**Requirements**

**for graduates to be employed**

**1. Be self-aware of a school leaver’s abilities and be well informed about the post specifications you want to take.**

The graduation from school for many students evokes positive feelings and a certain satisfaction that the school period of their life is finally finished. In addition, many young people associate going to school with a time when other people tell them what to do or say and violate their right to make independent decisions about their life. Unfortunately, for many of those, the process of transition from school to work is often painful because the freedom they missed for at school becomes a state that requires many decisions and sacrifices they did not except.

That is why the awareness of our own abilities and knowing real requirements of adult life are so important. In order to find a proper job you must take into consideration the following things:

* be fully aware of what you can do, what you can’t do and what you could possibly do after being trained,
* think also of what you can do but what would not develop your skills or would not serve in any other than financial purpose,
* get as much information on the job you want to get as it is possible. Remember to get opinions not only from your future employer but also from already working employees,
* try to match meet your own expectations with the job requirements
* remember you now have to compete with those who already gained a position in the labour market, thus sometimes you will start from a lower position. Consider free training period to gain experience in the profession you are interested in.

**2. Let your future employer know about the skills you developed at school. Write a decent resume.**

For many employers the most important part of a Resume is the ‘experience’ chart. Many school leavers do not fill this part of a Resume thinking they do not have anything to be proud of because they had not worked anywhere yet. However, it is possible to develop your skills already at school. If you have done it, why wouldn’t you let your future bosses know about it? Have you organised a school disco? A play? Did you help with the school trip last year? Or maybe you contributed to the school radio or newspaper?

These all activities develop your skills and you should use them when looking for a job.

The first thing a future employer knows about you is everything that is in your resume. Make it clear and present your person in a positive light, but remember to be objective. Search the internet for best examples of a resume and find one that fits your profession best. It would be very helpful to attend a course of writing resume and attending job interviews.

**3. Be prepared before a job interview.**

Being prepared before an interview includes not only a good appearance, clothes and hairstyle. You are well prepared for an interview if you:

* know as much as its possible about the company you are interested in
* know all the post requirements
* know the strategy of the company, its aims and plans for the future
* have a vision of you in the company, how you could contribute to it,

Try to imagine your interviewer and predict what questions he or she may ask you.

Give your resume to someone from who works for human resources and have it critiqued. It will help you eliminate possible mistakes and predict the effect it may make.

During your conversation remember to:

* present well, speak clearly, be comfortable and self-confident,
* be prepared for tricky, behavioural questions. They check your self-control, and the ability of solving problems,
* present your motivation, positive attitude, enthusiasm, energy, commitment, eagerness to learn, excitement, ambition, confidence etc.
* do not be afraid of being criticized and rejected. School teachers probably rewarded your every effort, but head hunters will not do it. Even if you prepared well, you may hear the famous ‘thank you, we will call you’... and never hear them again.

A tip before the first interview:

If you are really eager to get a job and you are nervous before the meeting because it is the first interview in your life, try to apply for a similar job in a company you would NOT like to work and go there for that interview first. You will gain a lot of experience, build up your self-confidence and know what it is all about. The second interview, in the company you like, will be much easier for you.

**4. Be ready to use educational opportunities.**

There are many programmes for graduates looking for work, which facilitate the process of looking and taking the first job. Many of them include taking a free or less-paid trial period when an employee is trained and gains necessary experience. After a three month period a person signs a regular contract and gets regular salary.

Some foreign companies offer a job instead of accommodation and a scholarship.

If you are planning to go to college, there are special departments for helping with employment matters. The Polish Universities for instance, have a special organisation called “Incubators of Entrepreneurship” (PL “Inkubatory Przedsiębiorczości”). It is an organisation for young people who have an idea for an innovative and creative company. If a person presents his idea and a business plan, he may get a support from the foundation which includes:

* having the accountant matters run by the IoE
* exemption from formal matters
* tax exemption
* solicitors’ advice

Do not hesitate to invest in additional education and remember: you learn through whole life.

To sum it up, labour market may seem to be frightening and you may feel confused before getting your first job, but if you prepare well, even at school already, present yourself professionally, and you will be open for any opportunities, you will find a job you deserve for and you will become a real driving force of the market.

But remember, giving up is forbidden!