-on mock interview practice based on a job of your choice. The mock interview prepares you for an actual interview by enabling you to experience and learn what is expected in a real interview situation so as to increase your chances of success. You will receive both written and verbal feedback on your performance.

4. Landing Your Dream Job with Early Planning (2 hours)

This module provides you with useful information for your career planning, including recent employment situation of Arts graduates, an overview of career opportunities, and the essentials of career planning and job search preparation.

5. MBTI: Matching your Personality to your Career (3 hours)

MBTI is a personality profiler widely used to enhance awareness and understanding of both self and others. While self-understanding facilitates and guides you in your career planning, exploration and development, understanding others enable you to build better interpersonal relationships. Through this module, you will learn the different personality preferences, the gifts and drawbacks of each preference, and how these preferences relate to your future careers. You will also be guided to explore career options with your preferences in mind, and to overcome possible obstacles predicted by your personality type. You will complete an online MBTI questionnaire before the workshop, and receive an official career report when you attend the workshop.

Total learning hours: 12 hours in 5 modules