

# JOB OPPORTUNITATIES



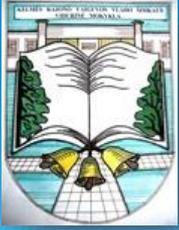


- „The Right Man in the Right Place at the Right Time“. Find the right people to start with. This is one of the most important things an employer can do. Hiring good employees is essential. One of the hardest tasks that businesses face is hiring the right people.
- Employability skills are generally divided into three skill sets: basic academic skills, critical thinking skills and personal qualities. Employers are often looking for skills that go beyond educational degrees, certifications and licenses.
- In order to have good employees it is essential to provide them with basic training, coaching sessions, education courses, and leadership development programs.



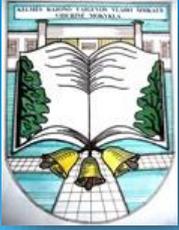
## 2. Employee search. Where to find the perfect employee?

- Among employees of the company
- Among friends and acquaintances
- In the press, on the Internet
- Through employment agencies
- Through the Labour Exchanges



### 3. Employee selection

- Curriculum vitae
- Covering letter
- Phone interview
- Interview
- Assessment of a candidate
- Final selection of candidates
- Temporary employment for a National Living Wage (335,3 EUR)



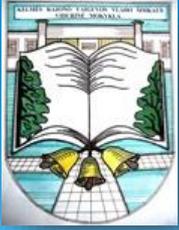
## 4. Job requirements

- Education
- English language knowledge
- The ECDL (European Computer Driving Licence)
- Driving licence
- Knowledge of Russian and German languages
- Knowledge of legal acts
- Certifications and licenses



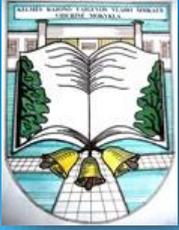
## 5. Experience

- Dealing with the public
- Working with the documents
- Having work experience
- Having no work experience
- Having work experience in international enterprises



## 6. Technical skills

- Record – keeping
- IT competency
- Business knowledge
- Data analysis: collect, organize, and interpret data



## 7. Interests and qualifications

- Hobbies
- Additional certifications and licenses
- Languages



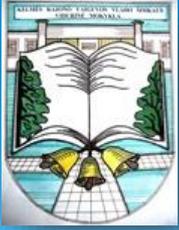
## 8. Job interview. General questions.

- Why company should hire you?
- Why do you want this job?
- Why do you want to work here?
- What are your ambitions?



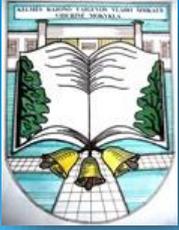
## 9. Job interview

- What is your greatest professional achievement?
- What do you consider to be your weaknesses?
- What are your greatest professional strengths?
- How do you deal with pressure or stressful situations?
- Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- What is your greatest failure, and what did you learn from it?
- What are you looking for in terms of career development?
- How would you describe your work style?



## 10. Additional requirements in employment

- No harmful habits
- Participation in job training programmes
- Owning a car
- Disability group
- Psychological assessment
- Young or old age
- Working overtime



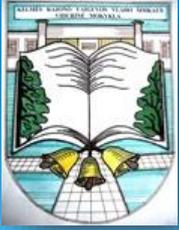
## 11. Additional requirements in employment

- Health
- Children
- Married/ single/ divorced
- Sick relatives
- Can family problems affect the job?



## 12. Skills and personal qualities

- Effective communication
- Planning and organizing
- Teamwork skills
- Leadership and management
- Partnership
- Problem-solving
- Creativity
- Positive attitude and energy
- Adaptability and flexibility
- Reliability
- Professionalism and work ethic



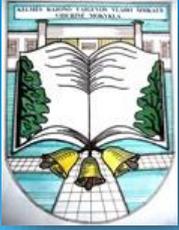
## 14. Achievements

- School Diploma
- Academic Certificates
- Professional degrees
- Qualification courses
- Refresher courses



## 15. Desirable personal qualities

- Accuracy
- Competence
- Punctuality
- Motivation
- Professionalism
- Intelligence
- Cheerfulness
- Willingness to learn



## 16. Undesirable personal qualities

- Garrulousness
- Selfishness
- Aggressiveness
- Lightness
- Passiveness
- Exclusiveness
- Pessimism
- Lack of initiative



## 17. Conclusion

- The best place for jobseekers is Vilnius and Vilnius region.
- According to Lithuanian Labour Exchange statistics there were 1600 job vacancies in Vilnius region (in February).
- Small and medium-sized enterprises dominate in Lithuania.
- Priority shall be given to people who hold qualifications.
- 4500 work permits are given to newcomers from Eastern Bloc (Ukraine, Belarus). They usually work in building industry, logistic companies and security companies.



## 18. Top 6 careers with best prospects

- IT specialists
- Engineers
- Electrical engineers
- Project managers
- Logistics managers
- Stonecutters