

**\*The annual seminar  
for people, who are  
looking for a job**



**WE ARE  
GLAD TO SEE  
YOU**



Employment is a contract between two parties, one being the employer and the other being the employee. An employee may be defined as:

"A person in the service of another under any contract of hire, express or implied, oral or written, where the employer has the power or right to control and direct the employee in the material details of how the work is to be performed."

Black's Law Dictionary page 471 (5th ed. 1979).

# TYPES OF JOB



- 1) FULL-TIME JOB
- 2) PART-TIME JOB
- 3) PERMANENT JOB
- 4) TEMPORARY



**full-time  
jobs**





Work

from

HOMIE



**Permanent Positions**

**Click here to view**

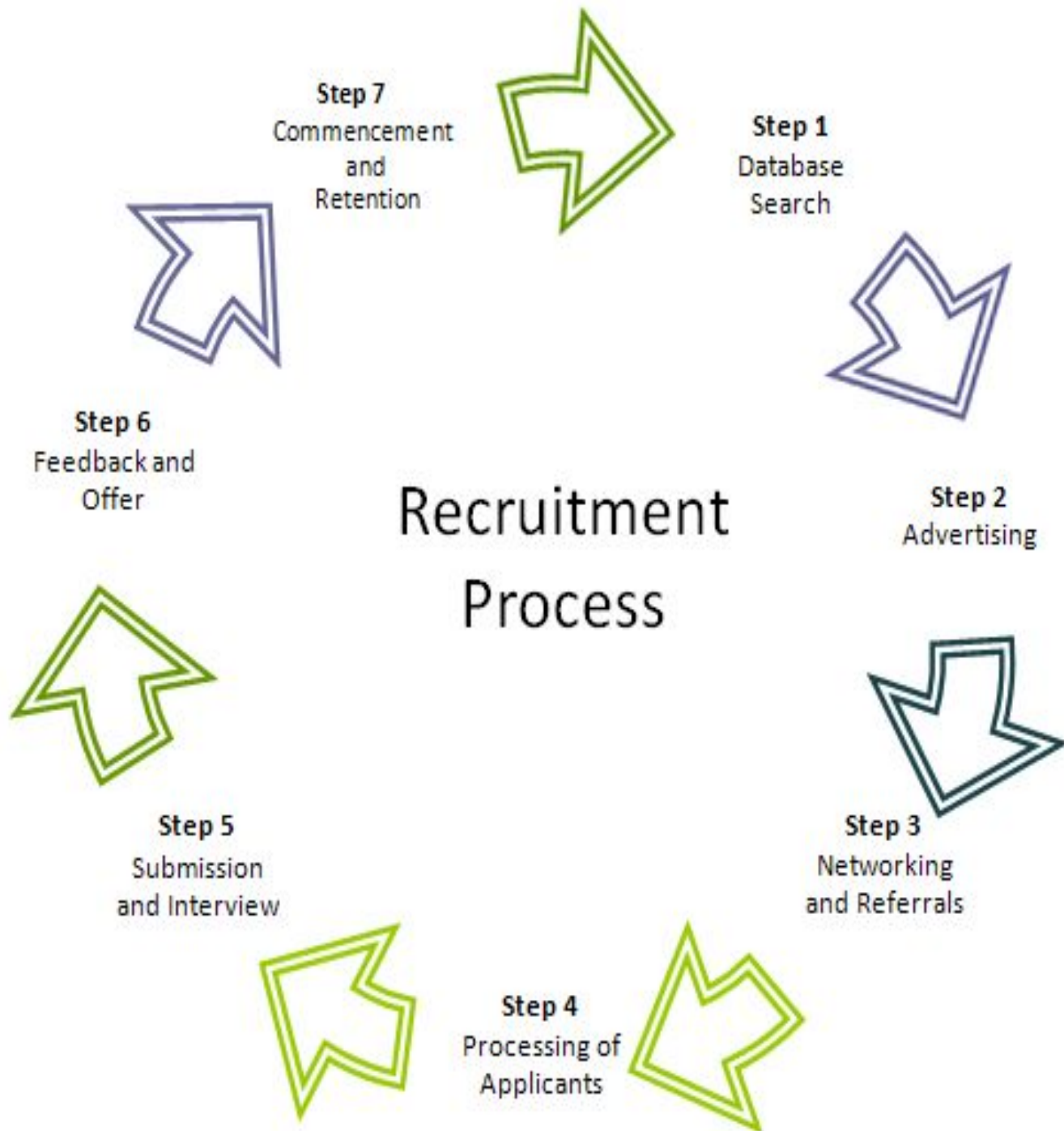




**TEMPORARY**

# RECRUITMENT

Recruitment refers to the process of attracting, screening, and selecting a qualified person for a job. All companies in any industry can benefit from contingency or retain professional recruiters or outsourcing the process to recruitment agencies.



# **PAY AND BENEFITS**

**1 Salary** - money paid monthly directly into a bank account, normally to professional people and office workers.

**2) Wages** - money paid weekly and usually in cash, normally to manual workers.

**3) Earnings** - the total of the sums earned by an employee during a regular pay period.

**4) Income** - money we receive from work, investments, etc. It can be earned income (wages or salary) or unearned income (money from dividends, interest, royalties, etc.).

**5) Revenue** - income, generally the total income earned by the state or a large corporation: it's not used for people and it is also the money a government receives through taxation.

**6) Fringe benefits** - extras such as a car or free accommodation received by right in addition to one's salary.

**7) Fee** - a payment to a lawyer, doctor, etc. for professional services.

**8) Bonus** - something given, paid, or received above what is due or expected.

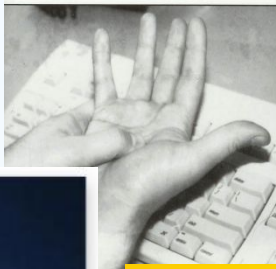


# PROBLEMS AT WORK



# REPETITIVE STRAIN INJURY

**A Computer User's Guide**



A 7-point program for treating and preventing RSI, including Carpal Tunnel Syndrome

- Learning proper keyboard techniques
- Managing pain
- Setting up the work station
- Choosing a physician
- Protecting your vision

# SEXUAL HARASSMENT: *risky business*



A well-designed sexual harassment policy should have:

- Documents: Written policy, define sexual harassment, says it won't be tolerated.
- Complaint: Procedure/substantive to encourage victims of harassment to come forward.
- Communication: Effective method of notifying employees of policy.
- Education: Teach employees.

Real World/Graphic-World



SC



## DANGEROUS MACHINE

1. Only trained operators are allowed to use this machine.
2. Operators under training must only try to operate under direct supervision.
3. Only persons over the age of 18 are allowed to operate or clean this machine.
4. Check that the guards are in place before operating.
5. Before commencing to clean or re-adjust this machine, the operator must check that power has been switched off or the power plug removed.
6. Switch off when not in use.



# INTERVIEW



## There are different kinds of interviews:



- 1) traditional one-to-one / individual interviews;
- 2) panel interviews where one or more candidates are interviewed by a panel of interviewers;
- 3) «deep end» interviews where applicants have to demonstrate how they cope in



Regardless of  
the kind every  
interview proceeds  
through 3 stages:

- 1) the warm-up;
- 2) the  
question-and-answer  
session;
- 3) the close.



# CURRICULUM VITAE

## Marlo Reveley

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### Education

**Darden Graduate School of Business Administration** Charlottesville, VA  
**University of Virginia**  
*Candidate for Masters of Business Administration, May 2002*  
Co-founder: Diversity Practice Forum; Brand Challenge Manager: Marketing Club  
Member: Health Care Club; Entrepreneurs Club

**Vanderbilt University** Nashville, TN  
*Bachelor of Arts in History, May 1996*  
Publicity Chair: Sarratt Art Board; Executive Board Member: Pi Beta Phi Sorority

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### Experience:

Summer 2001 **Bacterial BarCodes Inc.** – a Baylor College of Medicine Technologies company Houston, TX  
*Summer Intern*

- Initiated, designed and developed 3 day sales force training program targeting 10% sales increase.
- Re-evaluated potential market size and identified inconsistencies of over 5% that contributed to overall strategy realignment. New strategy expected to capture additional 20% market revenue.
- Outlined multiple internal and external communication strategies currently under consideration and expected to increase productivity up to 20%.

1998 - 2000 **Accenture** (Formerly Andersen Consulting) Houston, TX  
*Senior Consultant - Organizational and Human Performance*

- Prepared over 5 electric power utility companies to maximize profits after deregulation through assessment, management, and implementation of power tracking, bidding and sales software.
- Led team of 6 consultants in the implementation of power management software that increased operational profitability over \$150,000 through first year of use.
- Designed strategy, operational, and training procedures for over 700 employees to gain compliance with deregulation legislation within 3 months. Expected to grow market share by 5%.
- Developed multi-media communication tools for multiple audiences of over 1500 employees.
- Selected by firm's senior leadership to design and implement e-business education strategy for over 200 consultants.

1998 – 1999 **PDQ.Net** Houston, TX  
*Part-time Producer – The Internet Zone and Marketing Analyst*

- Redesigned point-of-sales (“POS”) sales strategy and structure to increase sales by 8%.
- Created, produced, and co-hosted a weekly 2-hour talk radio program about the Internet.
- Established key sponsors (e.g.: Compaq & Continental Airlines), solicited contributions of over \$15,000.
- Targeted and recruited key industry thought leaders to participate as guest speakers (e.g. Michael Dell).

1996 – 1998 **Trilogy Development Group/ pcOrder.com** Austin, TX  
*Account Executive*

- Conducted sales negotiations and strategic planning with Value Added Reseller executives: largest account was \$85,000.
- Created marketing and training materials used by over 200 nationwide customers.
- Customized web tools, trained employees, and managed accounts for over 50 clients.

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**Awards:** **Shining Through Award 1998 and 1999** – awards from Accenture client for excellent implementation.  
**pcOrder.com Team Award 1997 and 1998** - Bi-annual award given to team for superior performance in sales, budgeting, account management and general teamwork.

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**Interests:** Cooking for large groups, Alpine sports, Classical architecture and urban planning

## **CV presentation**

- Head the page 'CURRICULUM VITAE'
- Use A4 paper
- Word-process your CV
- If you photocopy your CV, make sure you reproduce perfect copies
- Try to provide all the information on one side of one sheet of paper
- Use black ink
- List any vocational qualifications separately from your academic qualifications
- If you present the information on your CV in chronological order or reverse chronological order, be consistent with all the information on your CV

## THE MAIN ITEMS ON CV:

### PERSONAL DETAILS AND CONTACT INFORMATION

- FULL NAME (FIRST NAME, FOLLOWED BY ANY MIDDLE NAMES ,AND THEN YOUR SURNAME)
- FULL POSTAL ADDRESS (YOU MAY INCLUDE A UNIVERSITY ADDRESS AND A PARENTAL ADDRESS, SO YOU CAN BE CONTACTED AT ALL TIMES)
- TELEPHONE NUMBERS WITH DIFFERENT DAY AND EVENING NUMBERS
- EMAIL ADDRESSES (SO YOU CAN BE CONTACTED VIA YOUR COMPUTER).

### EDUCATIONAL DETAILS AND QUALIFICATIONS

- SCHOOLS AND COLLEGES
- ATTENDED
- SUBJECTS STUDIED
- QUALIFICATIONS AND GRADES OBTAINED

### EXPERIENCE (INCLUDING PART-TIME AND VACATION WORK)

- THE NAME AND ADDRESS OF EMPLOYERS
- JOB TITLES AND BRIEF DETAILS OF YOUR MAIN RESPONSIBILITIES
- ACHIEVEMENTS FOCUS

### INTERESTS