

# Table of contents

<b>Workshop 1 : Introduction to Professional Insertion</b> .....	1
1-Panorama of the chemical industry today in some figures .....	2
1-2 Some key figures .....	2
1-2 Different sectors of the chemical industry .....	3
♦ 1-2 -1 The basic chemicals sector .....	3
♦ 1-2-2 The chemistry of speciality .....	5
♦ 1-2-3 The fine Chemistry .....	6
2- Assessment of the former year internships .....	6
Passport for your internship .....	11
<b>Workshop 2 : Elaboration of your personal assessment</b> .....	12
I Elaboration of the personal assessment .....	12
1-1 Your social skills .....	12
1-2 Your social skills and your priorities .....	15
1-3 Your motivating activities .....	17
2 Your know-how .....	18
2-1 Ten realizations which you are the most proud of .....	18
2-2 What are the know-how stemming from your studies? .....	19
2-3 Assessment of your work experiences .....	19
2-4 Assessment of your extra-professional experiences .....	20
3 - Synthesis of your social skills and of your know-how .....	21
<b>Workshop 3 : Jobs, companies, market of the employment and social and professional networks ..</b> 24	
I – Jobs, companies and market of the employment .....	24
2 Social networks .....	28
<b>Workshop 4 : Communication</b> .....	31
1 - Exercise of LEAVITT .....	32
2- Speed-networking .....	33
3 - Communication during the internship .....	34
<b>Workshop 5 : The job interview</b> .....	35
<b>Workshop 6 : Passport for the internship and oral presentation of your internship project</b> .....	38



# Professional Insertion – 3 ECTS

## 1st workshop : Introduction to Professional Insertion

The objective of this course is to supply you with tools which allow you prepare yourself to enter your professional life in the best way, to offer you time to think about your life : a big gift !

This very specific work applies directly to your search of an internship, first step in your professional life, or directly of your future job.

Using a Socratic methodology, which questions do arise when we are looking for a job or for an internship ?

While thinking during these workshops about these essential questions on yourself and on the business world, you will find very useful elements of answer considering your professional project. You will interact with all these personal data, analyze them, classify them in the first 3 themes of this figure. The 4th theme concerns the actions to be implemented to finalize this work by finding the internship or job which will serve you as springboard for your professional life!

### Personal assessment

Personal review of

### your knowledges, hard and soft skills

Which expertise do you have ?

What are **your strengths** ?

### 2<sup>nd</sup> workshop

#### Market

Discovery of the professional world

#### Business sectors, companies :

#### Their needs, your outlets !

What are the needs of the companies

What are the sectors which hire ?

### Choice of your personal project

What do you want to do ?

In short, average and long term ?

Which kind of position or job are you interested in ?

Which kind of economic area, business sector, company, workplace do motivate you ?

### Your motivations / Your values

### 2<sup>nd</sup> & 3<sup>rd</sup> workshop

#### Actions to be implemented

#### Communication Tools

CV, Letter in support of application

LinkedIn Profile

Phone interview

Job interview

# 1-Panorama of the chemical industry today in some figures (1)

**This part, applied to France, has to be adapted to your country.**

**This research of informations can of course be done in group.**

## 1-1 Some key figures

- **France is at the 6th world rank** behind China, the United States, Germany, Japan and South Korea and **2nd European rank**, after Germany ( 2 )
- Leader of the French economy, the companies of the chemical industries are **mainly Small and Medium-Sized Enterprises (SME)** and **Medium-Sized Companies ( ETI)** distributed unevenly on the whole territory
- This industry is composed of **3 335 companies** among which **94 % of TPE / SME**
- It's the **4th branch of industry** in terms of staff behind the metal industry.
- They employ **202 000 employees**, that is 1 % of the total employment, 6,8 % of the employment in the industry and **50 % in companies of less than 250 employees**
- Constituted by 29,5 % of workers / employées, 39,7 % of technicians and supervisors and 30,8 % of executives and engineers, it's an **industry with high technology**.
- The proportion of women continues to progress in the branch : **38,4 % of women** e.g. about 80 000 women.
- The recruitments under permanent contract represent about 4,5 % of the total staff of the branch.
- 26,3 % of the employees of the branch are more than 50 years old among which 13 % are more than 55 years old.
- 
- 82,4 billion euros of the aggregate turnover in 2014
- 17,7 billion euros of added values estimated in 2014, 8 % from manufacturing industries and 0,8 % from the GDP(GROSS DOMESTIC PRODUCT)
- **1st industrial exporter** in France with 54,7 billion euros
- 3,1 billion euros of capital expenditure among which 47,2 % for the preservation and the modernization of the installations
- 1,64 billion euros for the research and development e.g. 10 % of the added value
- The "**chemical specialities**" and the "**soaps, the flavors & perfumes and the cleaning products**" add up the **largest number of establishments**:

920 establishments for the sector of the chemical specialities;

810 establishments for that of the " soaps, the flavors & perfumes and the cleaning products

";

398 establishments for the organic chemistry.

- 60 % of establishments of less have less than 10 employees.
- This industry takes place all over the territory but is concentrated on some big regions

**Figure 1 : Cartography of the chemical industry in France**



<http://www.observatoireindustrieschimiques.com> Août 2014

## 1-2 Different sectors of the chemical industry

Réf : <https://www.entreprises.gouv.fr/secteurs-professionnels/chimie/industrie-la-chimie>

In France, the chemical industry is characterized by a big diversity of activities. It is at the origin of many products of our everyday life : washing powder, toothpaste, fertilizers, flavors, perfumes, cosmetics, drugs, carbodies, inks, paintings, concrete, plastics and much more ...These products are used by a big number of industries as well as by a still bigger number of consumers. Its range of products is spread and divides up into several sectors.

This industry and its very different and constantly evolving jobs divide up into three big sectors:

### ◆ 1-2-1 The basic chemicals sector

It concerns the manufacturing, from easily accessible raw materials, from products of big volume but in low sale price (ex: plastics and rubber), with few steps of reactions, to installations of big capacity mobilizing important capital. This chemistry, so called " Heavy Chemistry ", consists of two big sub-sectors:

#### 1-2-1-1 Inorganic chemistry

The inorganic chemistry makes from water, from air, from salt, from sulfur and from phosphates products such as industrial gas, colouring agents and pigments or other inorganic basic chemicals such as the chlorine, the nitrogenous products and the fertilizers, the sulphuric acid and its by-products.

The manufacturing is based on simple processes of production and ends in the low unitarian value-added supply of big tonnages.

It groups the activities of manufacturing of:

#### • **Industrial gas**

**Products** : Industrial, food, medical gas and other: fluid, cooled or dissolved tablets.

• **Colouring agents and pigments**: concerning manufacturers of Enamels, Pigments and Salts and Metallic Oxides (EPSOM)

**Products** : Enamels, pigments, salts and metallic oxides.

• **Basic Inorganic Products** : Halogenes et Derivated (SHD) Labor Union and Labor union of the Inorganic chemistry (SCM)

SCM Products : Sulphuric acids, aluminas and by-products, industrial derivates of the phosphor, the oxygenated waters, the mineral peroxides and persels, derivates of some Titanium and of rare metals, alkaline silicates, salts of Barium and Strontium, carbonates and bicarbonates.

SHD Products: Chlorine and by-products, chloromethanes, chlorinated aliphatic derivatives, allylic, aromatic, bromine, mineral, organic brominated by-products, fluorine, organic, minéral derivatives, chlorofluorinated and chlorofluorobrominated hydrocarbons, iodine and electrolytic by-products, soda and potassium hydroxide.

• **Nitrogenous Products and fertilizers** : Union of the industries of the Fertilization

Products : Mineral Fertilizers – From simple to complexes organic fertilizers, organo-mineral fertilizers, fertilizers with additives, soluble fertilizers.

### 1-2-1-2 Organic chemistry

It concerns the manufacturing, essentially from the oil, of " big intermediaries of the chemistry " which are then used as raw materials by numerous industries of the chemistry as cosmetics, electronics, aeronautics ... Besides ethylene and propylene, the " big intermediaries " of the organic chemistry are in particular butadiene, benzene, ethanol, acetone...

It is also the sector of plastics (polyethylene, polypropylene) intended for the industries such as those of the packaging, the automobile, the construction.

Further to the evolution of the regulations for a " green chemistry ", the organic chemistry also uses renewable, raw materials produced from agriculture (cereal in particular corn, colza, sunflower, potatoes, sugar beet), but also animal products (fats).

It includes the manufacturing activities of:

- **Basic Organic Products :**

**Products :** Big bases and petrochemical intermediaries, ethylene, propylene, butadiene, benzene, toluene, xylenes.

- **Plastics, Rubber and synthetic polymeric materials**

**Products :** Rubbers with general uses (styrene-butadiene rubber, butadiene rubber, polyisoprene of synthesis), rubbers with special use (polychloroprene, nitrile, EPDM, butyl), rubbers with very special uses of very strong added value (silicones, fluoroelastomeres, polyacrylates).

### ◆ 1-2-2 The chemistry of speciality

This sector makes, from the raw materials of the basic chemistry, products possessing properties well defined for a specific use : polymers of speciality, paints and varnishes, explosives, glues, essential oils, phytosanitary products, printing inks, additives for cements or concrete, soaps and cleaners, cosmetics ...

The know-how of this industry rests(bases) in particular on the control(master's degree) of the formulation, that is the mixture and the dosage of the raw materials of the basic chemistry.

These products are intended for a wide range(fan) of business sectors: car manufacturing or aeronautics, construction, agriculture(farming), water treatment..

They group the manufacturing activities of :

- **Paints, varnishes, inks, glues, adhesives and conservation of the wood**

**Products :** Binders, solvents, pigments, charges, varnishes, resins

- **Phytopharmaceutics :** Database on the toxicity, the regulations and any information about phytopharmaceutics

- **Essential Oils :**

**Products** : Essential, absolute, resinoid Oils, olfactive compositions for flavors, perfumes, cosmetics, cleaning agents and various industries.

- **Explosives :**

**Products** : Energetic Basic materials (powders, explosives, propellants, pyrotechnic compositions) and their implementation in more or less complex applications

- **Specialities for the foundry:**

**Products** : resins for molds of foundry, additives and salts of cast iron.

- **Chemicals for the treatment and the analysis of the water –**

**Products** : chemicals of treatment and purification of the water.

- **Soaps, cleaning agents and detergents :**

**Products** : Shoe polishes, furniture polishes, produced for furniture, grounds, windows, metals, toilets, descalers, insecticides, deodorants, domestic disinfectants, cleaning products for automobile.

- **Perfumes and products for the personal care**

### ◆ 1-2-3 The fine Chemistry

From the intermediaries of the organic chemistry or the animal or plant extracts, the sector of the fine chemistry develops complex molecules or active ingredients stemming from numerous chemical reactions formulated then in specific products, drugs for example, thanks to galenic.

Production volumes are more restricted than those of the basic chemistry and the elaborate products can be very expensive as for example the active ingredients of drugs.

It includes the manufacturing activities of:

#### **Basic pharmaceutical products :**

**Products** : Organic intermediaries of synthesis, solvents, organic fine chemistry, chemicals with pharmaceutical use, biochemical products and products of fermentation, coloring matters, synthetic rubbers.

*All jobs together, the sector recruits approximately 15 000 people a year.*

As well on functions with high technicity - designers in engineering of chemical processes, researchers in chemistry, industrial toxicologists, specialists in cosmetovigilance, specialists of the regulations and engineers - as on operators' posts of manufacturing, pilots of installation, supervisors of manufacturing, specialists in environment ... These jobs, more and more sharp and technical, require a higher level of qualification.

*Jobs which turn to "green"* : The chemical industry is committed in the way of the development of sustainable chemistry by adopting in particular the European device REACH. Objective : improve the knowledge of the environmental and sanitary risks which can result from the production and from the use of chemical substances. To the key, numerous emergent domains require new high value-added skills.



## 2- Assessment of the former year trainings

Here is the table of the functions of the trainee's supervisors. It's a list of possible jobs for you !

Ingeneer in the Department Head Fingerprints	Project Engineer
Captain of the police department	Engineer in raw materials prospecting
Account manager	Quality control engineer
Researcher	Engineer R&D
Communication manager	Expert in environmental microbiology
Team leader	Lecturer
Project manager	Market salt and Business Development Manager
Chief of Executive Officer	Pharmacist managing of the laboratory
Technical coordinator	Hospital pharmacist
Developer Innovation in electrochimisttry	Pilot innovation air quality
Director of lab in medicinal chemistry	President of the Senegalese Committee for the Chemistry
Study leader	Product stewardship specialist
Director of the dept of Market Intelligence	Professor
Director R&D	Person in charge of activity in civil engineering
Chief Executive Officer	Person in charge of admissions, controls and transfers
Expert in new non-metallic materials	Responsible of laboratory
Formulator	Responsible of laboratory and production
Head of Business Development Fragrance Division	Responsible of the department of analytical development
Engineer	Ingeneer in QHSE
Design engineer	Quality controller
Engineer development industrial product	Technical person in charge of validation project
Engineer in applied research	Senior Scientist in Chemistry
Process engineer	Senior medicinal chemistry technician

On the next page, you can see the trainings, listed by chemical specialty , with the name of the industry where it took place and the localisation

CAPT means Chemistry Analytical, Physical and Theoretical, IC : Chemival Engineery, MAT : Organic and Inorganic Matrerial Chemistry, MOL : Organic and Inorganic Molecular Chemistry

CAPT	EXPERT OX	PARIS	75
CAPT	IPC M	PARIS	75
CAPT	FLUIDION	CRETEIL	94
CAPT	AR21	PLESSIS ROBINSON	92
CAPT	IRSN	LE VESINET	78
CAPT	SIPHAT	BEN AROUS	TUNISIE
CAPT	IFPEN	RUEIL MALMAISON	92
CAPT	EXPERT OX	PARIS	75
CAPT	LCT-UPMC	PARIS	75
CAPT	EUROFINS	SAVERNE	67
CAPT	GUERBET	AULNAY SS BOIS	93
CAPT	ROULLIER/TIMAB MAGNÉSIUM	DINARD	35
CAPT-IC	RHODIA OPERATIONS	AUBERVILLIERS	93
CAPT	CERCO	PARIS	75
CAPT	UPMC	PARIS	75
CAPT	CEA	SACLAY	91
CAPT	VEOLIA PROPLETE	BOUQUEVAL	95
CAPT	MONARIS UMR 8233	PARIS	75
CAPT	IRCGN	PONTOISE	95
CAPT	LCPP	PARIS	75
CAPT	SANOFI	MAISONS ALFORT	94
CAPT	LCNSNSA	ST DENIS ST PIERRE	LA REUNION
CAPT	SARFI	LIMAY	78
CAPT	CSTB	CHAMPS/MARNE	77
CAPT	IPS2	ORSAY	91
CAPT	EUROFINS	SAVERNE	67
CAPT	EUROFINS	SAVERNE	67
CAPT	SOCIÉTÉ BEURRIÈRE D'ISSIGNY	ISSIGNY LE BUAT	50
CAPT	BRENTAG IDF	TOURNAN EN BRIE	77
CAPT	EUROFINS	SAVERNE	67
CAPT	IRCGN	PONTOISE	95
CAPT	EUROFINS	SAVERNE	67
CAPT-IC	LISY	SAINT QUEN L'AUMONE	95

ELECTROCHIMIE	CIC-ENERGGUNE	MINANO	ESPAGNE
ELECTROCHIMIE	CEA	SACLAY	91
ELECTROCHIMIE	EDF/CEIDRE	ST DENIS	93
FORMULATION	VINCI	NANTERRE	92
FORMULATION	UNIBETON	PARIS	75
FORMULATION	YVES ROCHER	ISSY LES MOULINEAUX	92
FORMULATION	CROMOLOGY	CLICHY	92
FORMULATION	RESIPOLY CHRYSOR	VILLENEUVE LE ROI	94
FORMULATION	WCOBB	BAILLY ROMAINVILLIERS	77
FORMULATION	LABORATOIRE DIABELLE	MOREE	41
FORMULATION	EUROVANILLE	GOUY-SAINT-ANDRE	62
IC	RENAULT	GUYANCOURT	78
IC/QUALITE	BTI BATI-SANTE	NEUILLY-PLAISANTE	94
IC	CNAM	PARIS	75
IC/RÉGLEMENTATION	RENAULT	GUYANCOURT	78
IC	YNSECT	EVRY	91
IC	ANDRA	CHATENAY MALABRY	92
IC/sécurité	FORSEE POWER	MOISSY-CRAMAYEL	77
IC	IFPEN	RUEIL MALMAISON	92
IC/QUALITE	HERMES	PANTIN	93
IC	IRCP	PARIS	75
IC	TECHNIP FMC	RUEIL MALMAISON	92
IC	ICAM	CARQUEFOU	44
IC	L'OREAL	AULNAY S/BOIS	93
IC	BOLLORE	ROUEN	76
IC	SAPURAKENCANA	ROTTERDAM	PAYS BAS
IC/sécurité	LAGUERRE ENCREES	SAINT ETIENNE	42
IC	INSTITUT JEAN D'ALEMBERT	SAINT CYR L'ECOLE	78
IC	ADVANCED PLASTIC INDUSTRIES	DBAYE	LIBAN
IC	SIGALLI	LIBREVILLE-GABON	GABON
IC	IPGG	PARIS	75
IC/RÉGLEMENTATION	SENSIENT COSMETICS	ST OUEN L'AUMONE	95
IC	GROUPE ROULLIER	ST MALO	35
IC	ICAM	CARQUEFOU	44
IC/AUDIT	CSC	DAKAR	SENEGAL

MARKETING	CALIFORNIA GROUPE	PANTIN	93
MARKETING	YOMEDICA	PALaiseau	92
MARKETING	FERLING	PARIS	75
MARKETING	PIERRE FABRE	CASTRES	81
MAT + MOL	FACULTE DE PHARMACIE	PARIS	75
MAT	RENAULT	GUYANCOURT	78
MAT	SURYS	BUSSY-SAINT-GEORGE	77
MAT	ESTP	CACHAN	94
MAT	PSA	VELIZY	78
MAT	GENERAL CABLE	MONTEREAU	77
MAT	EGIOM BETON	MONTREUIL	93
MAT	ST GOBAIN	SULLY SUR LOIRE	45
MAT	ENSCP	PARIS	75
MAT	CEA	SACLAY	91
MAT	AKEBONO EUROPE	GONESSE	95
MAT	PARIS XI	ORSAY	91
MAT	UPSUD	ORSAY	91
MAT	ST GOBAIN	CAVAILLON	84
MAT	UPMC	PARIS	75
MAT	UPMC	PARIS	75
MAT	LRS	PARIS	75
MAT	ST GOBAIN	CAVAILLON	84
MAT	HUTCHINSON	CHALETTE SUR LOING	45
MAT	ST GOBAIN	COMPIEGNE	60
MAT	RANG DONG PLASTIC	HO CHI MINH VILLE	VIETNAM
MAT	ESSILOR	CRETEIL	94
MAT	IPMC	PARIS	75
MAT	SOLVAY	AUBERVILLIERS	95
MAT	ECOLE POLYTECHNIQUE	PALaiseau	91
MAT	SIKA	GOURNET EN BRAYE	76
MAT	IPC M	PARIS	75
MAT	ARKEMA	VERNEUIL EN HALATTE	60
MOL	SYMRISE	CLICHY	92
MOL	UPMC	PARIS	75
MOL	SANOFI	CHILLY MAZARIN	91
MOL	UPMC	PARIS	75
MOL	IPC M	PARIS	75
MOL	IPC M	PARIS	75
MOL	IPC M	PARIS	75
MOL	CEA	BAGNOLS SUR CEZE	30
MOL	GALAPAGOS	ROMAINVILLE	93
MOL	APHP St LOUIS	PARIS	75
MOL	IFF	NEUILLY	92
MOL	GALAPAGOS	ROMAINVILLE	93
MOL	ICSN	GIF/YVETTE	91
MOL	ICCMO/PXI	ORSAY	91
MOL	INOFEA	BÂLE	SUISSE
MOL	LCNSNSA	ST DENIS ST PIERRE	LA REUNION
MOL	SERVIER	SURESNES	92

### 3- Passport for your internship

To structure your internship search, here is a tool that you have to build up. We'll give you some advices that we strongly encourage you to follow! But it is only a weft. This passport is **your personal tool** for your own internship or job search. **So it's up to you to create it adapted to your own personality !**

You have to give it back to your teacher for the session 4. It will be evaluated on the way you have built it and appropriate it to you as well as on the way you have taken our advices into account.

You must be able to present this passport on USB key to your teacher every time you go to consult her/him with your CV and application letters up to date, that you are going to send to companies.

Create this passport on your computer, it is going to be your port folio during 9 months minimum and in your later job search if you know how to build it as an efficient tool!

Here are the fundamental elements that this passport has to contain:

- Your personal balance assessment developed through the workshop 2
- Your skill assessment
- A basic CV from which you will build your others CV and which will be the "Identity" page of your passport
- A recapitulative page presenting, in the form of an Excel table, the list of your contacted companies / universities accompanied with the information of first urgency!
- Example of header of board:

Name of the Company	Type of application :	Contact	Adress	Telephone	E-mail	Date of the 1st phone call	Dispatch date of the 1st mail
	Spontaneous, answer to a classified ad						

- A file by company / university to which you apply. You'll gather here all the documents relative to this company there :

An Excel page with the list of actions carried out and corresponding dates

A file with documents found on the Internet concerning the firm, the links to its Web site, press articles, professionals' coordinates met in forums ...

A Word sheet with

The presentation of the company, its history. By whom and how was it created?

Its main characteristics

Its flagship products

Its main competitors

Its main markets

The personalized letter sent to this company.

All the letters in support of application of your file must be different, because targeted at every company.

The summaries of phone conversations with the various interlocutors whom you addressed and the number of respective telephones

The answers of companies to your various requests.

The reports of your job interviews, if you have any .... ! And we hope you'll have some !!!

The questions which were asked to you : those to which you answered easily, those especially which left you ill-at-ease or to which you didn't know at all how to answer : it is what you have to work at once to prepare yourself better for the next interviews.

**For the next session**, come with your updated CV and open a LinkedIn account.

## **2<sup>nd</sup> workshop : Elaboration of your personal assessment**

This session is divided in two parts :

During the 1st one , you will develop your personal assessment through various exercises presented during the session and that you will finish back at home.

During the 2nd part, you will work on your CV with professionals coming directly from industry

### **I Elaboration of the personal assessment**

So that you can make, in a autonomous way, your personal assessment, we suggest you to make a comprehensive inventory of your social skills and of your know-how, in other words your qualities and your skills.

For this session, we shall use documents proposed in 2006 by the university of Nancy ([http: // to www.platine.univ-lorraine.fr/](http://www.platine.univ-lorraine.fr/)) which we wish to thank here.

#### **1-4 Your social skills**

In this exercise, we suggest you to face yourself using a list of characteristics. You will estimate if each of the mentioned characteristics is for you a strength or a weak point. The objective is to obtain an accurate portrait of yourself. The term "characteristic" is used instead of "quality" or "defect" which are very subjective. Let us take an example: certain companies the politics of which is to entrust totally projects to their executives will look for creative people, having a sense of responsibilities and totally autonomous. On the other hand, a company focused on its hierarchy will favor candidacies putting forward the sense of the hierarchy, the reliability and the rigor and will less appreciate the very autonomous personalities looked for by the previous one.

A "quality" for one will be considered as a "defect" for the other one. Everything is relative !

You will use 3 copies of the following table 2-1: you will fill one by yourself. For each of the characteristics, indicate by +/- if you think of possessing this characteristic or not.

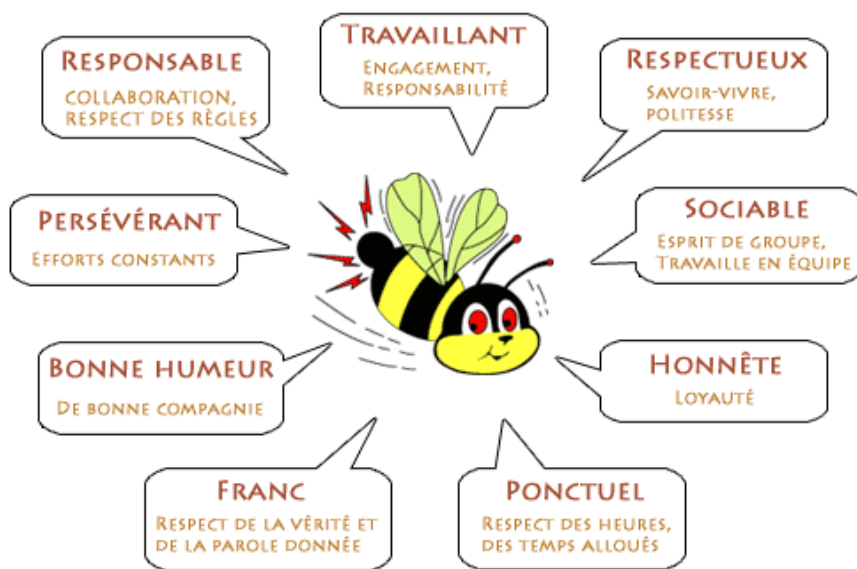
Summit the two others to a close friend and to a member of your family. They will establish a kind of return on image to verify if the perception of your circle of acquaintances is the same that yours or if it is different... We do not question your sincerity but it is always interesting to see if we are perceived by others as well as we imagine to be.

In the case of the 3 questionnaires match, bravo for your lucidity! If not, think about it, ask for explanations. Also wonder about the image that you can give. And it's the opportunity to talk about that with your friend and family.

Watch out : a shy person can be thought of as somebody haughty. You can imagine yourself very communicative and be perceived as an unbearable chatterbox !

After this exercise, you can adjust the image which you give so that it corresponds to whom you are really!

The interest of this exercise is to be perceived as good as possible during your job interview and in your life in general !!!



**Table 2-1 : List of characteristics**

	+	-		+	-		+	-
Ability to anticipate			Generosity			Realism		
Ability to convince			Go-ahead type			Reliability		
Ability to manage			Good interpersonal skills			Requirement		
Ability to moderate			Good performer			Reserve		
Ability to synthesize			Hard worker			Resistance to frustration		
Ability to take risks			Helpfulness			Resourcefulness		
Adaptability			Honesty			Respect for rules		
Altruism			Humanity			Rigour		

Analytical mind		Humility		Self-confidence	
Authority		Imagination		Self-control	
Autonomy		Implication		Sense of aesthetics	
Availability		Independence		Sense of communication	
Calm		Integer		Sense of discipline	
Capacity for work		Intuition		Sense of hierarchy	
Caratéristiques		Inventiveness		Sense of humor	
Caution		Kindness		Sense of negotiation	
Charisma		Leader		Sense of organization	
Clear and constructive mind		Listening skills		Sense of priorities	
Common sense		Logic		Sense of reality	
Concrete intelligence		Loyalty		Sense of teamwork	
Conscientious		Manual skill		Sense of the responsibilities	
Courage		Memory		Sensibility in the opinion of others	
Creativity		Method		Sensitive to the esthetics	
Critical faculty		Meticulousness		Seriousness	
Curiosity		Mobility		Simplicity	
Decision-maker		Modesty		Speed	
Diplomacy		Natural authority		Spirit of decision	
Discretion		Negotiating skills		Spirit of initiative	
Dynamism		Nonconformism		Spirit of team	
Ease of adaptation		Open-mindedness		Spontaneity	
Ease of communication		Optimism		Stability of the behavior	
Ease of contact		Order		Strategy	
Ease of speech		Patience		Stress resistance	
Efficiency		Perfectionism		Taste for challenge	
Enthusiast		Perseverance		Taste for the human relationships	
Faculty of listening		Persuasive		Tenacity	
Fair		Practical sense		Tolerance	
Flexibility		Pragmatism		Versatility	
Frankness		Punctuality		Weighing	



## **1-2 Your social skills and your priorities**

Highlight six strong characteristics of your personality that you can consider as strengths or weak points following the situations, that is 3 which appear to you in priori strengths and 3 rather weak points which you will record in the picture 2-3. You will illustrate by means of concrete experiences these social skills.

Through the table 2-2, you will classify your priorities and enter the three first ones in the table 2-3

### **Table 2-2 : Your motivations in life and in work**

N°	Motivation in life	N°	Motivation in work
	Family life		Salary
	Social life		Employment security
	Professional life		Career development
	Leisure activities		Hierarchical position
	Self realization		Responsabilities
	Independence		Interest in work
	Safety		Mission
	Power		Product
	Ambition		Sector of activity
	Duty		Image of the company
	Altruism		Region
	Hedonism		Travels
	Emotional		Contacts
	Aestheticism		Team
	Money		Work in solo
	Gratitude		Autonomy
	Celebrity		Personal initiative
	Social status		Training opportunities

**Table 2-3 : Synthesis of the social skills**

My strengths	Experience allowing to argue this key point
1	
2	
3	

<b>4</b>	
----------	--

<b>My weak points</b>	<b>How to improve them?</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	

<b>My motivations in work</b>	<b>My motivations in life</b>
<b>1</b>	<b>1</b>
<b>2</b>	<b>2</b>
<b>3</b>	<b>3</b>

### 1-3 Your motivating activities

Fill the table 2-3 by marking all the verbs of activity which correspond to you, which you like exercising and which are listed except the one in the blue compartments. Make this exercise spontaneously, as fast as possible. Then you will count in every column of 10-12 verbs number of verbs that you marked and will note the total near the verb of the blue compartment which is over this column.

You will deduct then from this table the 3 verbs of activity which characterize you and which you can use during the workshop 3.

**Table 2-4 : Verbs of activity**

<b>Decide</b>	<b>Manage</b>	<b>Manage</b>	<b>Produce</b>	<b>Communicate</b>
Stop a decision	Budget	Liven up	Apply	Pass on
Choose	Collect	Lead	Make	Have a dialogue
Conclude	Count	Define	Develop	Discuss
Determine	Strengthen	Delegate	Execute	Exchange
Settle	Gain	Manager	Build	Share
Eliminate	Save up	Guide	Make	Express
Solve	Invest	Orchestrate	Manufacture	Draft
Fix	Enrich	Impulse	Realize	Inform
Judge	Balance	Inspire	Follow	Interview
Opt	Exploit	Establish	Use	Negotiate
Cut	Optimize	Pilot		Inform
<b>Organize</b>	<b>Create</b>	<b>Develop</b>	<b>Form</b>	<b>Look</b>
Fit out	Adapt	Increase	Liven up	Analyze
Anticipate	Improve	Improve	Teach	Calculate
Coordinate	Conceive	Increase	Lead	Consult
Distribute	Build	Market	Develop	Investigate
Establish	Discover	Widen	Educate	Study
Set up	Imagine	Spread	Entail	Examine
Plan	Invent	Study	Awaken	Experiment
Prepare	Innovate	Implant	Educate	Observe
Schedule	Find	Throw	Make sensitive	Canvass
Distribute	Renew	Progress	Transform	Look for
Structure		Promote		Sound
<b>Check</b>	<b>Negotiate</b>	<b>Advise</b>	<b>Administer</b>	<b>Other</b>
Analyze	Exchange	Suggest	Plan	
Appreciate	Sell	Help	Classify	
Investigate	Acquire	Clarify	Count	
Feel(Experience)	Arbitrate	Understand	Register	
Estimate	Argue	Diagnose	Manage	
Examine	Market	Enlighten	List	

Master	Haggle	Influence	Plan	
Watch	Discuss	Guide	Tidy up	
Verify	Deal	Inspire	Establish	

## 2 - Your know-how

### 2-1 Ten realizations which you are the most proud of

In an approach of self-knowledge, this exercise consists in listing 10 professional or personal realizations (even if the number seems to you enormous, find 10 !) which gave you most satisfaction. It can be from « Getting your driving licence » to « save somebody from a fire » or « helping a friend during a difficult moment », « giving Maths lessons and seeing your pupil increasing drastically his Maths marks » to whatever made you feel happy and proud of your action in your life from your childhood till now. It has to be acts you did on your own or with a group where you've been a decisive actor.

#### Methodology

1. Describe your realizations

Then use a verb of action of the table 2-4 to describe your motivating « engine » during this realization

2. Resume then your 10 realizations by ranking them in ascending order. The objective is to analyze and to spot mechanisms implemented to succeed.

3. Note then which is the verb of action which returns most of the time in these 10 experiences. What do you deduct from that? Your conclusion

### 2-2 What are the know-how stemming from your studies?

Up to here you learnt many things and validated numerous EU at the university but, of all this knowledge, what did you acquire in terms of know-how? This is the objective of this exercise.

You can work in a group to analyze - and it is fundamental for your letter in support of application and your future job interviews - which are the skills which ensue from formations which you followed. Then select and list those whom you really acquired

**Table 2-5 : Table of the acquired knowledges in ... precise in which cursus**

Main courses	Acquired knowledge	Professional skills induced

### 2-3 Assessment of your work experiences

You will fill these assessments the most conscientiously as you can because these inventories will be precious for the elaboration of your CV.

Indeed you will just have to choose, according to the position and the company in which you apply, the elements of these tables which will be the most adequate for your applications. They will bring you the key elements of argumentation during your interviews. The more factual arguments you give, the more convincing you will be ! An example: it is through these 3 months of internship at IRDEP, last year, that I discovered my motivation for the research on photoluminescent nanomaterials. I acquired skills in spin coating and photolithography there. My scientific curiosity and my tenacity showed up there as well as my capacity to work in team.

**Table 2-6 : Balance sheet of every work experience**

Job title	Name and mail of the supervisor / Company / City and city code	Year / Duration of this work

<b>My motivations for this activity</b>

<b>My work consists in :</b>

<b>The positive points</b>	<b>What bothers me</b>	<b>What I've learned</b>

## 2-4 Assessment of your extra-professional experiences

If the work experience is important, you don't yet have a lot of it but, don't worry : you're young and it is normal ! At the same time, you have certainly extra-professional experiences concerning associative, sportive, artistic, cultural, touristic or other activities.

They are as important as the previous ones because they will allow you to fill the section " Centers of interest " on your CV and it is there that the recruiters can feature your personality. It will allow them, during the interview, to have entries on subjects which motivate you. Thus speaking about those familiar subjects will relaxe you and the recruiter will have a better vision of your character.

Fill the table 2-5 about your extra-professional activity and do not restrict yourself ! Please fill one for each activity. Do not forget that you will use this work every time you will be looking for an internship or a job. Of course, you will update it at every end of internship, job or new investment in an associative, cultural or other activity.

**Table 2-7 : Assessment of every extra-professional experience**

<b>Job title</b>	<b>Activity</b>	<b>Year and duration</b>

*\* Associative - sportive - artistic - cultural - travel - other*

<b>My motivations for this activity</b>

**My activity consists of :**

<b>The positive points</b>	<b>What bothers me</b>	<b>What I've learned</b>
		- knowledge - skills

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### **3 - Synthesis of your social skills and of your know-how**

It is in this table of skills that you will list, according to the years, your skills, the knowledge on which they lean and through which expérience you acquired them, that you can find elements allowing you to demonstrate concretely that you have the skills for such or such internship or position.

You go there

For those who, at the beginning of session, had the feeling to know nothing, you will impress yourself at the end of this session !!!

But especially here you are ready to argue in a concrete and convincing way during your next interview !

**Table 2-8 : Skills capacity**

<b>My skills</b>	<b>Expérience during which they were acquired</b>
<b>Technical</b>	



<b>Social</b>	
<b>Organizational</b>	
<b>Informatic</b>	
<b>Linguistic</b>	
<b>Cultural, artistic and sportive</b>	

**Technical skills :** Capacities and skills with technical character acquired in your domain of speciality. You master tools (except computing) of technical, methods, procedures having required a Learning.

Examples : To collect and to exploit information in synthesis documents. To investigate, to document so to understand a situation To schedule a sequence of operations or actions to solve a difficulty. To check and to estimate a realization.

**Social skills :** Capacity to live and to work with other people in professional, associative contexts or in leisure activities.

Examples : Establish the dialogue to negotiate, inform, convince ...Listen to others to perceive their intentions, make them comfortable ...Express yourself uninhibitedly and in a way suited to the public to pass on information ...Adapt yourself to diverse multicultural environments...To take commitments in a group or an association... Know how to work in a team.

**Organizational skills :** Capacity to coordinate and to administer projects or budgets, in your work, during voluntary activities or in the private sphere.

Examples : To insure the animation of workteams or think tanks...To organize the work of collaborators... To convince by suited arguments the members of a group to join to a project... To delegate responsibilities to others and to check the effects of this delegation... To manage internal conflicts in a group... Capacities in project management... To pass on knowledges and know-how to a group...

**IT skills :** Use of word processors or others, consultation of databases, navigation on Internet, the programming ...

Examples : Good use of Pack Office and software ... Management of databases... Development of software (design, analysis, implementation ...)

**Language skills :** Understand, express yourself in one or several foreign languages Examples: fluent English (TOEIC: 845/990), German: easy speaking and written, reading. Bilingual, Notions in Japanese, Operational spanish

**Cultural, artistic and sports skills :** - with cultural character: historical, geographical, economical or political knowledge of the other countries, the understanding of problems of a region - with artistic character: music, paint ... - with sports: responsibility as trainer of young children, team captain...

Examples : Preparation and organisation of travel... Reading the English-speaking press... Practice of the saxophone tin musical Academy during x years? Member of a theater company, Captain of a basketball team ...

## **Workshop 3 : Jobs, companies, market of the employment and social and professional networks**

This session is going to take place also in two parts: the first one will be dedicated to the methodology of discovery of the jobs, the companies and the market of the employment

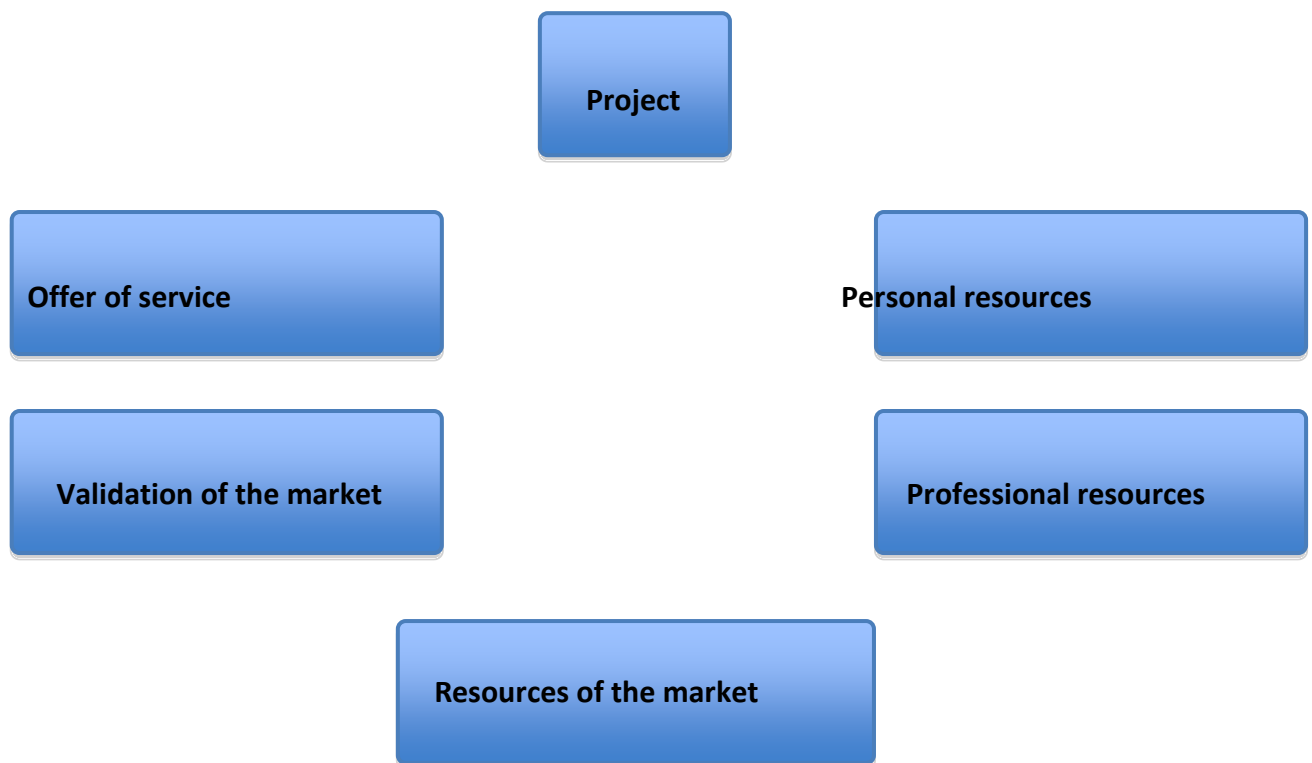
The second one concerns the social networks and how to create a favorable and effective image on these networks.

## I – Jobs, companies and market of the employment

What you can expect from this workshop

- Have a good idea of the jobs to which you can apply
- Estimate the qualities and the skills required for this type of position
- Know the missions / tasks corresponding to this function
- Well understand the specific vocabulary
- Know what you wish to do and what you can do
- Make the link between your own qualities / skills and those who are required
- Know the missions / tasks which you would like to make as well as those who you do not especially want to make.

### How to build an offer of service



This part needs to use two special sites : APEC, agency for the employment of corporate executives, and the KOMPASS

<https://jd.apec.fr/Emploi-stage/Marche-Emploi/Fiches-Apec/Fiches-metiers/Metiers-Par-Categories> and « KOMPASS » which are only usable in France. So I let you find a way in each of your country to prepare this part.

Examples of web sites of job offers and internship offers :

[www.iquesta.com/](http://www.iquesta.com/)

<http://www.cadronline.com/>

<http://www.abg.asso.fr/>

<http://www.monster.fr/>

<http://www.gazettelabo.fr/>

<http://www.acavi.fr/>

<http://www.purjob.com/>

<http://www.directetudiant.com/>

[350 × 351 - blog-experts.cadres.apec.fr](http://350x351-blog-experts.cadres.apec.fr)

<http://www.placeojeunes.fr/>

<http://www.capcampus.com/>

<http://www.recrut.com/>

<http://www.emploi-scientifique.info/>

<http://qhsepro.com>

[www.usinenouvelle.com/](http://www.usinenouvelle.com/)

<http://www.pharmanetwork.com/>

<http://www.apec.fr/>

<http://www.cadremploi.fr/>

<http://www.leem.org>

## 2 Social networks

### 1-2 Which services can bring the professional networks?

By Jean-Bernard Franck from the « Relais Malakoff »

The main services brought by the professional networks are to

- **appear** on an enormous professional directory "on line". In 2015, LINKEDIN AND VIADEO, two main professional social networks indeed claim more than 10 million members in France
- **make more effective** the search for positions
  - Can I contact a professional who can help me in my search for internship or for employment?
  - Are there alumni from my university in the company which interests me?
- **obtain informations** on the positions, the careers and the companies
  - What is the route of those who occupy a post similar to the one that I aim at?
  - What is the profile of recruiter or engineer that I am going to meet?

- **compare** his positioning to others
- **create and maintain** useful relations in professional life to inquire, ask for advice, assistance or request an interview.
- **benefit** from a stronger visibility on the net, in particular via search engines : today all the recruitment specialists use the professional social networks and of course Google
- **improve and manage** your image by using tools which allow you to do much better than a simple CV
- VIADEO: - more profiles not frames, technicians:  
Approximately 30 % - easier contacts but more paying functions !
- LINKEDIN – More concerned by the senior executives - more difficult contacting

## **2 – Fonctionnalités : the example LINKEDIN**

### **- Writing and display of your profile:**

- "Business Card", Slogan (Title)
- Resume with Keywords / Gimmick
- Work experience
- Formation and diploma
- Skills
- Recommendations

### **- The Must of your Profile**

- Personalized URL
- Links Organizations, Facebook, Twitter, ...
- Logos and multimedia Integration,
- Projects, Voluntary work
- Flow of activity

## **3 - Construction and maintenance of the network :**

### **Identification of the contacts :**

- From your adressbook, from the search engine (organizations, alumni),
- From the suggestions

## **Access only by relation (Level 1, Level 2) on LINKEDIN**

- **Enter into a relationship by "InMail"**
  - **Navigation in the network (great book address) :**
  - Your relations, the relations of your relations, organizations
  - The suggestions : " people whom you could know "
  - Who is interested in you? The offers
  - **The events :**
  - Diplomas, formations, transfers, acquisition of new skills, new relations ...
  - **Circles: thematic, alumni, raise(bring up), ...**
- Be careful on the limitations : number of Inmail, search results
- Who consulted: paying "premium" function(office)!!!

## **Some Recommendations:**

- Launch your network and maintain it
- Start as soon as possible

Request your Professors, Colleagues, family, Bosses of internship(training course), even if they are not positioned in the aimed professional universe:

· LINKEDIN uses elements and keywords of the profile and the network being born to suggest new relations to create. Relations of 2nd level (the relations of his(her,its) relations) are so going to appear, so enlarging his(her,its) relational tree.

· LINKEDIN, through the "GROUPS", supplies a powerful tool allowing the exchange between alumni or specialists of a job. Do not hesitate to join a Group (by cooptation) or even to create a new.

*And do not forget: it is necessary to know how to give to receive!*

## **Keywords and links**

· The keywords and the elements of language must be adapted to the posts(post offices) and the companies aimed (The summary of the profile is systematically indexed by the search engine of LINKEDIN)

· to find the good keywords, travel(browse) the similar profiles in his, be inspired by terms used on job sites and "jobboards", to use index cards-jobs(forms-jobs,index cards-businesses).

- Avoid " expert, enthusiast, creative "!

· do not hesitate to include links towards documents or videos presenting the works realized during the training(formation) or the internships(training courses).

## **Digital technology / e-Réputation identity**

- Go on Google, Mycoaching room, Youseemii, ...
- Put you instead of the employer
- Verify the visibility of the words used on search engines
- Verify the coherence:
- Facebook, LinkedIn / Viadeo, on-line CV, ...
- Eliminate "scorias"!
- Protect your private space
- Use pen names
- Adjust the parameters of confidentiality to networks

## **Workshop 4 : Communication**

**Definition: the communication consists in exchanging significant messages which will be included by their addressee.**

This year you are going to practise several types of communication around the internship.

### **Oral communication:**

- oral presentation, using power point, of your internship project at the end of the semester and your internship at the end of June
- phone conversation for interview
- job interview which each of you can practice during the workshop 5

### **Written communication:**

- CV and letter in support of application
- communication by e-mail with your university supervisor
- internship report
- poster
- communication on social networks

You have to be able to target in each case the type of public to whom you address and use the adapted vocabulary.

Do not forget that your communications tools also have to be adapted to your search for internship: the message on your cellular has to be professional because the recruiters risk not to appreciate the funny messages you had registered for your relatives and friends.

For the same reason, your e-mail address has to be this way : [john.martin@qsqdf.xy](mailto:john.martin@qsqdf.xy).

It will help a lot to get your interviews!

### **1 - Exercise of LEAVITT:** Communication with or without feedback, what is the difference?

One student among the group is the communicating one, the transmitter.

The rest of the group are the receptors who need to have two A4 paper sheets , a pen and a ruler by student.

The teacher or a student can play the role of the observer : he will note

1. The observations relative to the behavior of the transmitter
  - In the verbal domain (vocabulary, references explicit or implicit)
  - In the non verbal domain (général attitude, gesturesof associated tothe the word, mimics)

2. Attitudes and réactions of the receptors

3. What concerns more particularly the interactions emettor/ receptors (relations, général atmosphere, way of interacting, etc.)

#### **Instructions for the first part of the game : without feed-back**

The emettor

- Turns his back to the group of receptors
- Doesn't have the right to ask any question
- Has to give to the receptors the verbal indications which will allow them to reproduce the drawing
- Is not allowed to show nor to draw the figure, even with gestures

The receptors:

- Are not allowed either to communicate between them or with the transmitter
- Check the time needed by the transmitter to présent the figure

#### **Instructions for the second part of the game : with feed-back**

The emettor

- Faces the group of receptors
- Can ask any question he wants
- Has to give to the receptors the verbal indications which will allow them to reproduce the drawing
- Is not allowed to show nor to draw the figure, even with gestures

The receptors:

- Are allowed either to communicate between them or with the transmitter
- Check the time needed by the transmitter to present the figure



After these 2 experiences, compare the time spend on each part of the game.

Count how many good drawings have been reported after each part.

Let the transmitter, then the group and finally the observer express their comments.

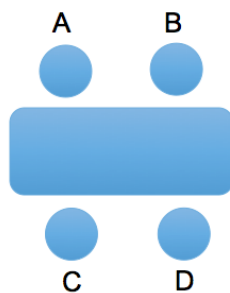
## 2- Speed-networking

Now that you've reviewed the chemical industry, build your skill assessment and your CV, you're ready to apply for an internship. This role play is going to allow you to put yourself in the shoes of a recruiter and, in a second time, in those of the candidate whom you will really be in 4 months

Imagine you're applying for an internship which corresponds to your professional project and choose a company and a position you're really interested in.

The exercise takes place in 2 parts : in groups of 4 students A, B, C, D who do not especially know each other, place yourselves as shown on the following scheme. During the first part of the game, students C and D will be the recruiters and A and B, the candidates. Then the roles will be inverted.

. During this role play, you have 7 minutes by interview



You have approximately 30 minutes of preparation which are divided in

### - **15 minutes to prepare your recruiter's performance.**

Students A and B study the CV of the candidates C and D, prepare the way they will ask their questions, find tricky questions, how they will play together these roles : one is cool and the other one more severe, or whatever attitude you want to have as a recruiter ! But realistic of course !!! At the same time, the students C and D study the CV of the candidates A and B

### - **15 minutes to prepare your own interview.**

For that purpose, think about the following points:

- In which type of company do you want to apply?
- For which type of function do you want to apply ?
- Which qualities or skills could be decisive for your recruiters ? Argue them ...

### **Important :**

You don't have to move around the table after the beginning of the game. The roles change but not the persons !

The most important : you have to play this game very seriously if you want it to be useful. So it's forbidden to laugh when your « colleague student » ask you any question as your recruiter. It's

alittle bit strange during the 2 first minutes but keep on serious and you'll see how intersting it will be !!!

### **When everybody feels ready, the real game starts :**

At the signal of the teacher, a whistle for example, the students C and D start interviewing the candidate A. After 7 minutes, a second whistle and it's the turn of the candidate B. After 7 minutes, a third whistle and the students A and B start to interview D and 7 minutes later, a fourth whistle signals the student C to candidate. 7 minutes later, the game is over.

At the end of the exercise, a first debriefing is realized within every group of 4. Every candidate will receive an evaluation of his CV and his performance by the 3 other members of the group. This **evaluation is made in a quality approach** that implies the **criticisms are made in a positive way** to improve the quality of the CV or the behaviour in interview of each student and **in a good atmosphere**.

A second debriefing is then made in front of the whole group to underline

- The key points and the weak points highlighted during this exercise about the candidates interviews

- The questions or the unexpected reactions of the recruiters

Ex: a candidate announces that he is fluent in English, the recruiter continues the interview in English

## **3 - Communication during the internship**

In the professional environment : how become integrated and communicate when you arrive in a company?

### 3-1-1 Adapt yourselves to the culture of the company

To facilitate your integration in the company, respect its codes, habits and schedules! If the costume - tie is the dress code of the company, leave your jeans aside for a more classic holding. If all your colleagues arrive at the office at 8:30 am, avoid turning up at 10 am! Finally, if the majority of the employees eat to the canteen of the company, do not systematically refuse to accompany them!

### 3-1-2 Be enthusiastic

Every day, arrive motivated and smiling! It is important to find a good balance between your expectations and the needs of the company. On the other hand, nothing prevents you from having the sense of initiative!

### 3-1-3 Get involved in your work

Do not especially stay in your place to wait that they give you some work! It's time to show you're responsible. You have to get involved by taking in particular initiatives: ask questions, be interested in the functioning of your department. Do not hesitate to request your supervisor or

your colleagues so that they entrust you tasks! Do not forget that the Human resources department keep in memory the good trainees when a position is available. Thus if you appreciate the company, act in such a way that they will remember you, in a positive way, of course!!!

For this session, you have to bring a paper copy CV and a letter personalized for a company!

## **VERBAL INTERVIEW**

**According to the document kindly supplied by the « Relais Malakoff »**

### **Introduction**

#### **The recruiter looks for a skill and a motivated personality.**

He wants to know you. Others candidates have the same diplomas and the same knowledge as you have. To choose and make the difference, he will try to understand your personality and is going to verify:

- that you possess the needed qualities for this position
- that your style matches with the company's one
- that you will integrate a team without any problem

#### **You have to give to the recruiter the proofs of your assets based on**

- **your professional, associative ... experiences**
- **concrete situations that you lived**
- **your tastes, your preferences**

The recruiter is waiting that you participate actively : he knows the qualities needed for the job.

He will verify, through his questions, if you've got them ... or not !

You have to demonstrate that you are highly motivated in investing yourself in the company : you'll ask accurate questions showing your interest for the company and for the job.

Having no question can be a proof that you're not really interested.

### **1 - Before the interview**

1-1 - Look for a maximum of information on the company, its organization: Web site of the company, the previous internship reports, etc. ...

1-2 - Have your file "internship" with you and please reread what concerns this company before the interview

1-3 - Get ready to answer any questions which can be put to you in interview

- Present yourself in 3 minutes
- Speak about a previous internship in 3 in 5 minutes

What were your objectives? The mission to be carried out ?

What was the quality of the obtained results?

What were the contributions of this internship for the company and for you?

Present in two words the company

- Speak in 3 minutes about an experience demonstrating your qualities and/or your skills
- Speak about your professional project in 2 minutes

1-4 - Know your key points and your weak points

1-5 - Prepare questions to ask about the internship

- What is the department that you will integrate?
- What will be your mission?
- Who will manage you?
- What will be the duration of the internship?

## **2 - The day of the interview**

1 - Arrive on time (10 minutes early max)

2 - Have a proper clothing. If it doesn't matter too much at the University, it is much more important in the corporate culture.

3 - Do not forget to breathe deeply before entering, it will allow you to evacuate your stress !

4 - Enter with a smile, give a firm handshake.

Do not forget to greet: " Hello Sir or Madam "

5 - Wait to be suggested to seat down

6 - Face interlocutor, place your voice, be dynamic!

**The first impression is very important.**

During the interview, adopt a comfortable position but not too relaxe. You can put your hands on the table if it's a meeting table but not if it's the recruiter's desk : it 's his private sphère.

You are aware, interested, enthusiastic : you are active and reactive

## 2-1 - What is to be banned in interview:

- Arrive late: attention, in large companies, the route can be long between the reception and the office of the interlocutor
- Look at your watch
- Avoid the look of the interlocutor
- Answer by monosyllables
- Lie
- Speak badly about your formation, your university, a current or past employer, previous internships and/or seasonal employments

## 2-2 - What it is recommended to do during an interview

- Listen carefully to your interlocutor, if necessary ask the authorization to take notes
- Do not hesitate to ask for an explanation when something is not clear for you. Repeat a question, especially if it is puzzling!
- Be concise and precise in the answers: get into detail only at the request of your interlocutor
- Ask precise, useful questions for the interview, without going out of the domain explored by the recruiter.
- Avoid the negative terms such as problem, failure etc.
- Know how to recognize and justify the weak points of your CV (ex: change of orientation, redoublings, white year.)
- Show that you know the company: quote information on the company which you will have revised in your folder.
- Show your real interest for the company and for the mission proposed for the internship.
- Be convincing and reassure the interlocutor by showing that you will be able to carry out your mission

## 2-3 - At the end of the interview:

- Think if you've got all the essential informations about your mission, its duration, its supervision?
- Ask what will be the continuation of the interview, when the decision will be taken.
- The question of the salary has to be asked of the interview more for an job than for an internship.
- Thank by going out

## 3 - After the interview

Prepare very quickly after the interview a fact sheet on

- the specific needs for the mission
- a summary of the interview and what you argued well, your errors, your weak points, the awkward questions which were asked to you

· Ask yourselves the good questions:

- Do you feel motivated for this internship?
- Do you want to work with the met people?

Nobody is obliged to accept a little attractive proposal of internship.

Put this file sheet in your internship folder. It will be very precious for you while preparing other interviews - you will be able to see the points which put you ill-at-ease which allows you to work well on them.

If you have no news three weeks after the interview, contact your interlocutor back by mail or by phone.

You can send back your CV and letter so that they can check them directly ...

## **Workshop 6: Passport for the internship and oral presentation of your intenship project**

1 – **How to prepare your passport:** see Worshop1. Part 3

2 – **Presentation of your internship project**

**Prepare about ten slides** approximately, on Power Point.

The allotted time for the oral présentation is **10 min by student + 5 min for the questions.**

You will present

- **a synthesis well argued of your personal assessment**
- **your professional project**
- **3 companies to which you will really apply** and that you will present as follows
  - Is it a SME (Small or Medium size Enterprise), GE (big one), TGE (very big one )?
  - Its history in brief
  - Which are its main characteristics
    - Its flagship products
    - Its main competitors
    - Its main markets.

The interest of this work is also to present these companies to the other students. So during this workshop, you will discover numbers of companies. So, please, be the best speaker you can be and make you presentation exciting!

In every case, you will argue the choice of the internship to which you apply by means of data of your personal balance assessment (your knowledges, social skills, know-how and your personal values)

Do not forget to repeat well this presentation to be sure you will respect the allotted time! It is a training for the defense of your internship.

**In conclusion**, indicate:

- which are the actions you still have to carry out to obtain these internships
- which project attracts you most and why
- and whatever you want to say about these workshops !