

Important recommendations and advice for students of the department "Career and Student Practice Center"

Useful tips for professional practice

It should be remembered that an internship is, first of all, an opportunity to master a profession and gain experience, so the internship should take place in a workplace that meets the requirements of your future profession and your goals. Therefore, when looking for an internship or applying to a specific organization, you should have a clear idea of what career path you would like to take. An internship is more than just a tick on your resume to show that you have some experience, it's an opportunity to learn and explore a field that interests you. To get the most out of your internship, it is important that you clearly communicate your main goals and objectives of the internship to your university and the organization where you will be interning.

In addition, while interning for the organization's main work process, you may have to do "light work" along with related work. It is advisable to try to understand the rules, culture of the organization and what it focuses on in its core activities by taking advantage of opportunities during the internship. Write down your internship experience in a notebook, as it can be useful when updating your resume or determining a future career.

Useful tips and first impressions when passing an interview (interview).

The first impression you make during an interview sets the stage for success in the interview and assessment process. The following tips will help you feel at ease and perform at your best during an interview:

Arrive for the interview on time, leave early if there is a risk of waiting in traffic and getting lost.

Turn off your cell phone or leave it on silent.

Be polite to everyone, including those not involved in the interview process; remember: once you show up for an interview, you are the center of attention.

Make eye contact with the interviewer (but avoid staring) and don't be shy about smiling during the interview to show your confidence and enthusiasm for the job.

- If a panel interviews you and some panel members don't ask questions, look at each panel member and address them. Each jury member has a different role during the interview:

One of the commission members may become your future manager.

- A handshake is the best way to get to know the interviewer. Try a firm handshake.
- Walk confidently and wait to be offered a seat so you don't accidentally sit in someone else's seat. Sit up straight, leaning slightly forward. Pay attention to how the interviewers sit and imitate their sitting style. Slouching can be considered arrogant.
- Try not to speak too quickly (which can happen if you're nervous) and keep your tone moderate. Deep breathing helps with this. Avoid jargon and too many pauses.

Interview Questions

Typical questions employers ask: Your information:

- Where and in what specialty did you study? Tell me about it. Why did you choose this field? What do you know about.....?
- How do you expand your knowledge?
- Are you going to continue your education? Where? In the direction? When? For what?

Your professional experience:

- Tell us about your previous job. What position did you work in?
- What tasks did you perform? What were your responsibilities?
- Describe your typical work day.
- Tell us about your achievements at work.
- What experience from your previous work can be applied to this job?

Reasons for changing jobs:

- Why did you leave your previous job?
- What aspects of your previous job did you like and dislike? Sometimes you may also be asked about your personal or future plans.
- What type of work interests you?
- Have you been offered another job?
- What salary do you expect to receive? What are the criteria for choosing a new job?

A popular strategy among employers is to ask questions that analyze candidates' behavior during interviews. Such questions are designed to describe brief real-life situations, avoid hypothetical answers, avoid controlling the interviewer's thoughts during the interview, and determine whether candidates meet predetermined hiring criteria. Employers use such questions to determine whether an interviewee is qualified for a particular job and to analyze his or her past behavior. Most employers use a combination of behavioral and traditional questions.

Organization skills

- Ability to plan. Have you ever had to plan an event? What measures have you taken? What were the results?
- Ability to prioritize tasks. Tell me about a time when you were too busy with school, work or other obligations? How did you do it? What did you do?
- Ability to delegate work. Have you ever been in a situation where you were managing or organizing something and others were helping you? How did you distribute the work? What results did you get?

Handling skills

- Relationships with clients. If you've worked directly with people or in customer service, tell us about them. How did you feel during this activity? How did they react?
- Be a team member. Have you ever worked in a group with other people and encountered a problem? What caused the problem? How did you approach this problem? How was the problem resolved?
- Ability to communicate with people at different levels. • Tell me about a time when you worked closely with someone who was in a higher or lower position than you. Describe the situation? What was the result?

Technical skill

- Problem solving. What has been the most difficult work or school challenge you have faced? Describe it. How did you approach the problem? What were the results?
- Ability to apply knowledge. Tell me about a time when you had to put your newly acquired knowledge and skills into practice. What kind of knowledge or skills was this? What was the result?

Growth during employment

- Ability to take initiative and lead. Tell us about a time when you had to stand out from the crowd and take the initiative to do something different from them. What did you do? What was the result?

Communication skills

- Ability to communicate. Have you ever been misunderstood? Tell me about them. How did you explain what you said? What was the result?
- Ability to listen to others. Did your friend confess to you? What skills did you use in this situation? How would you apply these skills in the workplace?

Dedication

- Responsibility for work. Tell me about a time when you persisted in completing a task even when others refused. Why did you continue the task? What was the result?
- Responsibility for maintenance. Have you ever worked in a customer service or public service organization? What did you do? What were the results? Tips for the interviewer

Before the interview

Once you have set your interview date, prepare for your interview! First of all, think deeply about what you expect from your profession: clearly define why this job is suitable for you or not. First of all, your enthusiasm (or hesitation) is obvious.

Make sure your best suit is clean and your shoes are polished! Even if you are offered a temporary job, do not show up to the interview without a suit and tie; Women should wear formal business attire.

There is a lot of information on the Internet about what to do before, during and after an interview. You can find such information through search sites of your choice.

Go to the website of the organization you want to work for. You work in a computer related field, don't you? Write down any information or questions you need to ask the interviewers.

Take a copy of your references, education and salary information. You may have to fill out an employment contract and required paperwork.

Bring at least five copies of your most recent resume.

Be prepared for typical questions like the following.

1. What do you think are your positive and negative qualities?
2. Clearly explain your abilities, positive and negative qualities. Know yourself.
3. What do you like and dislike?
4. Tell me about where you studied and worked in 5 minutes.

Be prepared for unexpected and difficult questions, such as:

1. Can you teach me something that you can do yourself?

2. How do you solve technical problems?

3. How have you dealt with difficult situations when communicating with internal and external clients? Give two examples. What results did you get?

During a conversation

- Don't try to imitate others. Be natural. There is no point in saying everything that comes to mind or memorizing the answers.

- Use conversation wisely! The interview is designed to give the employer a true impression of you. In this case, the employer wants to be confident in what contribution you can make to the development of the organization, in the level of your necessary skills and passion for work. At the same time, the interview will allow you to become familiar with the activities of the employing organization.

- An interview is a two-way process, so feel free to ask any questions you may have.

- Show your enthusiasm during the interview and be able to attract the attention of your interlocutors.

- Don't rush to answer questions. A short but well thought out answer is better than a hasty, illogical answer.

- Answers to questions are not divided into right and wrong. Your answer should be truthful and practical. Provide answers that reflect your worldview and life experiences.

- Interview questions mostly focus on situations based on your life experiences, so try to provide genuine, real-life examples. Think broadly about the tasks, responsibilities and achievements you have already achieved in the social sphere, education, work or community.

- Try to better understand the industry in which the organization operates and the industry in which you are interested.

- Although the interview is an important process when applying for a job, try not to be too nervous and remember to smile!

Questions for interviewees

— Do you have any questions for us?

The answer to this question is clearly “No”. But if you haven't received answers to your questions, say so politely. Don't sit indifferently in a conversation. Savollar haqida fikr yuritayotganda, quyidagilarni hisobga oling:

- Learn more about the organization such as workplace culture, community service, philanthropy and community service, work-life balance, finished products, industry trends, future strategies, etc.

- Inquire about opportunities to improve your skills, such as the performance appraisal process, the mentor-mentee program at work, the possibility of transferring to another position or department in the organization.

- If you don't know what to expect next, ask: When can I hear from you? What will happen now?

- Don't ask about the organization providing the car or rewards. It is inappropriate to ask about these things at this stage.

- An agreement on monthly salary is usually made after a job offer, or the monthly salary can be found out during the interview. Wait for the right time.

So, calm down! You have been invited to an interview because they are interested in meeting with you. Good luck!

Tips on how to use your time wisely

Developing time management skills is a skill-building process that needs to be tested in practice over a period of time, such as while traveling. Smart time management will help you organize your studies, focus on your priorities first and do well in your subjects, and will also help you prioritize and fit friends, work, family and other activities into your schedule. First, test yourself by doing the following time management exercises.

Exercise 1: Assessing Time Management Skills

It is in each paragraph (☐) mark the answer that suits you best.

I recognize the following traits in my character:	Often	Sometimes	No	Я не знаю
Stay up late	☐	☐	☐	☐
Forgetting when and where I should be	☐	☐	☐	☐
Skip scheduled meetings	☐	☐	☐	☐
Spend a lot of time on a task	☐	☐	☐	☐
Delay (work).	☐	☐	☐	☐
Not knowing how long it will take to complete a certain task	☐	☐	☐	☐
You rush everywhere all day	☐	☐	☐	☐
Forgetting what needs to be done	☐	☐	☐	☐

- If you answered “no” to all of the above questions, then you have good time management skills. Are you really happy with it or are there areas that need improvement?
- If you answered “I don’t know” to some questions, it means you don’t have enough knowledge about how to manage your time wisely. Ask people who know you well what they think about how you use your time.
- If you answered “mostly” to all of the above questions, which of the following factors prevent you from managing your time wisely?

Exercise 2: Time Management Factors

It is in each paragraph () mark the answer that suits you best.

Factors	Very true	Sometimes it's true	Никогда
1. I set aside a few minutes during the day for minor (unimportant) tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I will start work immediately; I can't wait to start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. When I have a big task ahead of me, he I set myself a deadline to complete the various parts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I can stop myself when a task or task is completed, instead of being a perfectionist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. "No" to others when I'm short on time. I can say	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If possible, I can delegate work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I ask for help when I need it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Instead of worrying about making a mistake in a task or task, I try to take risks and achieve the goal.I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I don't always wonder where to start a task or task, but rather strategize how to start it. I know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I use the side notepad effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “sometimes” or “never” to any of the time management factors above, check out the following tips to help improve your time management skills.

- Rewrite the sentences in a positive way. For example: “Now I keep a notebook.”
- Write down in detail the tasks that need to be completed. For example: “I will buy a notebook at the store today after the law lecture. I check it every evening after dinner to plan the next day.
- Below are some tips for managing these temporary factors wisely. Which of these could you use to improve your time management skills?

Tip 1: Find out how you spend your time.

Some of the following factors may be time consuming:

- Putting off work
- Not knowing how to trust someone with a task.
- Unclear goals
- Failure to prioritize goals
- Ability to manage emergency situations
- Failure to plan
- Inability to manage time
- Lack of discipline
- Trying to multitask.
- Lack of skills appropriate to the profession.

Tip 2: Define your goals and make a list of priorities and to-dos.

Determine what you want to achieve. This requires setting long-term goals and setting specific time frames for each goal. Goals should be written down and reviewed frequently. An unwritten goal is like a dream. To achieve these goals, you need to create a daily “to do” list. It is important to start each workday with planned tasks and prioritize each task. When you plan your time, divide the tasks that need to be completed into specific parts of each day to achieve your goals. That is, set aside a certain part of the day or week for important projects/work so that you have time to do important things. Remember the 80/20 rule of Vilfredo Pareto, an Italian economist who lived in the 19th century. According to this rule, 80 percent of all events that occur in a workflow are the product (result) of only 20 percent of the actions.

This way, you can achieve 80% efficiency by achieving 20% of your goals. If you have a daily to-do list of 10 items, you can expect to be 80 percent efficient by completing only the two most important tasks on the list.

To be successful, you need to focus on what's most important first. Therefore, during the day, complete the most important tasks first and then focus on tasks with a lower level of importance. Make this a daily habit for yourself.

Tip 3: Make a list of your to-dos/tasks.

Principles of telling time

- Set aside time for yourself where no one can interrupt you, and use it for what you need to do.
- Develop the habit of always completing the tasks on your to-do list.
- Force yourself to take your mind off a particular task until you finish it.
- Determine the time that is most convenient for you under the influence of internal and external factors, and use it. If you're more active in the afternoon, don't schedule mentally demanding activities between 8 and 10 a.m.
- Don't plan every minute of your time. Unscheduled time is wasted in emergency situations.
- Break down large project(s) into manageable chunks. For example, project(s) that can only be completed while sitting.

Plan and list all relevant business contacts. Plan to collect a list of addresses and phone numbers on another day. Then plan to call three to four people a day.

- People are more willing to schedule time for urgent tasks rather than important ones. Find time to plan, prepare, reflect, meet friends, relax, and travel.
- Do things that are related to your long-term goals. These may be family, personal or spiritual goals. They may also be important for your health or your relationships with family and friends outside of work.

Tip 4: Delegate the task (to someone).

Allowing someone to grow by delegating a task does not mean getting rid of it. Break the habit of “doing everything yourself” and allow others to feel and share responsibility for the work. Then you can devote more time to important tasks.

Tip 5: Learn to use your free time

Learn to use your free time, that is, if you have free time, do something useful for business activities, such as reading a book, writing notes or making a plan. Take control of the flow of letters (documents), work with each letter (document) only once, throw away what you don't need and don't try to pick it up until you plan to deal with that specific document.

Tip 6: Learn to say “no”

It takes practice, but the more you say it, the less guilty you feel and the more time you can spend on your core tasks.

Tip 7. Avoid the “desk hangover”

An open desk allows you to think clearly, organize documents more easily, and stay focused on the task at hand.

Tip 8: Do the hardest thing first

Avoid unimportant tasks and do the most important things first. Remember the 80/20 rule. You will find that you can do the most important things without stress.

Tip 9: Avoid procrastination

Start and complete important tasks immediately, no matter how much you hate them. Learn to work according to real and artificial calendar deadlines, while it is advisable to follow the rule of finishing work early. Try to reward yourself at the end of the day. This will help you stay organized.

Tip 10: Don't try to be perfect or flawless

1. Before you start a certain job, decide at what level you want to take it. Once you reach a predetermined limit, stop doing it.

2. Find a way to act that will bring relief to a difficult situation.

For example: "Enough for now."; "Enough has been done."

3. Set a specific time to complete the project. If necessary, set a timer or other device to remind you of the deadline. When your allotted time is up, do your best to do something else. As you gain more experience in this matter, your job will become easier.

4. Instead of scrutinizing the work done under a microscope, study the expected outcome of success. Are you going overboard in your pursuit of "perfection"? Instead, you can overcome your fear of failure by taking a realistic approach to your work.

5. Always remember that this work takes priority over others. Also, ask yourself, "Is this the most important thing I need to do right now?" keep asking from time to time.

Tip 11. Get into the habit of setting specific deadlines for completing tasks.

For example, if you allow it, you can spend an entire day reading and responding to email. Instead, set aside an hour a day for this task and stick to it.

