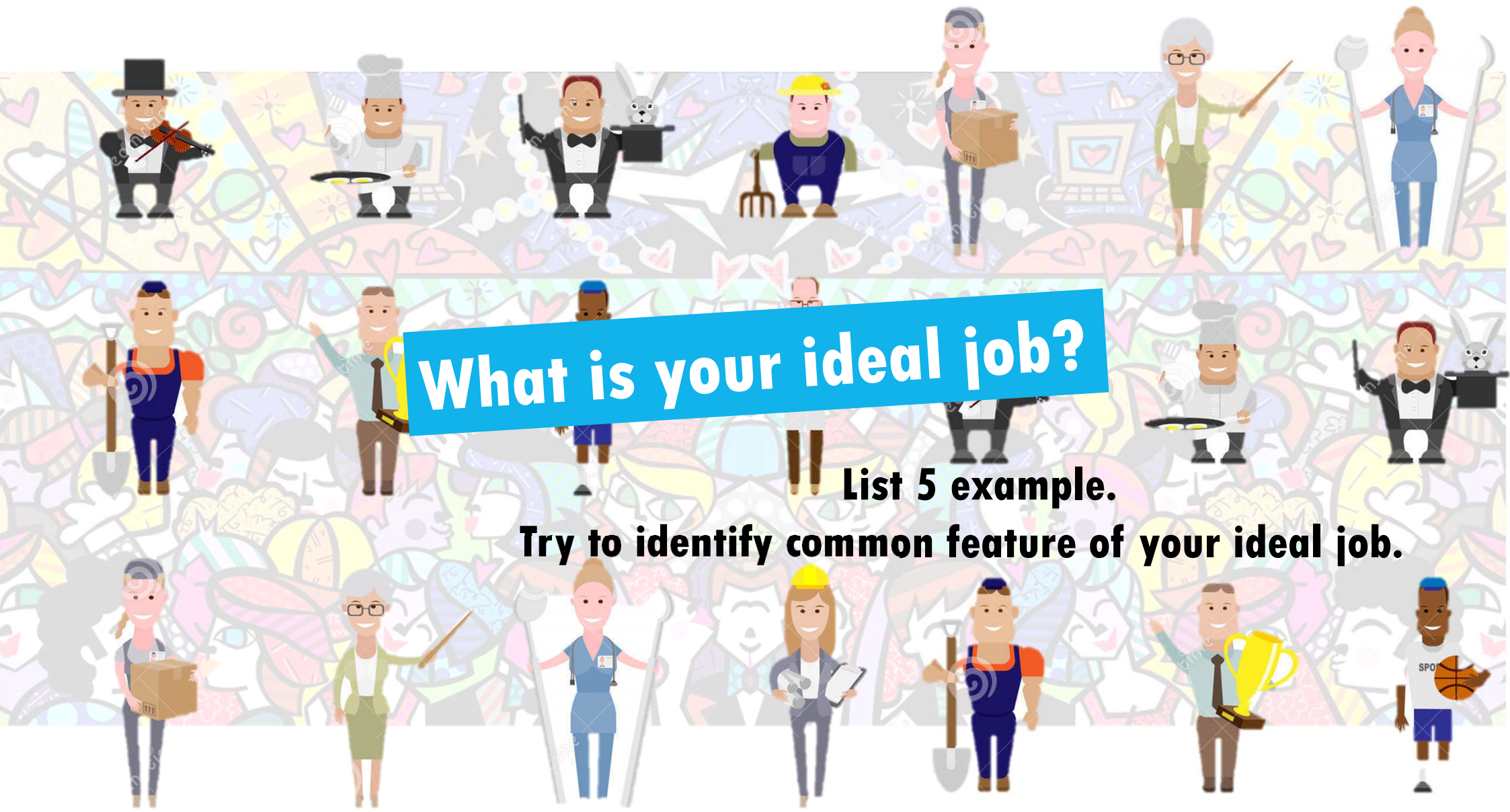




Liberal Studies

Introduction more about workplace:

EMPLOYABILITY



What is your ideal job?

List 5 example.

Try to identify common feature of your ideal job.



What is the requirement(s) of Flight Attendant?



Requirements:

Loyalty

Teamwork

Adaptability

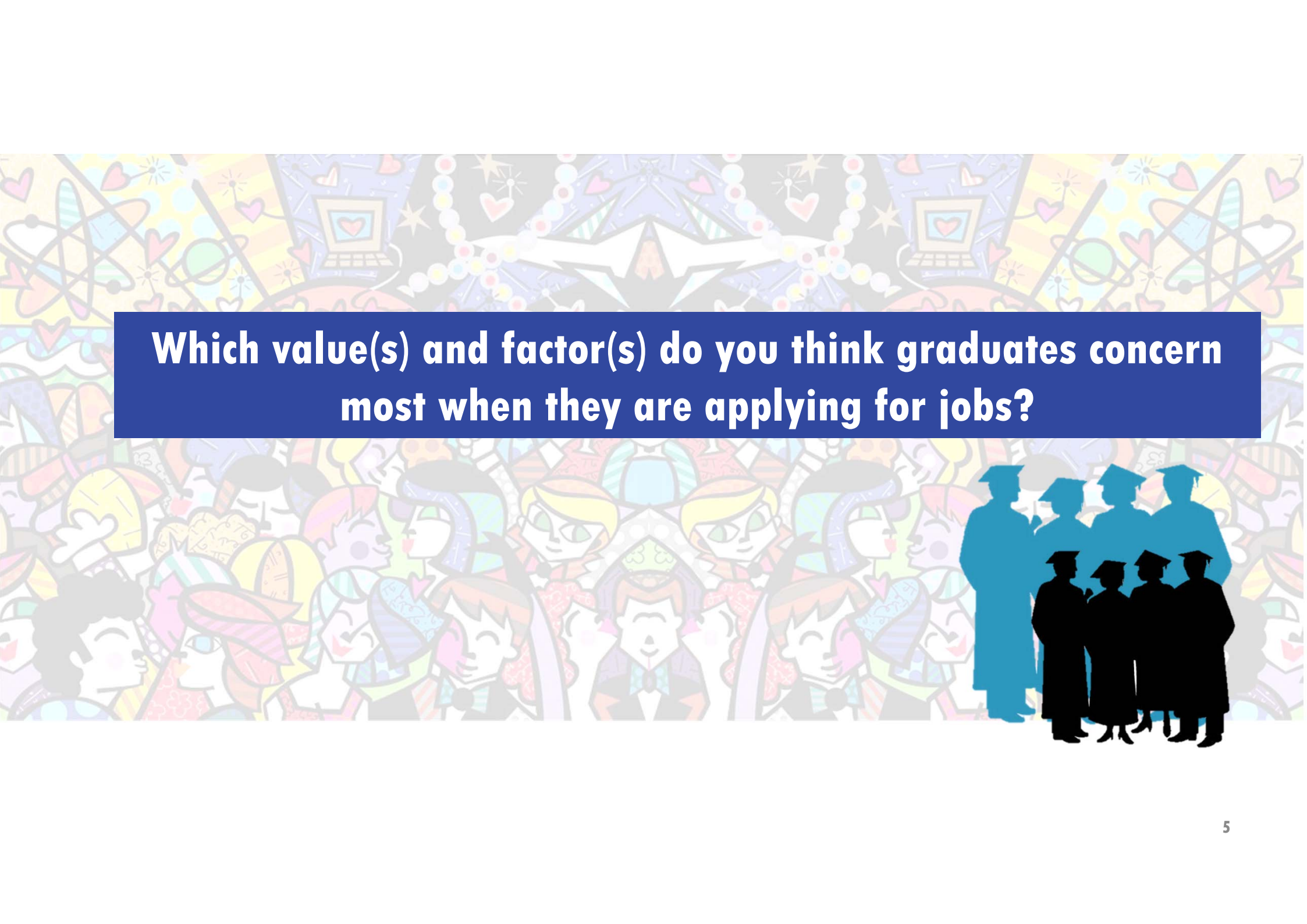
- Permanent Hong Kong resident status
- Minimum age of 18
- Minimum level of HKCEE: Minimum of Grade E in 5 HKCEE subjects (including Level 2 or above in English Language); or HKDSE: Minimum Level 2 in 5 New Senior Secondary School subjects (or "Attained" for Applied Learning subjects or Grade E for other language subjects) including English Language; or equivalent
- Proficiency in English and one of the following Asian languages: Cantonese, Mandarin, Hindi, Indonesian, Japanese, Korean, Bahasa Malaysia, Tagalog or Thai. Mandarin as a third language is preferable.
- Polished interpersonal skills with a positive attitude and customer-oriented mindset
- A minimum arm-reach of 208cm and physical fitness to pass the pre-employment medical assessment

Language proficiency

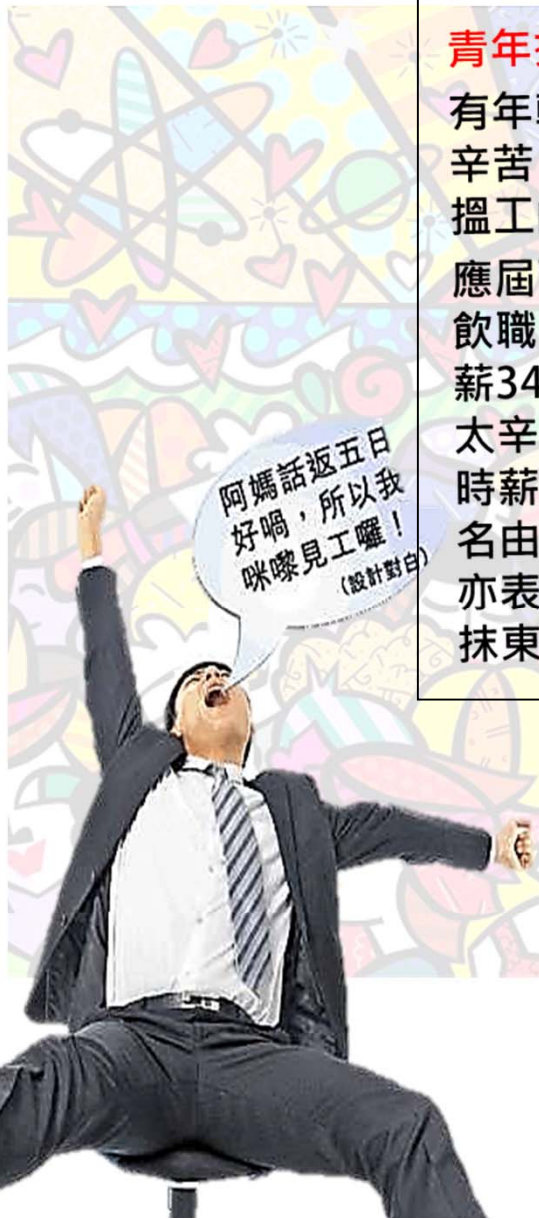
Interpersonal Skill

good Physical needs

Problem- solving



Which value(s) and factor(s) do you think graduates concern most when they are applying for jobs?



Political Background?

Interest?

Money?

Location?

青年搵工揀擇 要有冷氣唔辛苦

有年輕人坦言，搵工首要有冷氣、唔辛苦。事實上，「有冷氣」是年輕人搵工的重要條件。

應屆副學士畢業生曾先生申請航務餐飲職位，昨獲即場聘用為暑期工，時薪34元；他認為，工作最重要是「不太辛苦、有冷氣」，如今獲聘的工作時薪太低，他會再試數間公司。另一名由父母陪同到場找暑期工的陳同學亦表示，工作要有冷氣、「最好不用抹東西」。

港生重薪酬多於發展

90後懶散 四人做兩人工作
07/01/2015

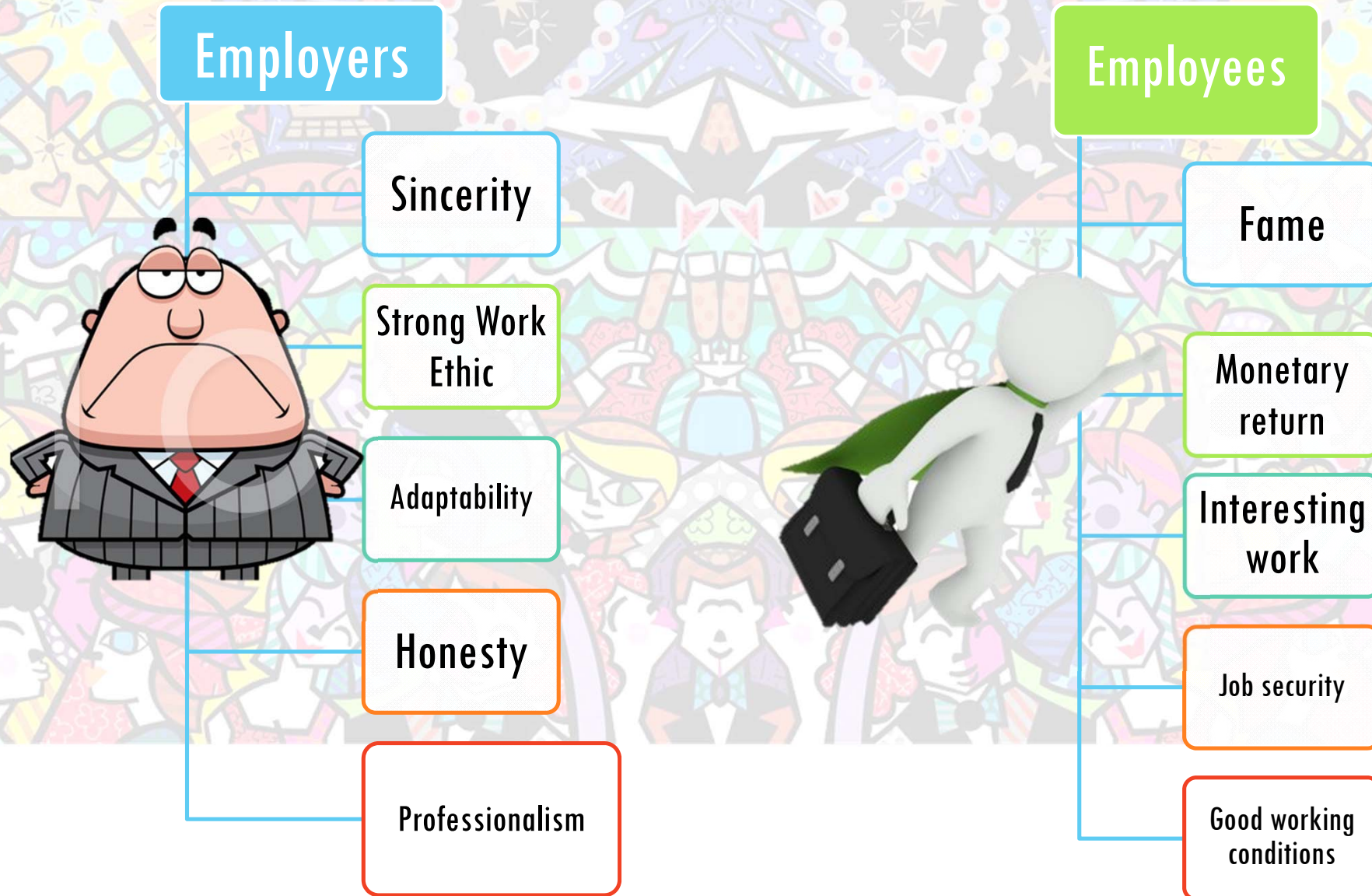
Opportunities for advancement?

青年愛文職 棄工時長輪班

高薪以外 打工仔要愉快工作 2014-05-22

研究發現，有逾四成受訪者認為理想工作的首三項因素為薪酬、工作福利和與志同道合的同事共事，只有**13%**認為事業發展是理想工作的首要因素。至於職銜、彈性上班時間和公司聲譽等均屬次要因素。

Values between employers and employees





Hong Kong's core values

DO Hong Kong people value only money and material gain?

Is money your top priority?

Agree or disagree with these statements.

- | | | |
|---|--|--------|
| 1 | Future earning potential is the key to choosing a university course. | Yes/No |
| 2 | It is a waste for a straight A student to go on and become a bus driver. | Yes/No |
| 3 | It is all right for people to flip new iPhones for a quick profit. | Yes/No |
| 4 | Those earning less than HK\$14,000 a month should have no right to vote. | Yes/No |
| 5 | We should just build over the historic site found while constructing the Sha Tin-Central line as it is small. Economic progress is king. | Yes/No |
| 6 | People took part in the Occupy Movement because they were paid to do so. | Yes/No |
| 7 | We should sympathise with shops near the Occupy protest sites as their business suffered. | Yes/No |
| 8 | Problems that can be solved by money are not real problems. | Yes/No |

The more 'Yes' answers you have, the more important money is to you.

Respondents were asked to rate their level of agreement towards 11 Hong Kong core values.

1. “rule of law” (92.7%)
2. “just and corruption-free” (92.3%),
3. “social stability” (88.2%)
4. “freedom” (88.1%)
5. “peace and benevolence” (87.4%)
6. “safeguard individual property” (86.5%)
7. “level playing field” (86.3%)
8. “family” (84.3%)
9. “democracy” (83.2%)
10. “diversity and tolerance” (79.8%)
11. “market economy” (76.5%).

Others core values that HK treasure
Integrity, honesty, justice, hard working, Honesty...etc.

think about how important the value is to you in a work setting

**Perspective of post 50 towards career :
Spirit of Lion Rock**

Stable loyalty hard-working material reward

Perspective of post 90 towards career :

Self-development (fulfillment, job nature, mobility)

Question:

Why some core values in old days HK are being neglected or distorted in mordent HK?

曾蔭權涉貪拖低廉潔度

21,036



Perceptions about corruption in Hong Kong in recent years may have been affected by some prominent cases

SAR's corruption-free image takes a fall

Kevin Cheng

Thursday, January 29, 2015

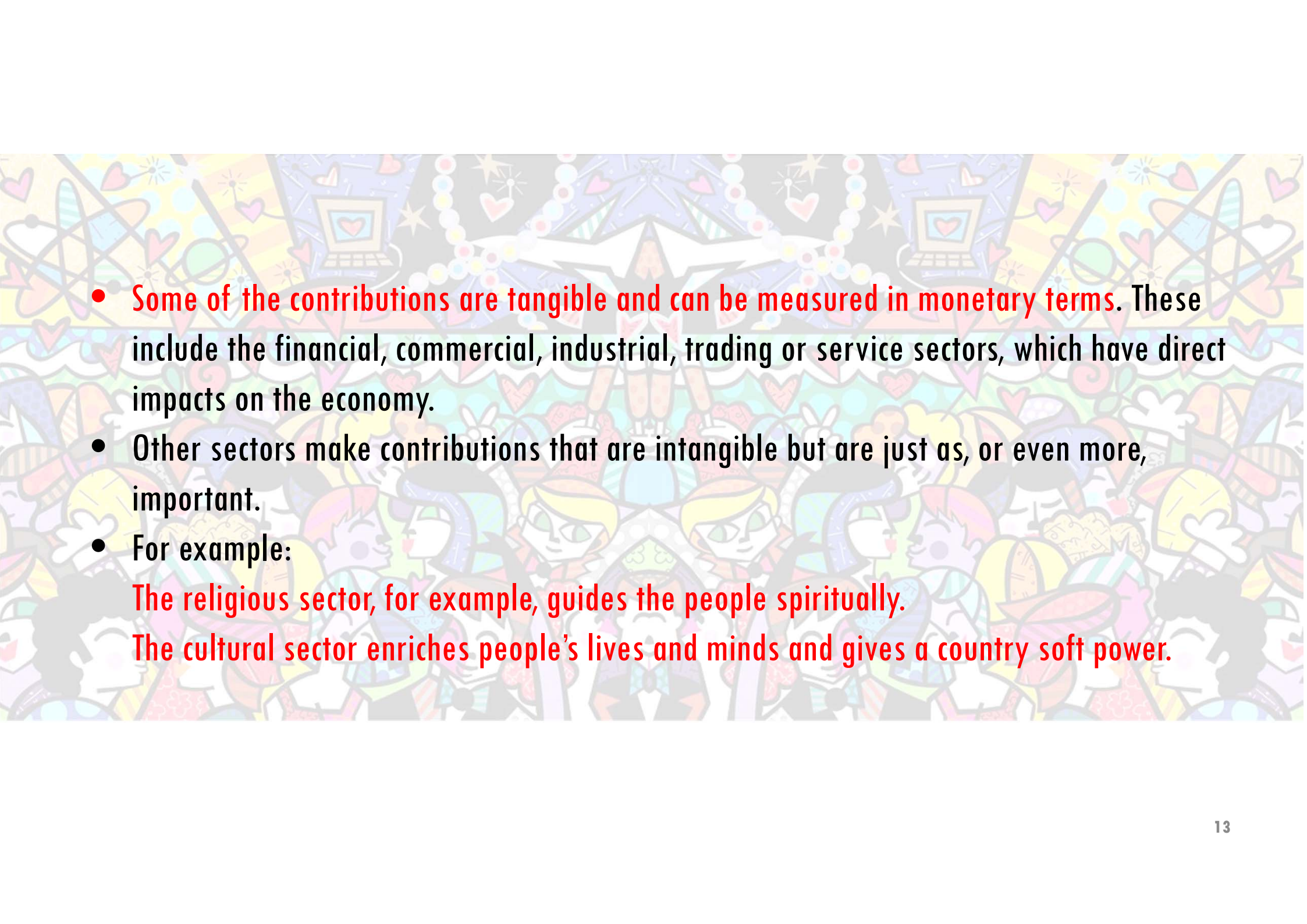


Public perception that Hong Kong is relatively free of corruption has taken a battering, although it remains the freest economy in the world, says a report released by US think tank Heritage Foundation.

The think tank's 2015 Index of Economic Freedom still ranked Hong Kong as freest among 178 places for the 21st year in a row.

But Hong Kong dropped two places to 15th on its "freedom from corruption" rankings.



- 
- **Some of the contributions are tangible and can be measured in monetary terms.** These include the financial, commercial, industrial, trading or service sectors, which have direct impacts on the economy.
 - Other sectors make contributions that are intangible but are just as, or even more, important.
 - For example:
 - The religious sector, for example, guides the people spiritually.**
 - The cultural sector enriches people's lives and minds and gives a country soft power.**

**Do you want to be a Catholic Sister?
Why?**

**Do you willing to work at a charitable organization founded by the
Catholic Diocese of Hong Kong?**

香港明愛
Caritas Hong Kong



Religious value is one of your concern when you are applying for jobs?



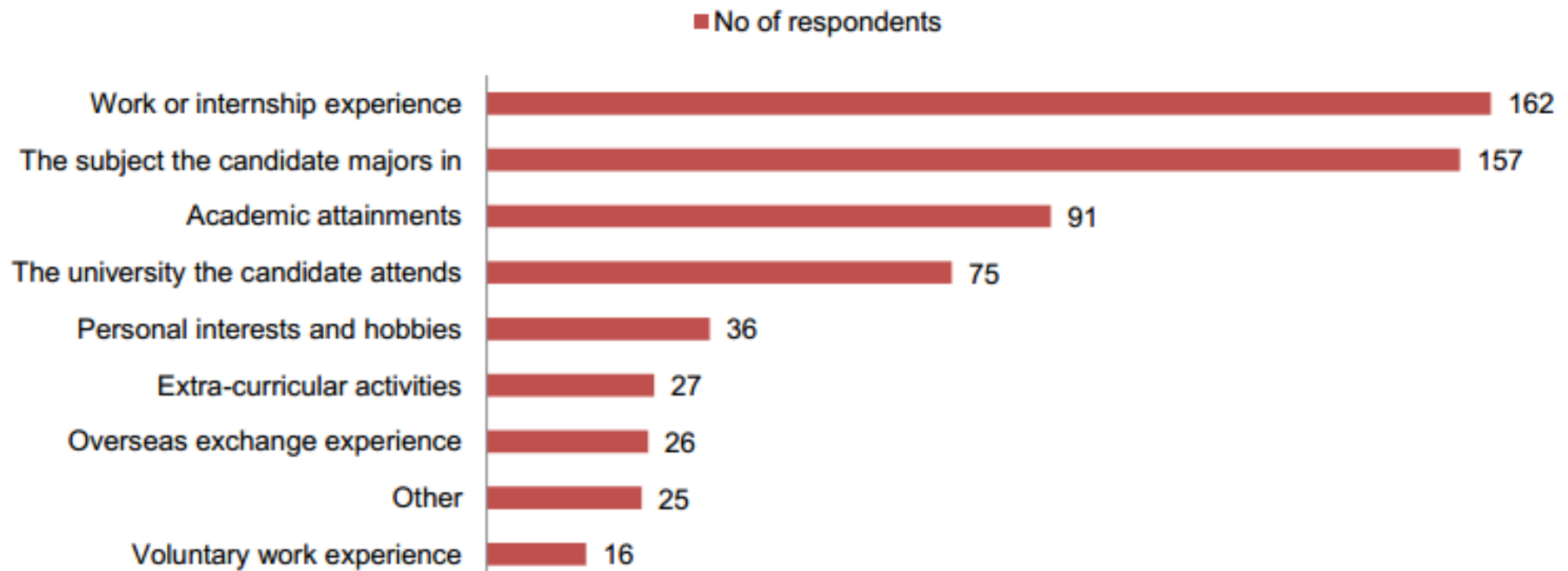
What should be included in employability?



CTHR Graduate Recruitment and Salary Survey 2014

The Key Attributes employers look for in university graduates

The attributes employers value the most when recruiting fresh graduates



CTHR Graduate Recruitment and Salary Survey 2014

Key Findings

- Nearly 56% of the polled employers hired candidates straight from university in 2013. This figure is set to rise, with 61% expecting to recruit graduates in 2014.
- The employers surveyed indicated low levels of satisfaction with graduates' general performance at job interviews. They were also not too impressed with their skills and demeanour once hired.
- Salaries for fresh graduates are fairly consistent across industries, with the median figure envisaged to remain unchanged at \$12,000 from 2013 to 2014.
- Work or internship experience is the attribute most valued by employers when hiring graduates.
- Most employers have no preference for a specific university when recruiting, and the majority do not target candidates at post-graduate level.

Recruitment attitude

Of those that had not recruited candidates fresh from university in 2013, more than 46% said the reason was lack of work experience and job knowledge, while 32% cited the high turnover rate of fresh graduates and 16.5% felt fresh graduates had a poor work attitude.

Reasons for not hiring graduates



Graduate interview and job skills

The 114 polled employers who had hired new graduates last year were not impressed with applicants' general performance at job interviews. The graduates scored best at 'appearance and attire' and 'confidence' – but in both categories only received an average of 6.4 (1 lowest to 10 highest). They scored only 6.1 for 'manner and attitude', a low 5.9 in the 'punctuality' and 'communication' categories and just 5.6 for 'business etiquette'.

Skills and demeanour	Average ratings
Appearance and attire	6.4
Confidence	6.4
Manner and attitude	6.1
Communication skills	5.9
Punctuality	5.9
Business etiquette	5.6

Room for improvement

In the light of the fact that the employers said they were 'satisfied' with the performance of their newly recruited graduate staff they gave them surprisingly low ratings for skills and demeanour. The fresh graduates scored best for 'willingness to learn' (with a median score of 6.2, where 1 is lowest and 10 highest). This was followed by 'language proficiency' and 'team spirit' (6.1 respectively). The graduates fared poorly when it came to ratings for 'business sense' and 'job knowledge' (5.2), 'ability to work independently' (5.4), 'time management and punctuality', and 'emotional intelligence' (5.6 in both instances). Communication skills, analytical skills and work attitude all scored below 6 too.

Skills and demeanour	Average ratings
Willingness to learn	6.2
Language proficiency	6.1
Team spirit	6.1
Resourcefulness (ability to think out of the box)	6
Willingness to face challenges	6
Work attitude	5.9
Communication skills	5.8
Analytical thinking	5.7
Emotional intelligence (EQ)	5.6
Time management and punctuality	5.6
Ability to work independently	5.4
Business sense and job knowledge	5.2

Employability skills

Employability skills are the **key skills and personal attributes** you need to enter, operate and thrive in the new world of work. These are the **transferable skills** that we take with us from one work situation to another, just like a tradesperson carries their toolbox.

Key skills are:

- communication;
- team work;
- problem solving;
- technology.
- initiative and enterprise;
- planning and organizing;
- self-management;
- learning skills

References:

Australia , Department of Education, Science and Training

Personal attributes that contribute to overall employability

- Loyalty
- Reliability
- Common sense
- Motivation
- Ability to deal with *pressure*
- Commitment
- Enthusiasm
- Positive self esteem
- Adaptability
- *A balanced attitude to work and home life*
- Honesty and integrity
- Personal presentation
- A sense of humour

Many employers indicated that during selection and promotion processes they tried to identify the personal attributes of the applicants.

Example- interview assessment form

Competency Profile						
COMPETENCY AREAS <i>(Circle one rating per area investigated.)</i>	Don't Know <i>(Not enough information.)</i>	<i>(See rating scale in Appendix 4 in Interview Guide.)</i>				
		Does Not Achieve Expectations	Partially Achieves Expectations	Achieves Expectations	Exceeds Expectations	Greatly Exceeds Expectations
		Major Development Need	Development Need	Neither Strength Nor Development Need	Strength	Major Strength
Communication and Interpersonal Skills						
Oral Communication/Listening	<input type="checkbox"/>	1	2	3	4	5
Documentation	<input type="checkbox"/>	1				
Co-Worker Relations/Teamwork	<input type="checkbox"/>	1				
Customer Relations	<input type="checkbox"/>	1				
Personal Effectiveness Skills and Traits						
Problem Solving	<input type="checkbox"/>	1	2	3	4	5
Work Organization/Time Management	<input type="checkbox"/>	1	2	3	4	5
Quality Orientation	<input type="checkbox"/>	1	2	3	4	5
Initiative & Perseverance	<input type="checkbox"/>	1	2	3	4	5
Personal Integrity	<input type="checkbox"/>	1	2	3	4	5
Adaptability	<input type="checkbox"/>	1	2	3	4	5
Stress Tolerance	<input type="checkbox"/>	1	2	3	4	5
Self-Development	<input type="checkbox"/>	1	2	3	4	5
Job/Organizational Commitment	<input type="checkbox"/>	1	2	3	4	5
Safety Awareness	<input type="checkbox"/>	1	2	3	4	5
Overall Rating of Probability of Success <i>(Circle one rating.)</i>						
Based on the competency profile, there is a very good (80 – 100%) probability that this person will be successful.						

Personal attributes that contribute to overall employability



Why employability is important?





Hong Kong

The biggest talent shortages 2014

Source: http://www.manpowergroup.com/wps/wcm/connect/0b882c15-38bf-41f3-8882-44c33d0e2952/2014_Talent_Shortage_WP_US2.pdf?MOD=AJPERES&ContentCache=NONE

top 10

JOBS EMPLOYERS ARE HAVING DIFFICULTY FILLING

-  1 Skilled Trade Workers
-  2 Engineers
-  3 Technicians
-  4 Sales Representatives
-  5 Accounting & Finance Staff
-  6 Management /Executives
-  7 Sales Managers
-  8 IT Staff
-  9 Office Support Staff
-  10 Drivers

For the third consecutive year, global employers report the biggest talent shortages in

Skilled Trades

engineers are second on the list for the third year in a row

increasing demand pushes technicians to number three

香港2014年最難物色合適人才的職位

1. 銷售代表
2. 會計及財務部員工
3. 資訊科技人員
4. 體力勞動員工
5. 工程師
6. 秘書/私人助理/行政助理及辦公室助理
7. 技工
8. 管理層/行政人員
9. 生產及機械操作員
10. 客戶服務代表及支援

逾半僱主嘆請人難 銷售會計最缺人

建造業人手持續短缺 高鐵今年「爭」聘萬人



Builders offer fresh grads top dollars

Hilary Wong and Kenneth Lau

Tuesday, June 24, 2014

香港2014年最難物色合適人才的職位

1. 銷售代表
2. 會計及財務部員工
3. 資訊科技人員
4. 體力勞動員工
5. 工程師
6. 秘書/私人助理/行政助理及辦公室助理
7. 技工
8. 管理層/行政人員
9. 生產及機械操作員
10. 客戶服務代表及支援

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What types of job do most Hong Kong residents do?

Which type(s) of production will remain important in Hong Kong?

Primary production
e.g. farming, fishing, forestry

Secondary production
e.g. Manufacturing industry,
construction industry, fuel
supply

Tertiary production
e.g. service industry

What is your greatest strength?

How do you Turn Your Challenges into Opportunities?



The Best Jobs For 2014 (by Forbes)

1. Mathematician

Median salary (as of 2012): \$101,360

Projected job growth (between 2012 and 2022): 23%

3. Statistician

Median salary (as of 2012): \$75,560

Projected job growth (between 2012 and 2022): 27%

5. Audiologist

Median salary (as of 2012): \$69,720

Projected job growth (between 2012 and 2022): 34%

2. Tenured University Professor

Median salary (as of 2012, for all postsecondary teachers): \$68,970

Projected job growth (between 2012 and 2022, for all postsecondary teachers): 19%

4. Actuary

Median salary (as of 2012): \$93,680

Projected job growth (between 2012 and 2022): 26%

The Best Jobs For 2014 (by Forbes)

6. Dental Hygienist

Median salary (as of 2012): \$70,210
Projected job growth (between 2012 and 2022): 33%

7. Software Engineer

Median salary (as of 2012): \$93,350
Projected job growth (between 2012 and 2022): 22%

8. Computer Systems Analyst

Median salary (as of 2012): \$79,680
Projected job growth (between 2012 and 2022): 25%

9. Occupational Therapist

Median salary (as of 2012): \$75,400
Projected job growth (between 2012 and 2022): 29%

10. Speech Pathologist

Median salary (as of 2012): \$69,870
Projected job growth (between 2012 and 2022): 19%

Global Employability University Ranking 2014

大學	今年名次	去年名次	國家或地區
劍橋大學	1	3	英國
哈佛大學	2	2	美國
耶魯大學	3	8	美國
牛津大學	4	1	英國
加州理工學院	5	9	美國
東京大學	10	10	日本
香港科技大學	16	18	香港
北京大學	20	26	中國
東京工業大學	26	25	日本
復旦大學	36	43	中國
清華大學	56	64	中國
香港中文大學	57	71	香港
上海交通大學	58	56	中國
香港大學	107	115	香港
南京大學	125	-	中國
浙江大學	126	147	中國
香港城市大學	146	-	香港

The screenshot shows the top portion of a news article on the South China Morning Post website. The page header includes 'Login' and 'Subscribe' buttons, along with links for 'ClassifiedPost', 'Directories', and 'Education Post'. The main header features the newspaper's name 'South China Morning Post 南華早報' and 'HONGKONG' in large orange letters. Below this, the date 'WED Jan 14, 2015' and 'Updated: 4:58pm' are visible. A navigation bar contains links for 'News', 'Business', 'Comment', 'Lifestyle', 'Sport', and 'Property'. The article's breadcrumb trail is 'Home > News > Hong Kong'. The main headline reads 'NEWS • HONG KONG • EDUCATION' followed by 'HKUST ranks 16th in world for employability of graduates'. The author is identified as 'Elizabeth Cheung' with the email 'elizabeth.cheung@scmp.com'. The publication date is 'Wednesday, 10 December, 2014, 2:20am' and the update date is 'Wednesday, 10 December, 2014, 7:52am'. A large red arrow points from the article's text to the quote on the right.

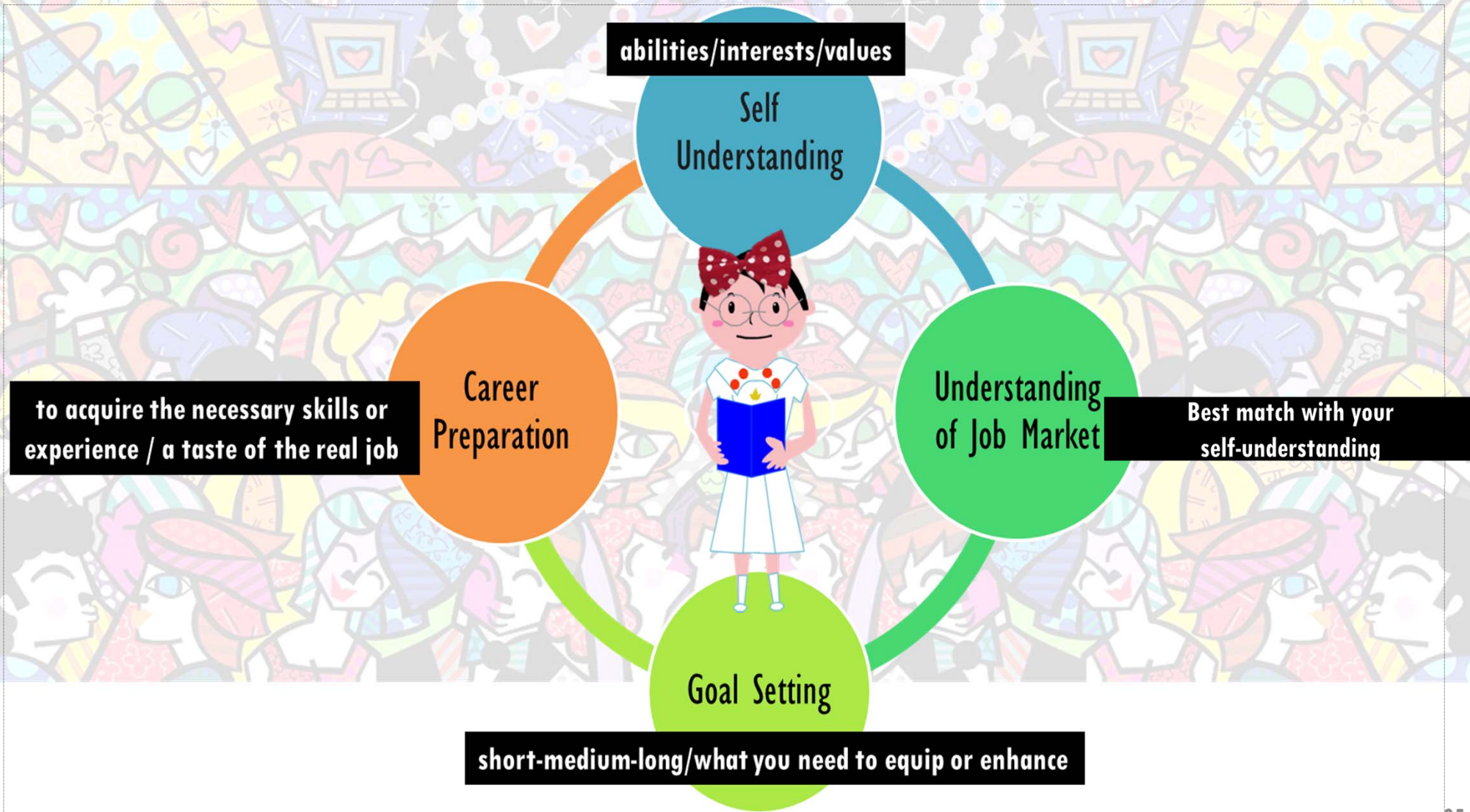
“... HKUST aimed to expand its exchange programme and increase the proportion of students taking part to 50 per cent. He said the experience benefited students who went on to work in multinational companies... When they go on to work at these companies, they are comfortable with calling up a person on the other side of the world, or talking to a colleague from a different part of the world”

“Some local employers have told me that our graduates are competent and humble,” he said.



How would you **equip yourself** to face different challenges
in the job market?

Understanding yourself is the first step of career & educational planning



Understand the World of Work

Today's rapidly changing world:

- new occupations are emerging, others are disappearing
- existing jobs are demanding higher levels of skills



Plan for the Present and Future

37

- Be ready for change with career goals, strategies and options based on your interests, personality, values and skills.
- With a plan, you will be equipped to manage your career and take advantage of changes in the economy and job market rather than becoming a victim of change.

Recommendation

- focus on gaining as much work experience and job knowledge as possible
- focus on improving core interview skills, and manner and attitude
- make an effort to be punctual, work on communication skills and display good business etiquette
- concentrate on developing skills such as business sense, independent working, time management and analytical abilities

