

WHY PEOPLE DO PEOPLE WORK?

People work because of their inner needs .Most general of them:

- need for successful and pleasant social interaction
- the need for social status
- need to achieve something in life and be acknowledged for this



**WHATEVER THE REASON, THE MAIN THING FOR ALL OF US THE
MOTIVATION AND STIMULATION**

Motivation

Motivation – eagerness and willingness to do something without to be forced or told.

Stimulation

Stimulation – the process of encouraging people for work.



ADVERTISEMENT

Now with the big competition on a labor market it becomes harder and harder to find well-paid job on a specialty. For this purpose exist advertisement. The sources where can be found free vacancies are the Internet ,mass media(newspapers, rarely in magazines), personnel departments, recruiting agencies.



THE INFORMATION IN ADVERTISEMENT

- *description of the job*
- *the brief description of the business and company*
- *requirements*
- *benefits and conditions which the company offers (medical insurance, pension funds, a paid leave, job security)*
- *how to get in touch*



*WHEN YOU HAVE ALREADY FOUND A
SUITABLE POST...*

Finding a suitable position, you must send your CV and later to send cover letter. Sometimes, the company asked to fill out a questionnaire.



CV

The main objective of the resume – to "sell" yourself the company which will prefer you instead of other applicants.

The resume consists of 7 parts:

- Personal details*
- Education*
- Work experience*
- Skills*
- Ability to take responsibility for something*
- Interests*
- Referees*



INTERVIEW

Despite the excellent resume, representatives of the company's prefer to interview candidates. For this purpose it is necessary to be prepared well: to find brief information on company activity, to be ready to any unexpected questions, including, in a foreign language. Correct and thorough training – a part of your success in the interview, and in reception of a desirable post.



PREPARATION FOR INTERVIEW

□ Before the interview find out:

- How old company is*
- How many people it employs*
- What the turnover*
- How fast it is growing*
- Where its headquarters are*



RULES OF BEHAVIOR DURING INTERVIEW

- Answer questions fully*
- Ask examples*
- Don't talk for too long*
- Stick to the point*

