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In Search for a Job.



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After your graduation, all of you will be in the process of seeking a job and participate in various kinds of interviews in different firms. With this book, we aim to provide you some tips which can be useful in this process.

We wish you good luck to find the most suitable job for you.



# 1. Choosing the Right Job

Considering that you will spend at least 1/3 of your day working, it is crucial for you to choose the right profession. Before applying to an opening;

- Assess yourself
  - Your likes and dislikes
  - Your strengths and weaknesses
  - Your aspirations
  - Your desires
  - Your expectations
  - Your preferences
  - Your targets
  - Your priorities
  
- Based on your self assessment;
  - Name a place you want to be
  - Choose the industries you want to work in
  - Name the position to apply

## 2. Application

Remember that the application is the first means for introducing yourself to the firm. In the application process pay attention to;

- Discover the right way to apply to the position. Firms may accept the applications in different manners for different positions. (e.g. career web site, filling out an application form, sending detailed CV, sending your CV directly to HR etc.). Read the instructions and apply accordingly.
- Provide accurate and updated data to the firm. Fill out the application form thoroughly and provide all necessary information. Remember that giving wrong information can lead to the cancellation of your application. Do not overestimate / underestimate yourself.
- Provide all additional requests if necessary (transcripts etc.)
- Write a cover letter that expresses your intention for the job. Be precise and honest.

The selection process aims to provide a best match between the employer and prospective employees. It is also designed to allow each candidate to express their ambitions, strengths and goals.

In reviewing your application, the employers might consider your:

- internship or work experiences
- leadership and team experiences
- academic results such as, your mandatory and selective courses grades
- social and academic achievements

## Screening call

On rare occasions, you may be contacted to ask for clarification on a specific aspect of your application form. This will only happen if you have not provided enough information for the employer to make a fair decision. The information you provide during these calls will help the person screening your form to decide whether or not to invite you to a face to face interview.

You will not be expected to answer questions 'on the spot' – you will agree a suitable time when your screener will call you back.

## Hints and tips for telephone 'screening' call

- If you receive a call asking to discuss one aspect of your application form, it is well worth re-reading your application form/your CV again.
- Hopefully it will be clear to you that you have not completed a necessary part of the form, or that one of your answers lacks detail. You can then spend some time thinking of different examples, or increasing the depth and detail of your answer.
- Re-visit the page on the website which explains the competency areas so that you remember what the employers are looking for in the graduate recruits.



## Preparation before the call

- Try to find a quiet place to take the call, with no distractions such as background music, talking etc. Make sure you have good reception if you are on a mobile. This call could 'make or break' your application – so make sure that you are in the right environment and are able to concentrate fully.
- Have a pen and paper handy to take necessary notes
- Have a copy of your application form/CV to hand

## During the call

- Try to relax and answer the questions as fully as possible – however, do not ramble and give unnecessary detail!
- Speak clearly and slowly – it will be more difficult to communicate over the telephone as you cannot give or receive any non-verbal signals.
- Smile/be happy as you talk – this will come across in the tone of your voice.
- Listen carefully to the questions, and if you don't understand, ask for clarification.
- Ask for time to think of an answer if you need it.

When the review of applications has been completed the employer shall invite those applicants that best match the selection criteria for interview.

## 3. Before the Interview

We highly recommend that you participate in a mock interview if possible to brush up on your interview skills.

- Prepare and practice for the interview.
  - It would not be professional to go to an interview without doing any preparation. You need to sell yourself. Your responsibility is to demonstrate to the interviewer that you are the best person for the position. You need to assess yourself to establish what your key strengths are and think of examples to demonstrate those strengths and abilities to the interviewer. If you prepare yourself in advance you will come up with the best and most relevant examples.
  - A few weeks before the interview, find out as much information as you can about the organization and how much time has been allocated for your interview. Use sources like the company website which is an excellent and relevant place to look for the right information about a particular organization.
- Dress professionally.
  - First impressions are important. Your interviewer will form a large part of their opinion of you in a relatively short space of time. Dress for the occasion. It is always appropriate to wear a business suit.
- Bring extra copies of your CV, transcript and letters of reference if applicable.
- Arrive a few minutes before your actual interview.

- Take a deep breath and try to relax.
- Most people feel nervous before an important interview. Remember, one of the responsibilities of the interviewer is to make a candidate feel as relaxed as possible. They understand that you are nervous because the position is important to you. The best way of reducing stress is to rehearse as thoroughly as possible. Think through your replies to likely questions and practice them in front of a mirror or get a friend to ask you questions and rehearse them in that way. See the section below for some sample interview questions. These are not necessarily the questions you will be asked, but they will help you understand the types of questions that are likely to be asked.



## Sample interview questions:

Questions that will be asked at an interview vary with each candidate and the style of the interviewers. These questions will serve as a guideline for you to reflect on your skills and experience when you are preparing for your interview.

## Shorter questions:

- What are your three most important accomplishments?
- Where do you see yourself in 5 years?
- Describe a time when you exceeded expectations.
- Describe a time when you experienced last-minute changes on a plan, how did you deal with it?

## Longer questions:

- Provide an example of a situation in which your team did not work well together, and how did you resolve it?
- Given an example to your experience, when was an occasion that you demonstrated the ability to resolve a conflict situation?
- (With regards to a specific experience on your resume) If you were to do it again, what would you do differently? What do you think you can do better?



## 4. During the Interview

Interviews will either take place in the office or on the campus. Generally, each interview is approximately 30 to 45 minutes in length, and there will be two interviewers sitting in at each interview – ideally, a manager and a HR person. Potential employer, use interviews to evaluate your skills and ensure you are the right person for the job. As a candidate, you can use this time to assess if the firm is the right fit for you.

- Be sure to shake hands firmly and maintain eye contact with the interviewer(s) whenever possible.
- Use the right body language to show your interest. Support your words with your acts. Sit up and stay focused. If your mind starts to wander, it shows.
- Listen to the question and do not be afraid to ask the interviewer to repeat or rephrase the questions for further clarification. You have a better shot at giving your best answer if you know exactly what the interviewer is asking.
- Use concrete and specific examples.
- If you have minimal work experience, draw from your life experiences or volunteer experience to answer questions or provide examples.
- Make connections with the interviewer. It is up to you to link your skills to the requirements of the position.
- Be attentive to all interviewers
- Talk about your accomplishments. State what you did using “I”, not “we”.

- Do not be modest; but be honest. Talk about your strengths and skills. However, do not hesitate to tell your improvement areas.
  - Your qualifications got you in the door. Make sure you can speak confidently about any experiences you have had in the workplace and in the classroom. Specific examples of how you have contributed to an organization or learned something exciting are of interest to the interviewer(s). The employer sees potential in you, so be sure to sell yourself by promoting your skills and abilities.
  
- Stay on topic and be concise when answering the interviewer's questions.
  
- Ask intelligent questions. This will allow you to make an informed decision about your career.
  - When you want to learn more about whom the employer is and what they do, that means you are interested. Depending on what you ask, it may also prove you have done your homework. Before the interview, make sure you have prepared a list of questions that the interviewers may not have addressed.
  
- Thank the interviewers for their time.
  - It's good etiquette to thank interviewers for their time. Make sure you get a business card from the person or people that you meet with.

## 5. After the Interview

- Send a letter/e-mail to each interviewer as soon as possible after the interview. This will also let them know that you liked what you heard and you want them to keep you in mind. However, do not forget too much reminder will lead ignorance.

If you are successful throughout the interview process the employer will conduct a background check where criminal record and education will be verified. Employment offers are contingent upon successful background and reference checks.

The employer may organize several post-interview events for successful candidates to visit the offices and meet more staff from all levels to make an informed decision.

Unfortunately, due to the large pool of applicants each year and the limited number of positions available, the employers will not be able to extend an offer to everyone.

If you do not get an offer for a job, do not be discouraged. The positions are extremely competitive given the limited number of positions. Treat the recruitment process as a learning experience and as preparation for next one. You may email the recruiters or the interviewers to obtain feedback on how you did and what you need to improve.



# 6. Evaluating the offer

When you get an offer

- Remember that earning high at the beginning does not indicate that you will be satisfied with your job, neither that you will earn high in the long run.
- Reassess yourself. Do the SWOT analysis for the job by asking the typical questions
  - Will this job satisfy me in the future?
  - Will this firm offer me to gain different perspectives?
  - Will this firm provide me international job experience opportunities?
  - Will I have the opportunity to learn more in this job?
  - Will the firm provide me technical and soft skill trainings at each step in my career?
  - Will this firm help me to get some professional diplomas/certificates?
  - Are the career paths clearly defined in this firm?
  - Where will I be in 10 years period? A manager/ staff?
  - If I leave this firm in the next future, will this past experience help me to find a better job?
  - Will I be considered as valuable and sought after employee in the market?
  - Will I have the opportunity to get company shares in the long run?
  - (If applicable) Will this firm help me to postpone my military service?

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