





# Unit for Graduand Career Services

*Centre for Student Counselling & Development*  
**Student Affairs**



## We can help you with



- Networking opportunities with companies
- CV and Cover Letter Writing
- Interview Skills
- Job-Seeking Skills
- Personal Branding
- Optimising your LinkedIn Profile
- Registration on MatiesCareers



(021) 808 3568 | [careerservices@sun.ac.za](mailto:careerservices@sun.ac.za)  
43 Victoria Street



# Inhoudsopgawe Contents

Personeel	2	Staff
Voorwoord	3	Preface
Uit die Direkteur se kantoor	5	From the Director's Office
Die skryf van 'n CV	7	CV writing
Voorbeeld van 'n CV	9	Example of a CV
Die Akademiese / Navorsing CV	12	The Academic / Research CV
Werk aan Jou Sosiale Media Kenmerk	14	Work on Your Social Media Brand
Jou LinkedIn Profiel	20	LinkedIn Profile Optimisation
Wenke vir jou LinkedIn Profiel	21	LinkedIn Profile Tips
Algemene Loopbaanuitstalling 6 Augustus	23	General Career Fair 6 August
Rekeningkunde Loopbaanuitstalling 7 Augustus	24	Accounting Career Fair 7 August
Ingenieurs Loopbaanuitstalling 8 Augustus	25	Engineering Career Fair 8 August
Deelnemende maatskappye	27	Participating companies
Wenke vir die werksonderhoud	83	Interview tips
Moontlike onderhoudsvrae	85	Possible interview questions
MatiesCareers, ons aanlynplatform	86	MatiesCareers, our online platform
Universum Bevindinge	87	Universum Findings
BCom (Internasionale Besigheid)	91	BCom (International Business)
Launchlab ondersteun entrepreneurs	95	Launchlab supports entrepreneurs
Oud-Maties vertel ...	97	Our Alumni report back ...
Nuttige webwerwe en bronne	101	Useful websites and resources



# Personeel | Staff

## Marquard Timmey

Hoof: Eenheid vir Graduandi-loopbaandienste  
Head: Unit for Graduat Career Services



## Wilna Naudé

Projekkoördineerder: Graduandi Werwing  
Project Coordinator: Graduat Recruitment



## Delisha van Neel

Administratiewe Beampte: Ontvangs  
Administrative Officer: Reception



## Annette Joubert

Deeltydse Administratiewe Beampte: Finansies  
Part time Administrative Officer: Finance



## Thobeka Msi

Koördineerder: Virtuele Loopbaaninligting  
Coordinator: Virtual Career Information



## Welcome to our

## GRADUATE RECRUITMENT PROGRAMME 2019

**W**e often hear that change is the only constant. The student life cycle also includes periods of change and transition. Transitioning from Education to Employment can be an overwhelming experience. Graduates may feel isolated, some may start planning too late for their transition to employment, and some find it difficult to choose between continuing with further studies and entering the world of work. It is also not uncommon for graduates to have unrealistic expectations of the world of work.

The services of the Unit for Graduand Career Services are aimed at preparing our students to navigate the transition to employment effectively and making it a meaningful experience. Taking responsibility for your own career development is an essential life skill. The Graduate Recruitment Programme offers an opportunity to take charge of your career development. During the Graduate Recruitment Programme the Unit for Graduand Career Services will host the annual Accounting, General and Engineering Career Fairs. Do not miss out on this network opportunity to engage with the employers who are present, find out what they expect from the graduates they employ and explore the opportunities on offer. This is also a great opportunity to sell your skills, experience and qualifications. Show your curiosity, optimism, open-mindedness and flexibility. Come and experience the unique brand of every participating company.

Please connect to our digital platform. The world of work continues to be shaped and reshaped by technological advances. Go to MatiesCareers (<https://stellenbosch-csm.symplicity.com/>), our career services management system, and register as a student.

Registration takes a few minutes only and is well worth the effort. Being registered on the portal will make it easier for you to connect with the 240+ companies already on the portal regarding job opportunities and career-related issues. Our goal is to have all SU students registered on the portal. In our effort to make it as easy as possible for our students to register, the portal requires that you only need your SU log-in details (username and password) to register.

Take some time to attend the career development work sessions on CV Writing, Cover letters, Interview Skills, Job-Seeking Skills, Personal Branding and Optimising Your LinkedIn Profile, that are presented by our unit. You can register for these work sessions from the comfort of your home once you are registered on MatiesCareers. We will also continue to send out mailshots from our [careerservices@sun.ac.za](mailto:careerservices@sun.ac.za) email address. Do not ignore these emails as they will contain information about job and internship opportunities that will be relevant to you. Some of you may also be invited to on-campus interviews. Use this booklet as your guide to benefit optimally from what is on offer.

All our services form an integral part of our goal to create strong career communities consisting of students, employers, alumni, support staff and faculty staff. Relationship building is key to understanding and overcoming the career development barriers that graduates may face.

As usual, we extend a warm welcome to all the participating companies and thank them for investing their time and effort in our students. We trust they will reach all their aims and enjoy their visit to our campus. We truly appreciate their continued support.

**Mr Marquard Timmey**

Head: Unit for Graduand Career Services, CSCD  
Hoof: Eenheid vir Graduandi-loopbaandienste, SSVO

## 2-3 ROLES

# GLOBAL EXPOSURE

## 3 YEARS

At Anglo American, our Purpose is to 'Re-imagine mining to improve people's lives'. Our purpose answers the question of why it matters that Anglo American is in this world.

Today, we are leading the industry forward by finding new ways to mine and process our products. Using less water, less energy and more precise extraction technologies, we are reducing our physical footprint for every ounce, carat and kilo of precious metal or mineral. While also working together to develop better jobs, a better education and better businesses, we are building brighter and healthier futures around our operations, in our host countries and ultimately for billions of people around the world who depend on our products every day.

If this resonates with you and you're interested to learn more, read on...

Anglo American's Graduate Programme offers the experience of 2-3 meaningful roles within 3 years with the possibility of global exposure.

### Do you have what it takes?

#### Applicants must:

- Have a four-year degree or post graduate degree in disciplines that are relevant to a mining business, in particular, Engineering and relevant sub-disciplines, Commerce, Data Science, HR, Geology, Safety and Sustainability and Environmental
- Have excellent academics
- Be a team player with strong leadership potential
- Possess drive, ambition and a passion for new challenges
- Actively participate in campus and community life

Keep an eye on our website as applications open 01 June - 31 July 2019.

Please apply online at  
[www.angloamerican.com/careers/graduates.com](http://www.angloamerican.com/careers/graduates.com)



**ASANDA MALIMBA CA(SA)**  
CORPORATE FINANCE ANALYST

# GRADUATE PROGRAMME

# Uit die Direkteur se Kantoor

## From the Director's Office

### Dear Matie

Every year brings unique and sometimes out-of-the-box new workplace initiatives. For 2019 one of trends that is evident is Generation Z (born between the late 1990s and the early 2010s) who are rapidly joining the workforce, with the oldest members of the generation being 23 years old. They are expected to comprise up to 36% of the global workforce by 2020. Generation Z are digital natives as they are the first generation to grow up entirely in an internet-centric society. Companies are aligning their vision, mission and values with those of their employers – what is your social mission? Employers will increasingly track workers using data analytics. In light of these major shifts in the workplace, what can you do to be better prepared?

The Unit for Graduand Career Services is offering you the opportunity as part of the Graduate Recruitment Programme to invest in yourself and start thinking about what happens after you have graduated. Job searching and networking, as well as tracking and adjusting to job market trends, have become increasingly important. Companies are adapting their strategies to ensure that they can attract and retain young talent. It is no secret that contract or project work is on the increase as many companies are seeing an increased turnover. Think about this, as there can be a variety of advantages and disadvantages to contract or project work, but it is very important to ensure that you are consistently developing a diverse and current skillset to remain competitive. Have you perhaps considered taking on an internship while you study? This provides you with hands-on, real-world experience, which might just set you apart when your job search begins.

Die program wat hier op kampus aangebied word, is 'n wonderlike geleentheid om meer

oor die werkswêreld te leer en met maatskappye te skakel. Nou is die tyd om jousef af te vra: Wat gebeur ná my gradeplegtigheid, en wat maak my die ideale kandidaat vir 'n pos by 'n gesogte maatskappy? Weet ek hoe om vir 'n werksonderhoud voor te berei, en is my CV in die regte formaat? Hoe belangrik is my sosialemediaprofiel vir voornemende werkgewers? Die wyse waarop studente werk soek, het ook beduidend verander. Maatskappye begin al hoe meer aanlyn na kandidate met spesifieke vaardighede soek, wat jou aanlynteenwoordigheid al hoe belangriker maak. Hoe lyk jou digitale portefeulje op LinkedIn?

So, bring along your friends and join in the conversations at the career fairs in August. Consider attending some of the various work sessions offered by the Unit for Graduand Career Services. Do come and visit!

The 21<sup>st</sup> century is an exciting, vibrant time to be able to study and equip yourself for the world of work. May you experience this as an empowering networking opportunity to help you prepare for entering the world of work.



### Dr Munita Dunn-Coetzee

Director: Centre for Student Counselling and Development  
Direkteur: Sentrum vir Studentevoorigting en -ontwikkeling





# Leave your mark.

#ASLtalent

Submit your CV  
to [hr@asl.co.za](mailto:hr@asl.co.za)

or visit [www.asl.co.za/careers](http://www.asl.co.za/careers)

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## JOIN THE TALENT

We are a dynamic, boutique organisation that embraces organic growth by creating an environment where our people thrive and deliver service excellence.



ASL™

**Y**our Curriculum Vitae (CV) should be a well-prepared document of outstanding quality – remember your CV is a representation of YOU. Its primary task is to convince prospective employers to contact you for an interview. To ensure you of an interview, your CV must distinguish you from other applicants. Writing a CV is not a quick and simple task; a thorough process is therefore needed. If you invest enough time and effort in it and do a thorough job, your CV can contribute to the development of your career objectives, your preparation for job interviews and the improvement of your self-image.

## Where can I learn how to draw up a good CV?

It is important to be aware of the resources at your disposal, such as the Resource Centre of the Unit for Graduated Career Services, books, magazines and the Internet, where you can obtain valuable information, tips, as well as examples of CVs. We also recommend that you attend workshops and seminars – such as those presented by the Unit for Graduated Career Services – where you can learn how to write a CV. You could also consult employment agencies. There are different CV formats that you can choose from, for example the chronological, functional, combination or creative CV. You should always choose a format that will best represent your skills and experiences.

## What do I want and what do I have to offer?

Before you begin to compile a CV, it is essential to do a thorough self-evaluation in order to determine your strengths and skills. Knowing yourself is one of the most important cornerstones of career development. It is also important to determine in which manner these skills/qualities will be of benefit to the potential employer. Start by making a list of everything you have achieved at school, university and in your personal life. If you have worked, whether full-time, part-time or in the holidays, this must also be listed. You should then describe what contribution was made by these experiences (e.g. development of skills, new insights, qualities and exposure).

Once you have gathered all the information for your CV, you should arrange the information according to the suitable headings in your chosen format. Your CV should preferably not be longer than 3 pages. Sometimes employers specifically request a CV of only 1 or 2 pages. Ask someone to check your CV or to proofread

it for spelling and grammatical errors and for any other things that might not be clear. Ensure that your CV is original, reader-friendly and professional and that it is eye catching. In addition, the layout, use of capital letters, underlining, indentation and centering of lines should be faultless.

Remember to update your CV regularly when new information can be added. If you took a GAP year, indicate what work experience and/or skills you obtained during that year. Always keep a career portfolio with all your qualifications, work experiences and acquired skills from which you can select relevant information to include in your CV. You should also adapt your CV each time you apply for a job to ensure that it is applicable to the specific post for which you are applying and to the company to which you are applying. It is critical that you match your skills and experience with the needs of the prospective employer.



## Covering letter and application form

A CV should preferably always be accompanied by a covering letter. This covering letter is your first contact with a potential employer and therefore needs to make a good impression so that the reader becomes interested enough to want to look at your CV. Always address the cover letter to someone specific, instead of "To whom it may concern." The cover letter is usually made up of three paragraphs. The first paragraph is a brief introduction (who you are, brief details of yourself, academic background and the position you are applying for). The second paragraph deals with why you should be considered and why you would be a benefit to the position and the company. You should point out your most relevant training and experience. End off (third paragraph) with a positive statement and details of what you would like to see happen next and include your contact details.

Make an effort when you fill in your application form, as it often forms part of the initial selection process. Do research about the company concerned and the post for which you are applying and adapt your answers accordingly. Make two or three copies of the application form before you fill it in so that you can first draw up a rough draft of concept answers. Please visit the Unit for Graduand Career Services for examples of CV's and cover letters.

## Watter metodes kan ek gebruik om werk te soek?

1. Moenie van slegs een metode gebruik maak nie - hoe meer verskillende metodes jy gebruik, hoe groter is jou kans op sukses! Dink kreatief oor jou werksoek proses!
2. Gebruik jou netwerk van kontakte om bewus te word van moontlike geleenthede.
3. Registreer by Personeelwerwing-agentskappe.
4. Skakel maatskappye, instansies of moontlike werkgewers direk.
5. Stuur CV's uit na potensiele werkgewers of maatskappye/instansies waarin jy geïnteresseerd is.
6. Reageer op werksadvertisings in koerante, tydskrifte of professionele joernale.
7. Gebruik die internet.

## CV Writing, Cover Letter and Interview Skills Worksessions

The Unit for Graduand Career Services facilitates CV Writing, Cover Letters, Interview Skills and Personal Branding Worksessions from February to October except during recess. For more information, please go to the CSCD website or click [www0.sun.ac.za/workshops/](http://www0.sun.ac.za/workshops/) for the exact dates. Should you wish to book for any of the worksessions, please do so at our offices at 43 Victoria Street. You can also register on our new Career Management system, called MatiesCareers <https://stellenbosch-csm.simplicity.com/>. Please register using your SU log-in details, confirm your registration, complete your profile, then RSVP by opening events, workshops and RSVP for a workshop of your interest.

All our work sessions are free of charge.



## THANDOKAZI KONO

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Stellenbosch University  
Stellenbosch 7600

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**E:** kono@yahoo.com  
**Skype:** thandokazii.kono

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An energetic and analytic BCom (Management Sciences) graduate, currently completing BComHons in Logistics Management. Developed innovative, cost-effective packaging solutions for customers at Nampak Corrugated. Acquired strong planning, organising and quality control abilities for efficient flow and storage of goods at Pack-house Productions. Established a successful branding business which strengthened a commercial acumen to assess business decisions and costing.

### EDUCATION

2018 – Currently

#### **BComHons Logistics Management**

Stellenbosch University, Stellenbosch, South Africa  
Thesis Topic: Transport challenges to Namibia

2015 – 2017

#### **BCom (Management Sciences)**

Stellenbosch University, Stellenbosch, South Africa  
Majors: Logistics Management; Project Management  
Relevant Module: Supply Chain Management  
Financial Accounting

2014

#### **National Senior Certificate**

Rhenish Girls' High School, Stellenbosch

### LEADERSHIP, AWARDS AND ACHIEVEMENTS

**2017**

Chair: LLL Village House 1 (Tech & Innovation)

**2017**

Project Manager: Funda Fundisa, Kayamandi

**2016**

Head Mentor: Irene Ladies' Residence

**2012**

Residence Committee: Irene Ladies' Residence

**2016 – 2017**

Accounting Tutor: Funda Fundisa, Kayamandi

**2014**

Head of Debating Society

**2013 – 2014**

Member of School Learner Representative Council

## WORK EXPERIENCE

**June 2017**

**Logistics Intern**

Nampak Corrugated, Neopark

- Developed innovative packaging solutions for customers
- Applied cost-effective packaging solutions to cartoons
- Optimise packaging and palletisation to attract customers
- Liaise with customers, drivers and line manager

**November 2016 –  
January 2017**

**Waitress**

Tokara Restaurant, Stellenbosch

- Prepare tables
- Place and process orders
- Provide hospitality to guests
- Maintain table for guests, clearing, replenishing etc.
- Handle complaints and ensure customer satisfaction
- Process payment and balance cash

**December 2015**

**Seasonal Worker**

Tokara Elgin

- Picking table grapes
- Strip pick grapes for dried fruits or wineries
- Select picking for fresh table grapes.
- Package grapes for the table grape industry

## SKILLS

**Commercial Awareness:** Awareness gained from different levels at Tokara Elgin in a logistic environment and at Nampak as an intern; currently applied in the personal branding business.

**Efficient routes:** Knowledge of best possible routes to take to different places at pick and off pick hours, an experience accumulated as a Tour Guide at Stellenbosch Tours.

**Multilingual:** Fluent in English and isiXhosa. Basic Afrikaans.

**Interpersonal:** Advanced through involvement in societies at school and community work at university; through all levels at the logistics environments; as a tour guide and as a waiter.

**Decision making:** Developed at an early age with leadership positions held as a Debating Society Head and chairperson of societies. Ability to alter the direction, as a Project Manager, so as to achieve the desired goals, if after evaluation the results demand such an action.

**Project management:** Experience gained managing community projects like Funda Fundisa, evaluating progress and making alterations where necessary.

**Ability to think quickly, logically and analytically:** Displayed as an intern at Nampak when faced with solution demanding tasks.

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## INTERESTS

- Wine-tasting
  - Tour guide
- 

## REFERENCES

**Professor Tandoori:** Senior Lecturer  
Economic and Management Sciences, Stellenbosch University  
Tel: 021 808 0000 • Email: tandoori@sun.ac.za

**Dr A Mossop:** Viticulturist  
Tokara, Stellenbosch  
Tel: 021 808 0001 • Email: amos@tokara.com

## The Academic / Research CV

At the Unit for Graduated Career Services, I have noticed that more students inquire about the Research or Academic CV. I tend not to focus on this type of CV, because most inquiries are usually about the Reversed Chronological CV or the Functional CV. With the emphasis on research and getting more South African students to do their PhD's, it makes sense to share some pointers about the Research / Academic CV.

### Academic CV guidelines

An academic CV is based on the Chronological CV format. An academic CV can however be many pages in length, depending on your experience in the work place – five pages is the rough guideline to average length.

The general rule that your CV needs to be a powerful marketing document which markets you to a prospective employer, still applies. Competition is just as fierce in the academic world as it is in industry and business. The main aim of the academic CV is also to get you shortlisted for an INTERVIEW.

Preparation before writing your CV is key to your success. Match the content of your CV to the needs of the particular institution you are applying to. No application will be the same, so it is a good idea to prepare a master / concept CV which you can adapt for any application you make. Have you researched the department and studied their website, familiarised yourself with staff biographies and research profiles, and noted where your area of research might fit?

Your CV will be written to include the requirements of the classic format, but will also need the following information:

PhD extract and perhaps a more detailed synopsis; past, current and future research interests; published research and articles; research methodologies and techniques; teaching experience – student supervision; administrative skills; conferences attended; conference presentations; funding and awards; professional memberships and any industry contact.

## Do's:

- Use 14 font for your name and 11 font for the rest of your CV. Use Arial or another clear font style. You may look at Tahoma or Verdana as alternatives.
- Capitalise and bold your major headings and use bold for any sub-headings
- Write your name on the top of each sheet you write – do not staple your pages together
- One font style is enough
- Be crisp and concise
- Be appropriate to your situation
- Make it attractive and appealing to the eye
- Write in statements – bullet points are most effective
- Avoid using the word 'I'
- Use action/power words at the beginning of each statement (See end of this section for examples)
- Write headings which suit you and your experience/history. The headings in the CV example are for guidelines only
- Do not be afraid of white space
- If you are a new graduate, provide three references. Two references are fine for a more experienced academic.

## Don'ts:

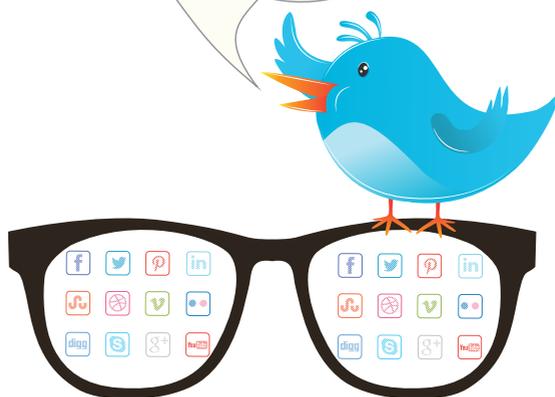
- The words Curriculum Vitae – the reader knows what it is!!
- Your photograph (unless you are applying for a job for which a photo is essential)
- Job descriptions
- Non-essential personal information
- Long sentences
- Lists – such as your GCSE's. You might choose to leave these out.



The above-mentioned information on Academic CV guidelines was taken from:  
[www.jobs.ac.uk/careers-advice/cv-templates/2069/academic-cv-guidelines/](http://www.jobs.ac.uk/careers-advice/cv-templates/2069/academic-cv-guidelines/)

# WORK ON YOUR *Social Media Brand*

*Are you looking or thinking of looking for employment? Here's something you need to give some thorough thought: Your online brand. Have you taken a look at your online presence lately?*



It has become routine for recruiters to do a social media check about candidates they are interested in. For that reason and others, your digital footprint counts. We thought we should give you a few tips to spruce up your social media brand.

# 1. *First things First:* *Google Yourself*



What happens when you type your name on google search? What pops up? Just so you know, this is one of the obvious things your prospective employer does before making that final call. Are you comfortable with what pops up or do you cringe as you read on? Ask a friend to do the same so you have some idea of what people read about you when they google your name. If you have a LinkedIn account, you'll probably see that first including your comments on twitter, Facebook and other social media networks you participate in. If you have written an article or more on a blog, complained about some service in a particular company's Facebook page, made a comment in a public Facebook group or a celebrity's twitter account, all those may appear in the search results.

*Are you proud of what people read about you or do you think you need to improve your online image?*

Thought-provoking blogs or comments are a great way to start. Interesting websites, articles, thesis especially on platforms like ResearchGate, or even great newspaper articles written about you and your involvement add value to your online presence. The pages and groups you liked, what you're tagged on, the publications you write for and even the books you read say a lot about you.

## 2. *Have inviting Profile Pictures*



Is your profile picture one of those in a sexy little number or that of a macho man? Remember, employers aren't looking for models. If your profile picture is something you're proud of and would gladly provide on your CV if requested to do so, then by all means keep it where it is. However, if it's something you'd hide from mom, your granny, your pastor or reverend or even your prospective employer then think twice. What's the point of keeping it there if you'd rather hide it from certain people? I mean, think about it: if you have about 500 FB friends (me being modest), what are the chances that it's not available for viewing by 5 times your number of friends? Remember, your profile pic can be viewed by friends of friends and friends of acquaintances at odd times. Which means inevitably so, a reverend, mother, granny or worse, recruiter WILL see it.

*In summary: Place something you're proud of in that small box, PERIOD!  
That's non-negotiable!*



### 3. Put on new reading glasses



While they are mostly on social networks writing what's on their mind, reading other people's posts commenting or reading comments, and going through others' profiles, some people forget to view their own profiles to see what others see when they want to know a little more about them. I'd like to believe you're not one of those. But if you are, this is your chance to do so NOW!

Are there posts you'd rather not see? Have you been tagged in activities you don't want to see on your timeline? Do you have people sharing stuff you're less interested in or comfortable with on your timeline?

*You might not find anything "offensive" in your timeline/profile but do take off your "glasses" and replace them with those of a recruiter.*

Paradigm shift: from an employer's perspective, are you looking at a candidate who is a perfect fit for your company? You know what to do.



## 4. Clean up!



Spring cleaning or what in Facebook terms is coined “pruning”<sup>1</sup> is necessary every once in a while, especially by a job-seeker. Search for every speck of dirt in every corner of your online existence, then press delete whenever you can where you see a comment, response, tag, etc. you are not necessarily proud of on your own walls, tags, groups, pages, etc. Setting your privacy settings too secure is dodgy. So, instead of hiding stuff, simply clean up. Squeaky clean, however, is just as bad.

*“Having a perfect profile in which all pictures show the candidate studying, doing charity work or cuddling puppies is unlikely to be a true representation of their personal life, personality or true character.”<sup>2</sup>*

Your posts, likes, groups etc. must be a good reflection of a proud owner.



## 5. Be on LinkedIn



*The Centre for Student Counselling and Development has LinkedIn's 10 tips to building a strong profile.*

Click [LinkedIn Profile Tips](#) to download them directly from the Career Services page of the Centre's website. Alternatively, go to the Unit for Graduated Career Services at 43 Victoria Street Stellenbosch to get hold of a hard copy.

## 6. It's work in progress

Working on your online presence is never an ending job. Keep interrogating your social media brand constantly and make the changes necessary every time.

*Remember: if you don't work on your brand, someone else will.*



1 **The Complete Idiot's Guide to Facebook Marketing: John Wayne Zimmerman and Damon Brown published by Penguin Group 2014**

2 **CareerCampass presented by Wetfeet, Career Guide 2013**

# LinkedIn profile optimisation

Establishing a professional online brand is very important for job-seekers nowadays. Nine out of ten companies use LinkedIn to advertise positions, post articles about latest trends and thoughts, engage with others, and search for talent. To master this space, you need to think *search engine optimisation*. Make sure that you rank high in the search engine results of your prospective employers.

## Things to do to rank high in the search engine results:

- Expand your network
- Connect professionally with old friends/schoolmates/acquaintances/alumni.
- Connect with professionals with similar backgrounds, interests and competencies.
- Join relevant industry groups.
- Follow companies of interest, make comments on their articles and thoughts shared, and ask stimulating questions.
- Explore employers' blogs.
- Attend network sessions.
- Use LinkedIn Learning to improve your LinkedIn skills.
- Focus on profile completeness to strengthen your professional online presence:
- Upload a professional photo. According to Marta Lupporelli of the LinkedIn headquarters in Dublin, profiles with professional photos are 14 times more likely to be viewed compared to those without.
- Write a suitable headline.
- Add information regarding your university and location.
- Indicate your availability in the Dashboard to let recruiters know you are open.
- Showcase your strengths, abilities and more in your Summary section.
- Select and prioritise skills you wish to be endorsed on.
- Improve your chances of being searchable by writing the right key-words in the right sections of your profile.
- Include rich media such as images, videos, presentations and other relevant information that will give employers a little more information about you. Examples are blogs, websites, patents, projects, certifications and accredited bodies and volunteering opportunities.
- Share your thoughts by writing and publishing articles on LinkedIn.

For a more detailed understanding of how to optimise your LinkedIn profile, register on MatiesCareers using your current Stellenbosch University login details. Go to <https://stellenbosch-csm.symplicity.com/> and RSVP for our work sessions.

# BUILD A GREAT LINKEDIN PROFILE AND BUILD YOUR PROFESSIONAL BRAND

## 10 tips to building a strong profile

### 1 **DON'T** cut & paste your CV

LinkedIn hooks you into a network, not just a human resources department. You wouldn't hand out your CV before introducing yourself, so don't do it here. Instead, describe your experience and abilities as you would to someone you just met. And write for the screen, in short blocks of copy with visual or textual signposts.

### 3 **Write a personal tagline**

That line of text under your name? It's the first thing people see in your profile. It follows your name in search hit lists. It's your brand. (Note: your e-mail address is not a brand!) Your company's brand might be so strong that it and your title are sufficient. Or you might need to distill your professional personality into a more eye-catching phrase, something that at a glance describes who you are.

### 5 **Explain your experience**

Help the reader grasp the key points: briefly say what the company does and what you did or do for them. Picture yourself at that conference, again. After you've introduced yourself, how do you describe what you do, what your company does? Use those clear, succinct phrases here—and break them into visually digestible chunks.

### 7 **Ask and answer questions**

Thoughtful questions and useful answers build your credibility. The best ones give people a reason to look at your profile. Make a point of answering questions in your field, to establish your expertise, raise your visibility, and most important, to build social capital with people in your network—you may need answers to a question of your own down the road.

### 2 **Borrow** from the best marketers

Light up your profile with your voice. Use specific adjectives, colorful verbs, and active construction - for example - "managed project team" NOT "responsible for project team management!". Act naturally: don't write in the third person unless it formality suits your brand. Picture yourself at a conference or client meeting. How do you introduce yourself? That's your authentic voice, so use it.

### 4 **Put the elevator pitch to work**

Go back to your conference introduction. That 30-second description, the essence of who you are and what you do, is a personal elevator pitch. Use it in the Summary section to engage readers. You've got 5-10 seconds to capture their attention. The more meaningful your summary is, the more time you'll get from readers.

### 6 **Point out your SKILLS and get endorsed for them**

Think of the skills field as your personal search engine optimiser, a way to refine the ways people find and remember you. The optimal number is unique to each person. Include a mix of high level and niche skills and be specific. Get Endorsements -Add skills that your connections can endorse you for and recognise those you've worked with on their professional skills. There are over 3 billion endorsements given to date on LinkedIn.

### 8 **Distinguish yourself from the crowd**

Use the Additional Information section to round out your profile with a few key interests. Add websites that showcase your abilities or passions. Then edit the default "My Website" label to encourage click-throughs - you get Google page rankings for those which raises your visibility. Maybe you belong to a trade association or an interest group; help other members find you by naming those groups. If you're an award winner, recognised by peers, customers, or employers, add prestige without bragging by listing them here.



## HELP US DESIGN MORE AWESOME TECH.

Azoteq is a fabless semiconductor company based in Paarl. A career at Azoteq offers engineers the opportunity to work with leading international brands such as **Logitech, Google, JBL, Lenovo & Scuff Gaming** at the forefront of technology.

At Azoteq you will be working with an elite team to develop lighting & sensing solutions for consumer electronics, wearables, PC peripherals, IoT & security applications.

---

A close-up photograph of a silver and black Scuff Vantage gaming controller. The central touchpad area is highlighted, showing a green printed circuit board (PCB) with various electronic components. The PCB is labeled with "PXM0022" and "Azoteq PROXSENSE". The controller features two analog sticks with yellow glowing rings, a directional pad, and a PlayStation button.

**Azoteq's PXM0022 Touchpad Module can be found in the Scuff Vantage gaming controller.**

Contact us at [info@azoteq.com](mailto:info@azoteq.com) for more info about jobs & internships.

# ALGEMENE Loopbaanuitstalling

**6 Augustus**

Rooplein, Sentrale Kampus

Deelnemende Maatskappye in alfabetiese volgorde

# GENERAL Career Fair

**6 August**

Red Square, Central Campus

Participating Companies in alphabetical order

Ackermans  
BKB Limited  
Business Partners Ltd  
Carla's Au Pairs  
CFA Society South Africa  
Cummins Africa Middle East  
Distell  
EY  
Fintec Labs  
First National Bank  
FirstRand Bank Limited  
Investec Asset Management  
Investec Bank Ltd  
KPMG  
Maersk  
Marsh  
Monocle  
Nedbank Limited  
Overberg Foods Distributors  
Prescient  
Private Client Holdings  
PSG Konsult  
PwC  
RCL Foods  
Rio Tinto  
SANNE  
Shoprite

S-RM Intelligence and Risk Consulting  
The Boston Consulting Group  
Tigerbrands  
Truworths  
Vega School  
Woolworths Financial Services



## REKENINGKUNDE Loopbaanuitstalling

**7 Augustus**

Rooiplein, Sentrale Kampus

Deelnemende Maatskappye in alfabetiese volgorde

## ACCOUNTING Career Fair

**7 August**

Red Square, Central Campus

Participating Companies in alphabetical order

ASL

Auditor General of South Africa

Baker Tilly Greenwoods

BDO Cape

BGC

BGR Alluvium Incorporated

BVSA / Boshoff Visser

Cecil Kilpin & Co

Confiance Accountants, Tax and Legal Consultants

Crowe HZK

CR van Wyk & Company

Deloitte & Touche

Exceed (Cape Town) Inc

EY

FirstRand Bank Limited

Investec Bank Ltd

Iridium Business Solutions

KPMG

LDP Chartered Accountants Auditors Inc

Mazars

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PKF Constantia Valley Cape Town Inc

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PwC

RSM South Africa Inc

SAICA

SAIPA

SDK Chartered Accountants

Shoprite

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# INGENIEURSWESE Loopbaanuitstalling

**8 Augustus**

Academia Ontspanningsaal

Deelnemende Maatskappye in alfabetiese volgorde

# ENGINEERING Career Fair

**8 August**

Academia Recreational Hall

Participating Companies in alphabetical order

Azoteq

Cummins Africa Middle East

Deloitte & Touche

Department of Mineral Resources

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- ID/Passport copy



## Deelnemende Maatskappye Participating Companies

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Ackermans is a value retailer with more than 750 stores spread across Southern Africa. Our purpose at Ackermans is: Bringing Value to Life. It lies at the heart of everything we do, whether it's to the lives of our customers and employees, or to the wider community and value retailing as a whole.

The secret to our success is simple – people. We firmly believe that the future of our company rests in the hands of the people we employ. Whether you're super creative or analytical, you might be the next star to join or team.

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# ASL | Aucamp Scholtz Lubbe Inc

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Submit your CV and academic record on our Graduate portal at [www.asl.co.za/careers](http://www.asl.co.za/careers) or via email to [hr@asl.co.za](mailto:hr@asl.co.za).



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Auditor-General of SA  
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To apply for our Training contract/ bursaries/ Audit experience Programme: [www.agsa.co.za](http://www.agsa.co.za)

## Azoteq

Azoteq is a fabless semiconductor company based in Paarl. A career at Azoteq offers engineers the opportunity to work with leading international brands such as Logitech, Google, JBL, Lenovo & Scuff Gaming at the forefront of technology.

At Azoteq you will be working with an elite team to develop lighting and sensing solutions for consumer electronics, wearables, PC peripherals, IoT and security applications.

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Azoteq, 1 Bergsig Avenue, Paarl 7646  
T: 021 863 0033  
liezel.gous@azoteq.com  
[www.azoteq.com](http://www.azoteq.com)

BEng, MEng, PhD Elektries/Elektronies  
BEng, MEng, PhD Electric/Electronic

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All graduates and students for holiday positions are more than welcome to send their CV's through to [info@azoteq.com](mailto:info@azoteq.com).

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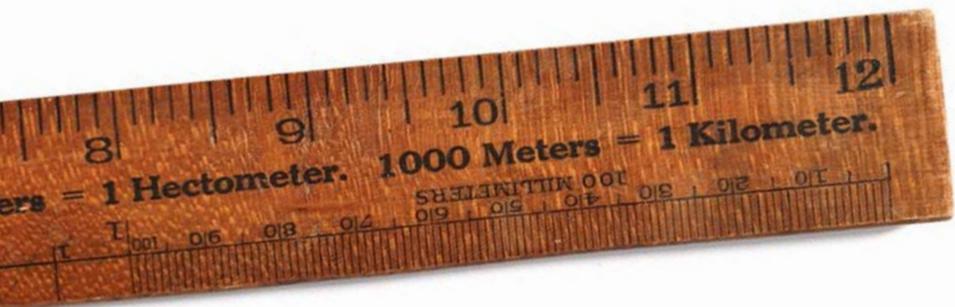
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## BDO Cape

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Onderhoude / Interviews: 19 Aug, Unit for Graduand Career Services

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Send your cv to [dudleys@bgc.co.za](mailto:dudleys@bgc.co.za). Promising candidates will be called in for a face to face interview at our offices and successful applicants will hear from us within two weeks.  
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Closing date 31 October 2019.

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Email CV and academic transcripts to [HR@cecilkilpin.co.za](mailto:HR@cecilkilpin.co.za)

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CFA Society South Africa promotes ethical and professional standards within the investment industry, encourages professional development through the CFA Programme, and facilitates the open exchange of information and opinions. Administered by CFA Institute, the Chartered Financial Analyst® (CFA®) Programme is a graduate-level, self-study curriculum and examination programme for investment specialists.

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All degrees can apply to do the CFA Programme

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Confiance Accountants, Tax and Legal Consultants  
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- Auditing 1 or Internal Auditing 2 or Internal Control or Code of Ethics 1
- Corporate Law 1 or Commercial Law 2
- Management Accounting

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Stuur CV per e-pos na [adelle.pienaar@crvw.com.na](mailto:adelle.pienaar@crvw.com.na).

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E-mail updated CV, copy of I.D., Matric certificate, academic transcripts and copy of degree for Honours students to [recruitment.ct@crowe.za.com](mailto:recruitment.ct@crowe.za.com)

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# Cummins Africa Middle East

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Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)  
8 Aug (Ingenieurs / Engineering)

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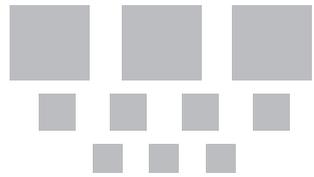
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## Department of Mineral Resources

The Department of Mineral Resources regulates the Mining Industry and ensure the health and safety of the employees that are employed in the mining companies, promotes the minerals of South Africa to domestic and international investors.

Sizwe Ngcaweni  
Department of Mineral Resources  
Private Bag X 59, Arcadia 0007  
T: 012 444 3412  
Sizwe.Ngcaweni@dmr.gov.za  
[www.dmr.gov.za](http://www.dmr.gov.za)

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All BEng degree programmes

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luanne.musfeld@fintec.group  
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Alle graadprogramme  
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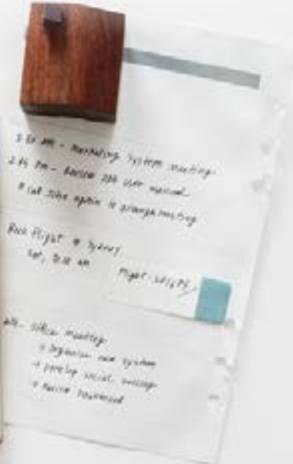
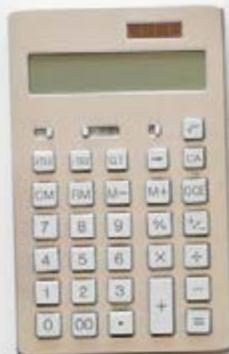
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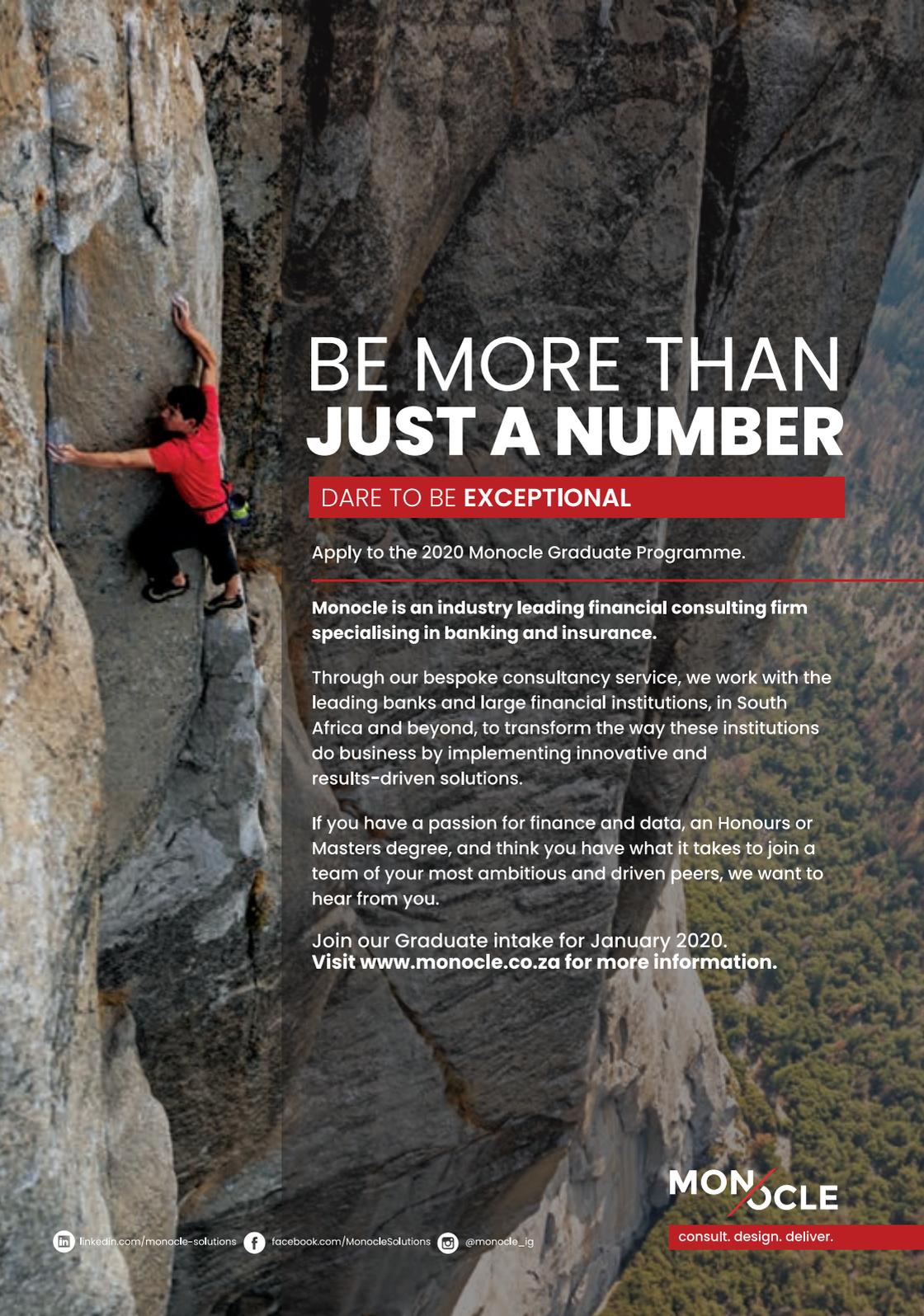
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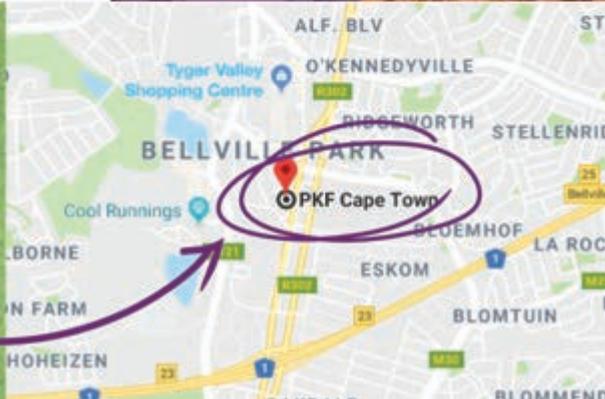
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Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)

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Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)

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- Jou **ondersteun in jou studies**,
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Indien jy tans besig is met 'n B Rek, B Rek Hons, B Comm of B Comm Hons graad kan jy jou CV en volledige akademiese rekord e-pos na [heidi@smith1.co.za](mailto:heidi@smith1.co.za) of faks na 021 886 7038. Ons bied ook vakansiewerk. *Die sluitingsdatum vir aansoeke ten opsigte van 2020 is: 27 September 2019*

## VAT IT

VAT IT is one of the world's leading VAT and Tax reclaim companies assisting over 8,000 clients around the world with foreign tax reclaim. We operate from 35 wholly owned offices situated in Europe, Asia, Africa and America and employ over 700 knowledgeable specialists dedicated to our core business of cross border tax refunds. VAT IT has been involved in the indirect tax industry for over 17 years. We service many types of institutional clients including Banks, Mining Houses, Industrial and Telecommunication Businesses.



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Loopbaanuitstalling / Career Fair: 7 Aug (Rekeningkunde / Accounting)

## Vega School

Vega's teaching philosophy is built on the mantra of wisdomwithmagic, creating an academic environment that is based on experiential learning where creatives are trained in strategy and strategists in design-thinking. Students can enrol for IIE undergraduate and post graduate degrees, diplomas, higher certificates and short courses in design, brand communication and brand management, at The IIE Vega campuses across South Africa.

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

Alle BCom, BA

Vega delivers IIE postgraduate programmes such as BA Hons in Strategic Brand Communication, BCom Hons in Strategic Brand Management, BA Hons in Graphic Design, Postgraduate Diploma in Brand Contact Management, Masters in Creative Brand Leadership

Loopbaanuitstalling / Career Fair:  
6 Aug (Algemeen / General)



## Volkswagen Group South Africa (VWSA)

South Africa's passenger car market leader, and the Eastern Cape's largest private employer. Our head office and manufacturing plant is in Uitenhage, and our Sales and Marketing offices are based in Sandton. With 13 brands ranging from Bugatti, MOIA, Bentley and Lamborghini, through Volkswagen, Audi, Ducati to Volkswagen Commercial Vehicles, MAN and Scania, the Volkswagen Group employs over 550 000 people world-wide and is fast becoming the World's most innovative volume car manufacturer. VWSA offers comprehensive learning development and career opportunities, and is a sought-after employer because of its innovative, fast paced and exciting work environment.

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Bedryfssielk, Logistiek, I/S, BSc Rekaarwet

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Industrial), BCom Marketing, Economics, FinAcc,  
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Computer Sci

The VWSA Graduate Recruitment process is currently under review. Students interested in joining our Graduate Programme should consult with our HR representatives present at the Stellenbosch University Career Fair on 08 August and/or visit [www.vw.co.za/careers](http://www.vw.co.za/careers) to apply between 01 July and 12 August 2019.

Loopbaanuitstalling / Career Fair: 8 Aug (Ingenieurs / Engineering)

## Woolworths Financial Services

Woolworths Financial Services (Pty) Ltd is a subsidiary of Absa Group Limited and an associated company of Woolworths (Pty) Ltd. WFS is a leading and responsible financial services business that is values-led and strives to always put the customer at the centre of everything that we do. We provide simple and convenient access to financial services in a way that rewards the Woolies customer, so that they can make more of life.

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Alle BCom  
All BCom

Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)

# Wenke vir die werksonderhoud | Job interview tips

- Marquard Timmey

- Wees betyds sodat jy kalm en rustig kan wees voor die onderhoud. Laat ook genoeg tyd toe vir druk verkeer of ander onvoorsiene vertraginge.
- Meld aan by ontvangs en wees innemend en vriendelik teenoor die personeel. Lees deur die maatskappybrosjures en -pamflette wat by ontvangs beskikbaar is. Bêre jou selfoon!
- Let op jou voorkoms: Lyk professioneel en goed versorg. Waak teen moontlike asosiale gewoontes en gebare: Behou oogkontak, gee 'n ferm handdruk, sit regop, moenie frons nie, glimlag, moenie kougom kou nie, en moenie met gevoude arms sit nie.
- Wees selfversekerd (sonder om verwaand voor te kom) en entoesiasies – praat duidelik, moenie vrae huiwerig beantwoord nie, en antwoord in volsinne (nie slegs 'n ja of nee nie).
- Bemerk jouself en jou vaardighede (op 'n beskeie manier) en moenie jou prestasies en vermoëns as onbeduidend afmaak nie. Verkoop jou vaardighede eerder as jou behoefte aan werk.
- Wys dat jy bedagsaam is teenoor ander deur hoflik op te tree teenoor die ontvangspersoneel, ander werknemers en die onderhoudvoerder(s). Moenie vorige werkgewers kritiseer nie, en bedank die onderhoudvoerder(s) vir die geleentheid.
- Wees positief en entoesiasies, vermy negatiwiteit en oneerlikheid, en wys dat jy gemotiveerd en toegewyd is.
- Be on time so that you can be calm and collected before the interview. Also allow enough time for heavy traffic or other unforeseen delays.
- Report to reception and behave pleasantly and amicably towards the staff.
- Read through the company brochures and pamphlets available at reception. Put away your cellphone!
- Pay attention to your personal appearance: Look professional and well groomed.
- Guard against potential social habits and gestures: Maintain eye contact, give a firm handshake, sit up straight, don't frown, smile, don't chew gum, and don't sit with your arms folded.
- Be self-assured (without appearing arrogant) and enthusiastic – speak clearly, don't be hesitant in your responses, and answer in full sentences (not just a yes or no).
- Market yourself and your skills (in a humble way) and don't make your achievements and skills seem insignificant. Sell your skills instead of your need for a job.
- Show that you are considerate towards others by being courteous to the reception staff, other employees and the interviewer(s). Don't criticise previous employers, and thank the interviewer(s) for the opportunity.
- Be positive and enthusiastic, avoid negativity and dishonesty, and show that you are motivated and devoted.



- Wees goed voorbereid deur vooraf navorsing te doen oor die maatskappy, die pos waarom jy aansoek gedoen het en die onderhoudproses. Dit wys ook jy is proaktief en ernstig oor die werk.
- Dink vooraf aan moontlike vrae wat die onderhoudvoerder kan vra en hoe jy dit én ander, moeiliker vrae sal beantwoord. Die gedagte is nie om ge oefende antwoorde te gee nie, maar eerder om voorbereid en op jou gemak te wees. Onthou, daar sal altyd vrae wees wat jy nie verwag het nie.
- Wees voorbereid om self ook 'n paar vrae te vra, maar vermy vrae oor salaris en byvoordele (dit maak deel uit van die onderhandelingsproses later).
- Skryf jou indrukke van die onderhoud neer nadat jy die maatskappykantore verlaat het, onder meer ook wat jy volgende keer anders sal doen.

- Be well prepared by doing prior research on the company, the position for which you have applied and the interviewing process. This also shows that you are proactive and serious about getting the job.
- Think in advance of possible questions that the interviewer might ask and how you would respond to them as well as to other, more difficult questions. The idea is not to give rehearsed answers, but to be prepared and at ease. Remember, there will always be questions you have not anticipated.
- Be prepared also to ask a few questions of your own, but avoid questions about salary and fringe benefits (this forms part of the negotiation process at a later stage).
- Write down your impressions of the interview once you have left the company offices, and also include what you would do differently next time.



## Examples of possible interview questions

1. Tell me about yourself. How would you describe yourself?
2. Why are you applying for this job? Why are you here?
3. What do you know about this company?
4. What are your major strengths?
5. What is your greatest weakness?
6. What are your interests outside of work?
7. What is your passion in life?
8. What accomplishment(s) gave you the greatest satisfaction?
9. Why did you leave your last job?
10. Where do you see yourself in five years from now?
11. What are your goals in life?
12. What do you admire most in people?
13. What salary are you worth and why?
14. What role do you take in a group situation? Give examples.
15. What are your short- and long-term career objectives?
16. Describe your problem-solving skills and give examples of your ability to overcome problems/difficulties.
17. Give an example of a difficult decision that you have had to make.
18. What would make someone successful in our line of business?
19. Can you work under pressure? Give an example.
20. What would you look for when hiring people for this job?
21. Describe a situation that would display your leadership abilities or potential.
22. What skills do you bring to us and how can you put them to work?
23. Give an example of something that you have done which would illustrate your ability to take initiative.
24. Which factors do you usually take into consideration when making a decision?
25. Which factors would you consider when making a job/career decision?
26. Which rewards are you looking for in your work?
27. What distinguishes you from the other candidates we are interviewing?
28. In your opinion, what might be the potential challenges/frustrations in this job?
29. Describe a situation in which you had to work with someone who was not easy to get on with. How did you handle the situation?
30. At which other companies/firms are you applying for work, and why?

## Register for MatiesCareers, our Career Services Management System!

We recently launched our new Career Services Management system called MatiesCareers (<https://stellenbosch-csm.symlicity.com/>) to companies, pre-final and final year students and Alumni. There are over 246 registered companies already on the system that advertise Vacancies, Internships and Vacation work.

MatiesCareers will make it easier for companies and students to connect around job opportunities and career related issues. Kindly note you only need your SU log-in details (username and password) to register. Once registered, you will receive a confirmation e-mail, reply and then you will have full access.

You can also register on here for our Graduate Recruitment Workshop Sessions like CV Writing, Personal Branding/LinkedIn, Cover Letter Writing, Interview Skills and Job-seeking Skills. Complete your profile, then RSVP by opening Events, Workshops and RSVP for a workshop of your interest. These Work Sessions are very beneficial as attested by students who attended.

Go to <https://stellenbosch-csm.symlicity.com/>



Log in with SU details > Wait for confirmation email > Reply to confirmation >

# You have full access!

# Stellenbosch University Universum Students survey findings summary



## UNIVERSUM

Thank you Maties for participating in our Universum annual survey in the past cycle. 2 214 Maties shared their career expectations and university evaluations along with over 43 000 other South African University students. As we share these insights with the university and potential employers, we have also decided to share some tidbits from the findings with you.

For those who are only interacting with Universum for the first time, here is some background. Universum Global is an employer branding organisation that conducts extensive annual research to understand the next generation of talent's career expectations and preferences in over 60 markets. Annually we run Universum's talent survey that gives us an understanding of how talent evaluates employer brands, what they find attractive in these employers, and ultimately, which employers are the most attractive in South Africa. In the survey students also share some insights into how they view their university and the university offerings. In this article we will share some highlights of what we learned in the 2018/9 cycle of the survey. **Please look out for the 2019/2020 link sometime in August!**

Above understanding graduates' career expectations and employer brand evaluations most of the employers we interact with would also like to understand the level of preparedness graduates have for the world of work in order to understand what level graduates are at in terms of employability. Employability however cannot be understood by asking one question, a variety of aspects need to be taken into consideration like skills, knowledge, attitudes, experiences,

self-esteem and reflection. On our quest to understand what sets individuals apart from fellow competitors for a job, what employers look for especially understanding that all prospects for that job probably already have a degree, we found out that a candidate's soft skills can set them apart from fellow competitors. These soft skills are some of the attributes employers look for while evaluating the candidates' fit within the organisation.

Understanding how critical this is in the employment journey we asked employers to share some of the key soft skills they look for in potential candidates. Overall, **reliability, responsibility, communication skills, positive attitude** and **teamwork** are part of the top five soft skills that employers look for in candidates. These are followed closely with **problem solving, work ethic, adaptability, dedication** and **integrity**.

From our research Maties reported that their strongest soft skills are problem solving, work ethic, responsibility, followed by integrity and adaptability then a positive attitude. Maties scored themselves low on communication skills, teamwork, time management and flexibility which they reported as their top soft skill areas that need improvement.

What else did we learn from the survey?  
Have a look at the snapshot below!



### What students want from their university?

SUN Students

#### ATTRACTIVE UNIVERSITY ATTRIBUTES

1. Exceptional professors/lecturers
2. High rank within its field
3. Friendly and open environment

All Students

#### ATTRACTIVE UNIVERSITY ATTRIBUTES

1. Strong student support (e.g. tutors, advisors, etc.)
2. Friendly and open environment
3. Quality and variety of courses

### What soft skills do they believe they are strong in?

SUN Students

#### TOP 3 STRONGEST SKILLS

1. Problem-solving
2. Work ethic
3. Responsibility

All Students

#### Top 3 strongest skills

1. Problem-solving
2. Responsibility
3. A Positive attitude

### Is the University delivering on what students want? How satisfied are SUN students with the university compared to other university students?

Average rate 2018

8,5

Your students

Average rate 2019

8,3

Your students

Average rate 2018

7,6

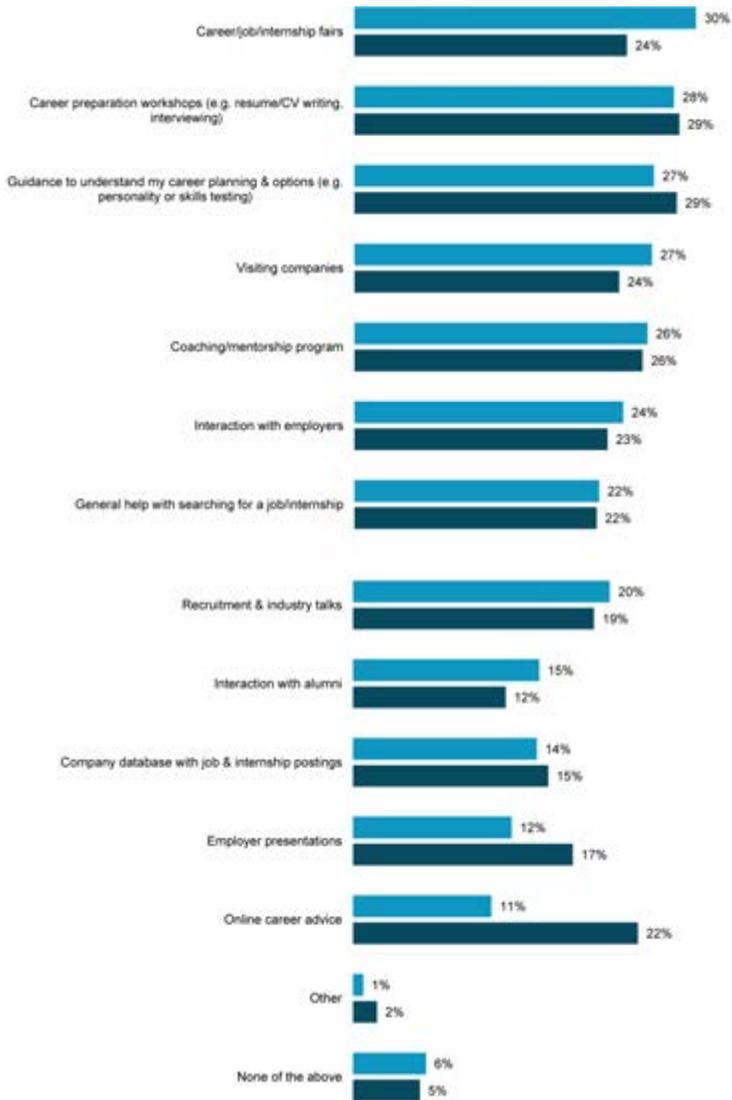
All students

Average rate 2019

8,5

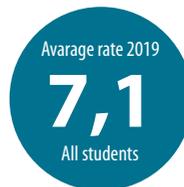
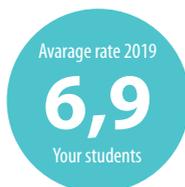
All students

We however understand that studying is not always about the academic side of things, it is also about helping students prepare for their professional life. To help the university understand how they can help in this department students were asked which career services were most important to them. Please see below what SUN students are looking for with regard to assistance with their careers.



### Are the students satisfied with the career services offered?

We had 89% of the respondents reporting that they currently use the Unit for Graduatd Career Services and below is their reported satisfaction with the services.



## How about employer preferences? What are students looking for from employers?

How has combining your personal interests, the knowledge learned in the lectures and the empowerment given by the career services shaped your expectations of your future employers? What are the key attributes that employers should deliver on? How does it compare with the other students at other universities?



## Who are some of SUN's most attractive employers?

Allan Gray, Investec, Tesla, Google, CSIR and Mediclinic Southern Africa feature as some of the most attractive employers for SUN students. Interestingly SUN students reported that most of these companies either had the best recruiting event, be it on campus or on social media.

Despite reporting on employer activities, SUN students would prefer it if employers either came to career fairs or used either social media or university publications to communicate with them.

If you would like to know more about the findings please contact [careerservices@sun.ac.za](mailto:careerservices@sun.ac.za)

Thank you!





# BCom International Business



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STELLENBOSCH  
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100  
1918-2018

# BCom (International Business)

The four-year BCom (International Business) programme at Stellenbosch University is a pioneer in undergraduate business education in South Africa.

The programme has been carefully crafted to develop role players in the international knowledge economy with a global mind-set:

- The curriculum covers management and social sciences, including a foreign language, to develop students' intercultural competence.
- Students acquire a thorough grounding in the South African realities while developing the critical skills and knowledge to work in an international environment.
- In their third year of study, students take part in a six months' international exchange with one of the Faculty's international partner institutions.
- Through the integration of national and international students the programme creates a platform for an international classroom that directly supports international business as a field of study.

## Learning outcomes

After successful completion of the programme, a student:



### Knowledge and its application

- will know and understand international business, management, marketing, economic, legal, psychology, sociology, philosophy and ethics theories, principles and methods and will be able to apply them for business creation, management and development in the national and international markets;
- will be able to apply mathematical, statistical and informatics knowledge to solve issues in business;



### Research skills

- will be able to carry out applied research to establish processes and events occurring in a business and its environment, and apply the results for business development and problem solving;



### Special skills

- will be able to establish a company, and to plan, organise, manage, control and analyse business processes, and be able to react quickly to the changing global business environment;
- will be equipped to plan, analyse, evaluate and control the financial, human and material resources of an international business;
- will be able to predict international business trends, choose innovative marketing tools and prepare business projects; will collect, accumulate and systemise information from various sources as well as manage business data flows using modern information technologies
- will collect, accumulate and systemise information from various sources as well as manage business data flows using modern information technologies



### Social skills

- will communicate, discuss and negotiate with partners and colleagues in a multi-cultural environment in English and a foreign language;
- will work in a team while taking responsibility for his/her own and subordinate employees activity results and quality, will follow principles of social justice, professional ethics and foster intercultural relations.

After their final semester exam in mid-2018, the third-year BCom (International Business) class gathered for the last time for a photo before departing for 14 universities in eight countries across the globe. This class will be the first to graduate in December 2019 with a BCom (International Business) degree.



If your company is interested in graduates with these knowledge and skills, either to offer support through bursaries or to recruit graduates, contact:

**Unit for Graduat Career Services**

**Tel** +27 21 808 3568 / **E-mail** [careerservices@sun.ac.za](mailto:careerservices@sun.ac.za)

Faculty of Economic and Management Sciences  
Private Bag X1, Matieland, 7602

[www.sun.ac.za/ems](http://www.sun.ac.za/ems)



# Supporting Entrepreneurs at the Stellenbosch University LaunchLab

Being your own boss is what most graduates dream when it comes to choosing a career path. Studying is a great time to turn your idea into a business! Thousands of Stellenbosch University students walk around campus with groundbreaking ideas with the potential to be innovative businesses. However, it takes more than a good idea to start a business, which is where the Stellenbosch University LaunchLab steps in.

It is not easy to get a concept off of the ground and build it into a successful business. Without a network to tap into it is very difficult to get started, or even know where to start. This is why the LaunchLab is so important because we facilitate valuable connections for startups with strategic partners, including our corporate clients. LaunchLab is Stellenbosch University's startup incubator, which is an initiative of Innovus, Stellenbosch University's industry interaction and innovation company. We also incubate startups from the ecosystem at-large, partner universities and incubators in South Africa and from around the world.

LaunchLab offers industry engagement with clients, access to funding, market validation and a network of startups to engage with and learn from. We have startups spread across multiple industries including agritech, fintech, health, smart cities, safety, education, media and more.

In partnership with Innovus and the Stellenbosch University SRC, we drive a host of student-centered initiatives every year to nurture student entrepreneurs. A few of our programmes we offer together are:

- **LaunchLab Fellowship Programme**
- **Stellenbosch University IdeaSmash**
- **EDHE Student Entrepreneurship week**
- **Innovus Bootcamp and Hackathon**

The overall goal is to foster an environment for students to try out their new business ideas within a supportive community and build momentum in and around Stellenbosch for new ventures to be created.

## The LaunchLab Fellowship Programme

This programme is for Stellenbosch University students who are looking for ways to develop their leadership qualities through entrepreneurial undertakings. The Fellowship programme is a nonpaid, voluntary internship that is lightweight on commitment, but an effective way to for students to build their professional network and experience.



## Stellenbosch University IdeaSmash

The Stellenbosch University IdeaSmash is an initiative in collaboration with the Office of Research and Innovation and the Stellenbosch University Student Representative Council (SRC). We look for entries from innovative Stellenbosch University students who are creating businesses that contribute to research, development, and design of new products or improve existing products and services. We encourage transdisciplinary problem solving and concept development under the broad theme of the Fourth Industrial Revolution. This initiative takes place during the year with a final event where shortlisted students pitch their concepts to a judging panel.

LaunchLab is an important connection to tap into for Maties wanting to start their own business, before or after graduating. LaunchLab helps with an alternative route where we make it aspirational not to earn a salary, but rather to pay salaries. The LaunchLab programmes are an opportunity for students in networking, aiding personal development and finding purpose in wanting to pursue a business.

Get involved with LaunchLab, the top university business incubator in Africa!

Visit our website to find out more: <https://launchlab.co.za>

# Oud-Maties vertel | Our Alumni report back

Every year the Unit for Graduated Career Services includes feedback from Alumni in the Graduate Recruitment Booklet. We believe that reading about the experiences from those who have gone before, and following some of the pointers they give, might be valuable to current students.



**FNB**  
First National Bank

A big thank you to FNB for assisting us in contacting the Alumni.

## Anelisiwe Mbude

Systems Analyst



### What did you study?

Industrial Engineering

### What is the company culture like at FNB?

It's a laid-back, friendly and relaxed working environment where people push you to be the best you can be whilst helping you to do so. You will never find yourself doing the same task repetitively. People are always growing and learning new things.

### My advice to students entering the jobmarket:

Let go of everything you have learnt thus far and be open to learning.

### What surprised you most about entering the working world?

Varsity only teaches you a way of thinking, you don't really apply what you have learnt. Most of the things I am doing now I learnt while working.

### What would you have done differently during your years at University?

Not to take life so seriously!

### What are the people like at FNB?

They are helpful and friendly. You will never struggle as people are always willing to help.

### As someone who studied Industrial Engineering, what is it about FNB that made you want to work here?

It's the most innovative bank in SA!

### Please describe the most interesting day you've had since joining the bank?

Meeting the CEO and getting his number.

### What has been your most memorable moment at FNB up until now?

Meeting new people from different backgrounds.



## Anneli Nel

Executive Assistant to the Head of Financial Crime Risk Management

### What did you study?

BAccounting; currently studying towards my ACCA qualification.

### What is the company culture like at FNB?

It couldn't be more amazing. From the moment we met our graduate facilitators, there has been this energy amongst the graduates. A week later I met my colleagues and every single person welcomed me with open arms. Not once have I felt scared to ask for assistance if I was unsure about something.

### My advice to students entering the jobmarket:

Open yourself up to risk – and new opportunities. Have an attitude of life-long learning, to constantly keep yourself relevant (things are moving fast out there).

### What surprised you most about entering the working world?

Forget everything you learned at university!

### What would you have done differently during your years at University?

Information Technology is the future. I would advise students to gain some sort of experience in this field.

### What are the people like at FNB?

Everyone is friendly and willing to help. FNB supports innovation and empowers you as an individual, and the people really carry forward this vision.

As someone who studied Accounting, what is it about FNB that made you want to work here? The banking industry is not the usual route for someone who studied accounting. I was up for something different and would like to experience as many industries as possible – it's like FNB has 100 industries in one business, you will not get bored!

### Please describe the most interesting day you've had since joining the bank?

Wow! This is a hard one. I would rather share an experience I had as an inexperienced employee. Working in a very big division as executive assistant I need to understand the dynamics and current projects of numerous sub-divisions (believe me it is a lot of information). On day 3 I was asked to sit in on a meeting which my boss was not able to attend; at the end of the meeting the chair asked me to write a report to my boss... and guess what... I did not understand one word spoken in the two hour - long meeting. This made me realise how challenging this journey is going to be, but I have amazing people with me every step of the way.

### What cool projects are you working on at the moment?

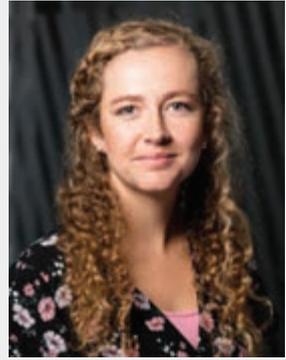
I work in Financial Risk Crime, everything is confidential, cool hey?

### What has been your most memorable moment at FNB up until now?

I would say the overall experience and opportunity to be part of the graduate program. You are consistently surrounded by eager individuals, with most of them having studied different degrees. We all embrace this opportunity to make new friends and to learn from each other.

## Chane Venter

Graduate Trainee at International's Capital and Provisioning team



### What did you study?

Actuarial Science at the University of Stellenbosch

### What is the company culture like at FNB?

The culture is amazing! Everyone is so friendly and helpful, and my growth is important to them. My team has lunch together almost every day – everyone is very comfortable.

### My advice to students entering the jobmarket:

Choose a job where you feel you can make the company's values your own and where the culture is something you can buy into. Work will have its ups and downs, but the people you work with make it worth it.

### What surprised you most about entering the working world?

Everyone is willing to help and are actually friends with each other.

### What would you have done differently during your years at University?

I would have networked more in class and perhaps done a type of coding course to improve my technical skills.

### What are the people like at FNB?

The people are always smiling and happy, possibly because of the freedom FNB offers, helping people work at times and places best suited to their productivity.

### As someone who studied Actuarial Science, what is it about FNB that made you want to work here?

At first it was the bank's values that excited me. After my first HR interview I felt comfortable and like I could be myself. I could tell that she really loved FNB and after meeting more people it was clear that this love for FNB was shared – I wanted to be part of that.

### What cool projects are you working on at the moment?

Working across the 8 different African countries means I have a lot of things to figure out because each country has a unique way of operating.

### What has been your most memorable moment at FNB up until now?

To see how the grads function as a team and have each other's backs even though we only know each other a few weeks.



## Corné van den Bergh

Quantitative Analyst



### What did you study?

Actuarial Science

### What is the company culture like at FNB?

Collaboration is key. You'll never find someone keeping knowledge or skills to themselves.

This is great because it helps everyone learn and grow so much faster.

### My advice to students entering the job market:

Learn as much as you can from day one; ask if you are uncertain but try figure out things yourself; and if constant change isn't your thing – learn to love it.

### What surprised you most about entering the working world?

Everything you're working on has an effect on the business. I always thought I'd be given the simple, not-so-important jobs, but there is no such thing.

### What would you have done differently during your years at University?

Enjoyed it more (if that's even possible). It really is a great time in your life.

### What are the people like at FNB?

Everyone is super approachable and friendly. We are a community and you really get that feeling here. Everyone is working towards making the bank better which creates a constant feeling of excitement.

### As someone who studied Actuarial Science, what is it about FNB that made you want to work here?

Who wouldn't want to work for a company this innovative. We're always busy with new things and as the bank grows you grow with it. I knew I would be able to learn different skills than your traditional actuarial graduate.

### Please describe the most interesting day you've had since joining the bank?

It was exciting to sit in on an important meeting at RMB even though I didn't always know what they were talking about; I could see where I might be in a few years.

### What cool projects are you working on at the moment?

I helped with the presentation that is given to the Executive Committee each month. Knowing that your work helps with the decision-making of the business is very rewarding.

### What has been your most memorable moment at FNB up until now?

Definitely spending time with all the other Grads during induction. They're all great people and I haven't met someone that I don't get along with. I have already made a bunch of new friends.

## Nuttige webwerwe en bronne

(korrek by publikasie)

[www.anyintern.com](http://www.anyintern.com) – an internship directory

<https://gomintor.com/> – holiday and part time jobs

[www.graduateemployersofchoice.co.za](http://www.graduateemployersofchoice.co.za)

[www.graduateemployers.co.za](http://www.graduateemployers.co.za)

[www.nomadnow.co](http://www.nomadnow.co)

[www.Adzuna.co.za](http://www.Adzuna.co.za)

[www.careerweb.co.za](http://www.careerweb.co.za)

<https://www.talent360.co.za/>

[www.ananzi.co.za/ads/jobs/](http://www.ananzi.co.za/ads/jobs/)

[www.bestjobs.co.za](http://www.bestjobs.co.za)

[www.careers24.co.za](http://www.careers24.co.za)

[www.gumtree.co.za/s-jobs/v1c8p1](http://www.gumtree.co.za/s-jobs/v1c8p1)

[www.jobspace.co.za](http://www.jobspace.co.za)

[www.pnet.co.za](http://www.pnet.co.za)

[www.indeed.co.za](http://www.indeed.co.za)

[www.leader.co.za](http://www.leader.co.za)

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

[www.neuvoo.co.za](http://www.neuvoo.co.za)

[www.careerjunction.co.za](http://www.careerjunction.co.za)

<http://www.ngopulse.org/vacancies> - vacancies at NGOs

“The business of becoming Employed” - Colleen MCLintock-Rudnick

“What colour is your parachute? A practical manual for job-hunters and career changers”  
– Richard Nelson Bolles

“Developing Workplace Skills: How to get your first job and keep it.” - Lynn Coleman



#ChooseAGSA

# APPLY NOW

APPLICATIONS CLOSE OCTOBER 2019

## AUDIT EXPERIENCE PROGRAMME

Spend an amazing week during recess being exposed to what we do on a day-to-day basis.



## VACATION PROGRAMME

Join an audit team, meet our auditees and gain hands on experience in public sector auditing.



## BURSARIES

Need financial assistance? Our bursary will cover tuition fees, university accommodation, meals and books. Applications open for a month in September.



## STUDY SUPPORT

Employees enjoy benefits such as: bursaries to pursue various levels of study (CTA/ITC/APC), loans at no interest and with a reasonable repayment period, reasonable study leave and full payment of registration fees with professional bodies such as Saica or IRBA when you qualify.



## TRAINING CONTRACT

Get training that sets you on the right path as a young professional. Be exposed to other financial reporting frameworks used in the public sector in addition to the IFRS.



BE THE DIFFERENCE. STRENGTHEN OUR DEMOCRACY.

# Inhoudsopgawe Contents

Personeel	2	Staff
Voorwoord	3	Preface
Uit die Direkteur se kantoor	5	From the Director's Office
Die skryf van 'n CV	7	CV writing
Voorbeeld van 'n CV	9	Example of a CV
Die Akademiese / Navorsing CV	12	The Academic / Research CV
Werk aan Jou Sosiale Media Kenmerk	14	Work on Your Social Media Brand
Jou LinkedIn Profiel	20	LinkedIn Profile Optimisation
Wenke vir jou LinkedIn Profiel	21	LinkedIn Profile Tips
Algemene Loopbaanuitstalling 6 Augustus	23	General Career Fair 6 August
Rekeningkunde Loopbaanuitstalling 7 Augustus	24	Accounting Career Fair 7 August
Ingenieurs Loopbaanuitstalling 8 Augustus	25	Engineering Career Fair 8 August
Deelnemende maatskappye	27	Participating companies
Wenke vir die werksonderhoud	83	Interview tips
Moontlike onderhoudsvrae	85	Possible interview questions
MatiesCareers, ons aanlynplatform	86	MatiesCareers, our online platform
Universum Bevindinge	87	Universum Findings
BCom (Internasionale Besigheid)	91	BCom (International Business)
Launchlab ondersteun entrepreneurs	95	Launchlab supports entrepreneurs
Oud-Maties vertel ...	97	Our Alumni report back ...
Nuttige webwerwe en bronne	101	Useful websites and resources



# Personeel | Staff

## Marquard Timmey

Hoof: Eenheid vir Graduandi-loopbaandienste  
Head: Unit for Graduan Career Services



## Wilna Naudé

Projekkoördineerder: Graduandi Werwing  
Project Coordinator: Graduan Recruitment



## Delisha van Neel

Administratiewe Beampte: Ontvangs  
Administrative Officer: Reception



## Annette Joubert

Deeltydse Administratiewe Beampte: Finansies  
Part time Administrative Officer: Finance



## Thobeka Msi

Koördineerder: Virtuele Loopbaaninligting  
Coordinator: Virtual Career Information



## Welcome to our

## GRADUATE RECRUITMENT PROGRAMME 2019

**W**e often hear that change is the only constant. The student life cycle also includes periods of change and transition. Transitioning from Education to Employment can be an overwhelming experience. Graduates may feel isolated, some may start planning too late for their transition to employment, and some find it difficult to choose between continuing with further studies and entering the world of work. It is also not uncommon for graduates to have unrealistic expectations of the world of work.

The services of the Unit for Graduand Career Services are aimed at preparing our students to navigate the transition to employment effectively and making it a meaningful experience. Taking responsibility for your own career development is an essential life skill. The Graduate Recruitment Programme offers an opportunity to take charge of your career development. During the Graduate Recruitment Programme the Unit for Graduand Career Services will host the annual Accounting, General and Engineering Career Fairs. Do not miss out on this network opportunity to engage with the employers who are present, find out what they expect from the graduates they employ and explore the opportunities on offer. This is also a great opportunity to sell your skills, experience and qualifications. Show your curiosity, optimism, open-mindedness and flexibility. Come and experience the unique brand of every participating company.

Please connect to our digital platform. The world of work continues to be shaped and reshaped by technological advances. Go to MatiesCareers (<https://stellenbosch-csm.symplicity.com/>), our career services management system, and register as a student.

Registration takes a few minutes only and is well worth the effort. Being registered on the portal will make it easier for you to connect with the 240+ companies already on the portal regarding job opportunities and career-related issues. Our goal is to have all SU students registered on the portal. In our effort to make it as easy as possible for our students to register, the portal requires that you only need your SU log-in details (username and password) to register.

Take some time to attend the career development work sessions on CV Writing, Cover letters, Interview Skills, Job-Seeking Skills, Personal Branding and Optimising Your LinkedIn Profile, that are presented by our unit. You can register for these work sessions from the comfort of your home once you are registered on MatiesCareers. We will also continue to send out mailshots from our [careerservices@sun.ac.za](mailto:careerservices@sun.ac.za) email address. Do not ignore these emails as they will contain information about job and internship opportunities that will be relevant to you. Some of you may also be invited to on-campus interviews. Use this booklet as your guide to benefit optimally from what is on offer.

All our services form an integral part of our goal to create strong career communities consisting of students, employers, alumni, support staff and faculty staff. Relationship building is key to understanding and overcoming the career development barriers that graduates may face.

As usual, we extend a warm welcome to all the participating companies and thank them for investing their time and effort in our students. We trust they will reach all their aims and enjoy their visit to our campus. We truly appreciate their continued support.

**Mr Marquard Timmey**

Head: Unit for Graduand Career Services, CSCD  
Hoof: Eenheid vir Graduandi-loopbaandienste, SSVO

## 2-3 ROLES

# GLOBAL EXPOSURE

## 3 YEARS

At Anglo American, our Purpose is to 'Re-imagine mining to improve people's lives'. Our purpose answers the question of why it matters that Anglo American is in this world.

Today, we are leading the industry forward by finding new ways to mine and process our products. Using less water, less energy and more precise extraction technologies, we are reducing our physical footprint for every ounce, carat and kilo of precious metal or mineral. While also working together to develop better jobs, a better education and better businesses, we are building brighter and healthier futures around our operations, in our host countries and ultimately for billions of people around the world who depend on our products every day.

If this resonates with you and you're interested to learn more, read on...

Anglo American's Graduate Programme offers the experience of 2-3 meaningful roles within 3 years with the possibility of global exposure.

### Do you have what it takes?

#### Applicants must:

- Have a four-year degree or post graduate degree in disciplines that are relevant to a mining business, in particular, Engineering and relevant sub-disciplines, Commerce, Data Science, HR, Geology, Safety and Sustainability and Environmental
- Have excellent academics
- Be a team player with strong leadership potential
- Possess drive, ambition and a passion for new challenges
- Actively participate in campus and community life

Keep an eye on our website as applications open 01 June - 31 July 2019.

Please apply online at  
[www.angloamerican.com/careers/graduates.com](http://www.angloamerican.com/careers/graduates.com)



**ASANDA MALIMBA CA(SA)**  
CORPORATE FINANCE ANALYST

# GRADUATE PROGRAMME

# Uit die Direkteur se Kantoor

## From the Director's Office



### Dear Matie

Every year brings unique and sometimes out-of-the-box new workplace initiatives. For 2019 one of trends that is evident is Generation Z (born between the late 1990s and the early 2010s) who are rapidly joining the workforce, with the oldest members of the generation being 23 years old. They are expected to comprise up to 36% of the global workforce by 2020. Generation Z are digital natives as they are the first generation to grow up entirely in an internet-centric society. Companies are aligning their vision, mission and values with those of their employers – what is your social mission? Employers will increasingly track workers using data analytics. In light of these major shifts in the workplace, what can you do to be better prepared?

The Unit for Graduated Career Services is offering you the opportunity as part of the Graduate Recruitment Programme to invest in yourself and start thinking about what happens after you have graduated. Job searching and networking, as well as tracking and adjusting to job market trends, have become increasingly important. Companies are adapting their strategies to ensure that they can attract and retain young talent. It is no secret that contract or project work is on the increase as many companies are seeing an increased turnover. Think about this, as there can be a variety of advantages and disadvantages to contract or project work, but it is very important to ensure that you are consistently developing a diverse and current skillset to remain competitive. Have you perhaps considered taking on an internship while you study? This provides you with hands-on, real-world experience, which might just set you apart when your job search begins.

Die program wat hier op kampus aangebied word, is 'n wonderlike geleentheid om meer

oor die werkswêreld te leer en met maatskappye te skakel. Nou is die tyd om jousef af te vra: Wat gebeur ná my gradeplegtigheid, en wat maak my die ideale kandidaat vir 'n pos by 'n gesogte maatskappy? Weet ek hoe om vir 'n werksonderhoud voor te berei, en is my CV in die regte formaat? Hoe belangrik is my sosialemediaprofiel vir voornemende werkgewers? Die wyse waarop studente werk soek, het ook beduidend verander. Maatskappye begin al hoe meer aanlyn na kandidate met spesifieke vaardighede soek, wat jou aanlynteenwoordigheid al hoe belangriker maak. Hoe lyk jou digitale portefeulje op LinkedIn?

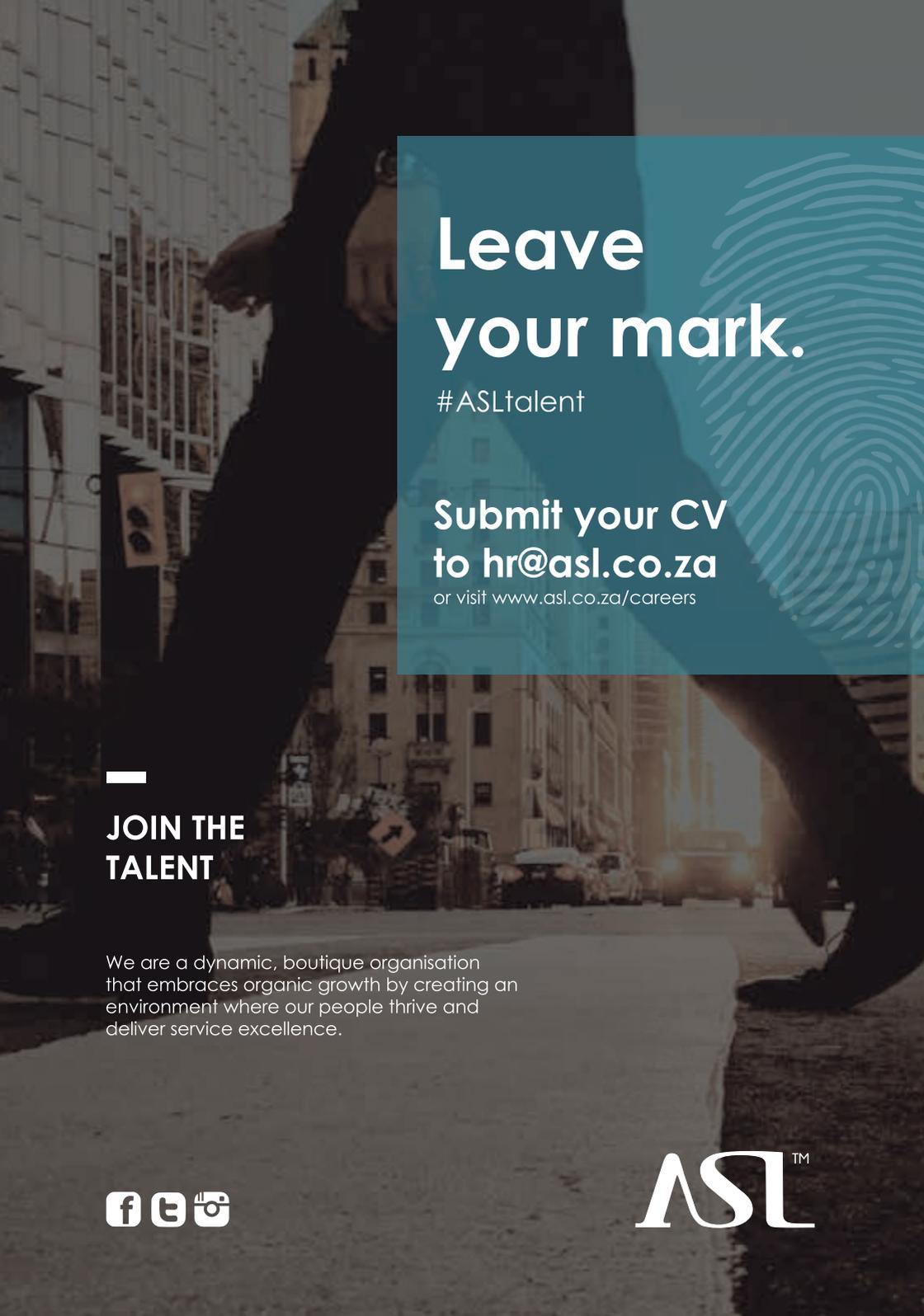
So, bring along your friends and join in the conversations at the career fairs in August. Consider attending some of the various work sessions offered by the Unit for Graduated Career Services. Do come and visit!

The 21<sup>st</sup> century is an exciting, vibrant time to be able to study and equip yourself for the world of work. May you experience this as an empowering networking opportunity to help you prepare for entering the world of work.



### Dr Munita Dunn-Coetzee

Director: Centre for Student Counselling and Development  
Direkteur: Sentrum vir Studentevoorigting en -ontwikkeling



# Leave your mark.

#ASLtalent

Submit your CV  
to [hr@asl.co.za](mailto:hr@asl.co.za)

or visit [www.asl.co.za/careers](http://www.asl.co.za/careers)

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## JOIN THE TALENT

We are a dynamic, boutique organisation that embraces organic growth by creating an environment where our people thrive and deliver service excellence.



ASL™

**Y**our Curriculum Vitae (CV) should be a well-prepared document of outstanding quality – remember your CV is a representation of YOU. Its primary task is to convince prospective employers to contact you for an interview. To ensure you of an interview, your CV must distinguish you from other applicants. Writing a CV is not a quick and simple task; a thorough process is therefore needed. If you invest enough time and effort in it and do a thorough job, your CV can contribute to the development of your career objectives, your preparation for job interviews and the improvement of your self-image.

## Where can I learn how to draw up a good CV?

It is important to be aware of the resources at your disposal, such as the Resource Centre of the Unit for Graduatand Career Services, books, magazines and the Internet, where you can obtain valuable information, tips, as well as examples of CVs. We also recommend that you attend workshops and seminars – such as those presented by the Unit for Graduatand Career Services – where you can learn how to write a CV. You could also consult employment agencies. There are different CV formats that you can choose from, for example the chronological, functional, combination or creative CV. You should always choose a format that will best represent your skills and experiences.

## What do I want and what do I have to offer?

Before you begin to compile a CV, it is essential to do a thorough self-evaluation in order to determine your strengths and skills. Knowing yourself is one of the most important cornerstones of career development. It is also important to determine in which manner these skills/qualities will be of benefit to the potential employer. Start by making a list of everything you have achieved at school, university and in your personal life. If you have worked, whether full-time, part-time or in the holidays, this must also be listed. You should then describe what contribution was made by these experiences (e.g. development of skills, new insights, qualities and exposure).

Once you have gathered all the information for your CV, you should arrange the information according to the suitable headings in your chosen format. Your CV should preferably not be longer than 3 pages. Sometimes employers specifically request a CV of only 1 or 2 pages. Ask someone to check your CV or to proofread

it for spelling and grammatical errors and for any other things that might not be clear. Ensure that your CV is original, reader-friendly and professional and that it is eye catching. In addition, the layout, use of capital letters, underlining, indentation and centering of lines should be faultless.

Remember to update your CV regularly when new information can be added. If you took a GAP year, indicate what work experience and/or skills you obtained during that year. Always keep a career portfolio with all your qualifications, work experiences and acquired skills from which you can select relevant information to include in your CV. You should also adapt your CV each time you apply for a job to ensure that it is applicable to the specific post for which you are applying and to the company to which you are applying. It is critical that you match your skills and experience with the needs of the prospective employer.



## Covering letter and application form

A CV should preferably always be accompanied by a covering letter. This covering letter is your first contact with a potential employer and therefore needs to make a good impression so that the reader becomes interested enough to want to look at your CV. Always address the cover letter to someone specific, instead of "To whom it may concern." The cover letter is usually made up of three paragraphs. The first paragraph is a brief introduction (who you are, brief details of yourself, academic background and the position you are applying for). The second paragraph deals with why you should be considered and why you would be a benefit to the position and the company. You should point out your most relevant training and experience. End off (third paragraph) with a positive statement and details of what you would like to see happen next and include your contact details.

Make an effort when you fill in your application form, as it often forms part of the initial selection process. Do research about the company concerned and the post for which you are applying and adapt your answers accordingly. Make two or three copies of the application form before you fill it in so that you can first draw up a rough draft of concept answers. Please visit the Unit for Graduand Career Services for examples of CV's and cover letters.

## Watter metodes kan ek gebruik om werk te soek?

1. Moenie van slegs een metode gebruik maak nie - hoe meer verskillende metodes jy gebruik, hoe groter is jou kans op sukses! Dink kreatief oor jou werksoek proses!
2. Gebruik jou netwerk van kontakte om bewus te word van moontlike geleenthede.
3. Registreer by Personeelwerwing-agentskappe.
4. Skakel maatskappye, instansies of moontlike werkgewers direk.
5. Stuur CV's uit na potensiele werkgewers of maatskappye/instansies waarin jy geïnteresseerd is.
6. Reageer op werksadvertisings in koerante, tydskrifte of professionele joernale.
7. Gebruik die internet.

## CV Writing, Cover Letter and Interview Skills Worksessions

The Unit for Graduand Career Services facilitates CV Writing, Cover Letters, Interview Skills and Personal Branding Worksessions from February to October except during recess. For more information, please go to the CSCD website or click [www0.sun.ac.za/workshops/](http://www0.sun.ac.za/workshops/) for the exact dates. Should you wish to book for any of the worksessions, please do so at our offices at 43 Victoria Street. You can also register on our new Career Management system, called MatiesCareers <https://stellenbosch-csm.simplicity.com/>. Please register using your SU log-in details, confirm your registration, complete your profile, then RSVP by opening events, workshops and RSVP for a workshop of your interest.

All our work sessions are free of charge.



## THANDOKAZI KONO

10 Banhoek Street  
Stellenbosch University  
Stellenbosch 7600

**C:** 0753343332  
**T:** 021 906 5772  
**E:** kono@yahoo.com  
**Skype:** thandokazii.kono

---

An energetic and analytic BCom (Management Sciences) graduate, currently completing BComHons in Logistics Management. Developed innovative, cost-effective packaging solutions for customers at Nampak Corrugated. Acquired strong planning, organising and quality control abilities for efficient flow and storage of goods at Pack-house Productions. Established a successful branding business which strengthened a commercial acumen to assess business decisions and costing.

### EDUCATION

2018 – Currently

**BComHons Logistics Management**

Stellenbosch University, Stellenbosch, South Africa  
Thesis Topic: Transport challenges to Namibia

2015 – 2017

**BCom (Management Sciences)**

Stellenbosch University, Stellenbosch, South Africa  
Majors: Logistics Management; Project Management  
Relevant Module: Supply Chain Management  
Financial Accounting

2014

**National Senior Certificate**

Rhenish Girls' High School, Stellenbosch

### LEADERSHIP, AWARDS AND ACHIEVEMENTS

**2017**

Chair: LLL Village House 1 (Tech & Innovation)

**2017**

Project Manager: Funda Fundisa, Kayamandi

**2016**

Head Mentor: Irene Ladies' Residence

**2012**

Residence Committee: Irene Ladies' Residence

**2016 – 2017**

Accounting Tutor: Funda Fundisa, Kayamandi

**2014**

Head of Debating Society

**2013 – 2014**

Member of School Learner Representative Council

## WORK EXPERIENCE

**June 2017**

**Logistics Intern**

Nampak Corrugated, Neopark

- Developed innovative packaging solutions for customers
- Applied cost-effective packaging solutions to cartoons
- Optimise packaging and palletisation to attract customers
- Liaise with customers, drivers and line manager

**November 2016 –  
January 2017**

**Waitress**

Tokara Restaurant, Stellenbosch

- Prepare tables
- Place and process orders
- Provide hospitality to guests
- Maintain table for guests, clearing, replenishing etc.
- Handle complaints and ensure customer satisfaction
- Process payment and balance cash

**December 2015**

**Seasonal Worker**

Tokara Elgin

- Picking table grapes
- Strip pick grapes for dried fruits or wineries
- Select picking for fresh table grapes.
- Package grapes for the table grape industry

## SKILLS

**Commercial Awareness:** Awareness gained from different levels at Tokara Elgin in a logistic environment and at Nampak as an intern; currently applied in the personal branding business.

**Efficient routes:** Knowledge of best possible routes to take to different places at pick and off pick hours, an experience accumulated as a Tour Guide at Stellenbosch Tours.

**Multilingual:** Fluent in English and isiXhosa. Basic Afrikaans.

**Interpersonal:** Advanced through involvement in societies at school and community work at university; through all levels at the logistics environments; as a tour guide and as a waiter.

**Decision making:** Developed at an early age with leadership positions held as a Debating Society Head and chairperson of societies. Ability to alter the direction, as a Project Manager, so as to achieve the desired goals, if after evaluation the results demand such an action.

**Project management:** Experience gained managing community projects like Funda Fundisa, evaluating progress and making alterations where necessary.

**Ability to think quickly, logically and analytically:** Displayed as an intern at Nampak when faced with solution demanding tasks.

---

## INTERESTS

- Wine-tasting
  - Tour guide
- 

## REFERENCES

**Professor Tandoori:** Senior Lecturer  
Economic and Management Sciences, Stellenbosch University  
Tel: 021 808 0000 • Email: tandoori@sun.ac.za

**Dr A Mossop:** Viticulturist  
Tokara, Stellenbosch  
Tel: 021 808 0001 • Email: amos@tokara.com

## The Academic / Research CV

At the Unit for Graduated Career Services, I have noticed that more students inquire about the Research or Academic CV. I tend not to focus on this type of CV, because most inquiries are usually about the Reversed Chronological CV or the Functional CV. With the emphasis on research and getting more South African students to do their PhD's, it makes sense to share some pointers about the Research / Academic CV.

### Academic CV guidelines

An academic CV is based on the Chronological CV format. An academic CV can however be many pages in length, depending on your experience in the work place – five pages is the rough guideline to average length.

The general rule that your CV needs to be a powerful marketing document which markets you to a prospective employer, still applies. Competition is just as fierce in the academic world as it is in industry and business. The main aim of the academic CV is also to get you shortlisted for an INTERVIEW.

Preparation before writing your CV is key to your success. Match the content of your CV to the needs of the particular institution you are applying to. No application will be the same, so it is a good idea to prepare a master / concept CV which you can adapt for any application you make. Have you researched the department and studied their website, familiarised yourself with staff biographies and research profiles, and noted where your area of research might fit?

Your CV will be written to include the requirements of the classic format, but will also need the following information:

PhD extract and perhaps a more detailed synopsis; past, current and future research interests; published research and articles; research methodologies and techniques; teaching experience – student supervision; administrative skills; conferences attended; conference presentations; funding and awards; professional memberships and any industry contact.

## Do's:

- Use 14 font for your name and 11 font for the rest of your CV. Use Arial or another clear font style. You may look at Tahoma or Verdana as alternatives.
- Capitalise and bold your major headings and use bold for any sub-headings
- Write your name on the top of each sheet you write – do not staple your pages together
- One font style is enough
- Be crisp and concise
- Be appropriate to your situation
- Make it attractive and appealing to the eye
- Write in statements – bullet points are most effective
- Avoid using the word 'I'
- Use action/power words at the beginning of each statement (See end of this section for examples)
- Write headings which suit you and your experience/history. The headings in the CV example are for guidelines only
- Do not be afraid of white space
- If you are a new graduate, provide three references. Two references are fine for a more experienced academic.

## Don'ts:

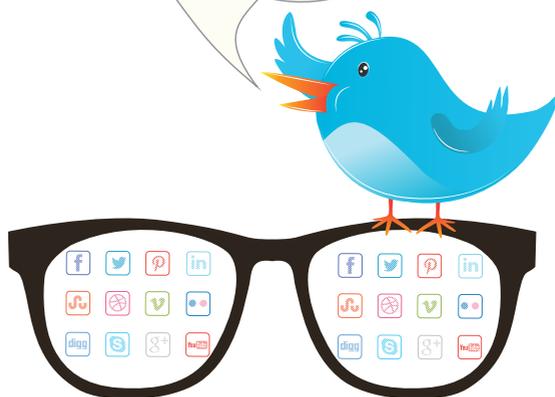
- The words Curriculum Vitae – the reader knows what it is!!
- Your photograph (unless you are applying for a job for which a photo is essential)
- Job descriptions
- Non-essential personal information
- Long sentences
- Lists – such as your GCSE's. You might choose to leave these out.



The above-mentioned information on Academic CV guidelines was taken from:  
[www.jobs.ac.uk/careers-advice/cv-templates/2069/academic-cv-guidelines/](http://www.jobs.ac.uk/careers-advice/cv-templates/2069/academic-cv-guidelines/)

# WORK ON YOUR *Social Media Brand*

*Are you looking or thinking of looking for employment? Here's something you need to give some thorough thought: Your online brand. Have you taken a look at your online presence lately?*



It has become routine for recruiters to do a social media check about candidates they are interested in. For that reason and others, your digital footprint counts. We thought we should give you a few tips to spruce up your social media brand.

# 1. *First things First:* *Google Yourself*



What happens when you type your name on google search? What pops up? Just so you know, this is one of the obvious things your prospective employer does before making that final call. Are you comfortable with what pops up or do you cringe as you read on? Ask a friend to do the same so you have some idea of what people read about you when they google your name. If you have a LinkedIn account, you'll probably see that first including your comments on twitter, Facebook and other social media networks you participate in. If you have written an article or more on a blog, complained about some service in a particular company's Facebook page, made a comment in a public Facebook group or a celebrity's twitter account, all those may appear in the search results.

*Are you proud of what people read about you or do you think you need to improve your online image?*

Thought-provoking blogs or comments are a great way to start. Interesting websites, articles, thesis especially on platforms like ResearchGate, or even great newspaper articles written about you and your involvement add value to your online presence. The pages and groups you liked, what you're tagged on, the publications you write for and even the books you read say a lot about you.

## 2. *Have inviting Profile Pictures*



Is your profile picture one of those in a sexy little number or that of a macho man? Remember, employers aren't looking for models. If your profile picture is something you're proud of and would gladly provide on your CV if requested to do so, then by all means keep it where it is. However, if it's something you'd hide from mom, your granny, your pastor or reverend or even your prospective employer then think twice. What's the point of keeping it there if you'd rather hide it from certain people? I mean, think about it: if you have about 500 FB friends (me being modest), what are the chances that it's not available for viewing by 5 times your number of friends? Remember, your profile pic can be viewed by friends of friends and friends of acquaintances at odd times. Which means inevitably so, a reverend, mother, granny or worse, recruiter WILL see it.

*In summary: Place something you're proud of in that small box, PERIOD!  
That's non-negotiable!*



### 3. Put on new reading glasses



While they are mostly on social networks writing what's on their mind, reading other people's posts commenting or reading comments, and going through others' profiles, some people forget to view their own profiles to see what others see when they want to know a little more about them. I'd like to believe you're not one of those. But if you are, this is your chance to do so NOW!

Are there posts you'd rather not see? Have you been tagged in activities you don't want to see on your timeline? Do you have people sharing stuff you're less interested in or comfortable with on your timeline?

*You might not find anything "offensive" in your timeline/profile but do take off your "glasses" and replace them with those of a recruiter.*

Paradigm shift: from an employer's perspective, are you looking at a candidate who is a perfect fit for your company? You know what to do.



## 4. Clean up!



Spring cleaning or what in Facebook terms is coined “pruning”<sup>1</sup> is necessary every once in a while, especially by a job-seeker. Search for every speck of dirt in every corner of your online existence, then press delete whenever you can where you see a comment, response, tag, etc. you are not necessarily proud of on your own walls, tags, groups, pages, etc. Setting your privacy settings too secure is dodgy. So, instead of hiding stuff, simply clean up. Squeaky clean, however, is just as bad.

*“Having a perfect profile in which all pictures show the candidate studying, doing charity work or cuddling puppies is unlikely to be a true representation of their personal life, personality or true character.”<sup>2</sup>*

Your posts, likes, groups etc. must be a good reflection of a proud owner.



## 5. Be on LinkedIn



*The Centre for Student Counselling and Development has LinkedIn's 10 tips to building a strong profile.*

Click [LinkedIn Profile Tips](#) to download them directly from the Career Services page of the Centre's website. Alternatively, go to the Unit for Graduated Career Services at 43 Victoria Street Stellenbosch to get hold of a hard copy.

## 6. It's work in progress

Working on your online presence is never an ending job. Keep interrogating your social media brand constantly and make the changes necessary every time.

*Remember: if you don't work on your brand, someone else will.*



1 **The Complete Idiot's Guide to Facebook Marketing: John Wayne Zimmerman and Damon Brown published by Penguin Group 2014**

2 **CareerCampass presented by Wetfeet, Career Guide 2013**

# LinkedIn profile optimisation

Establishing a professional online brand is very important for job-seekers nowadays. Nine out of ten companies use LinkedIn to advertise positions, post articles about latest trends and thoughts, engage with others, and search for talent. To master this space, you need to think *search engine optimisation*. Make sure that you rank high in the search engine results of your prospective employers.

## Things to do to rank high in the search engine results:

- Expand your network
- Connect professionally with old friends/schoolmates/acquaintances/alumni.
- Connect with professionals with similar backgrounds, interests and competencies.
- Join relevant industry groups.
- Follow companies of interest, make comments on their articles and thoughts shared, and ask stimulating questions.
- Explore employers' blogs.
- Attend network sessions.
- Use LinkedIn Learning to improve your LinkedIn skills.
- Focus on profile completeness to strengthen your professional online presence:
- Upload a professional photo. According to Marta Lupporelli of the LinkedIn headquarters in Dublin, profiles with professional photos are 14 times more likely to be viewed compared to those without.
- Write a suitable headline.
- Add information regarding your university and location.
- Indicate your availability in the Dashboard to let recruiters know you are open.
- Showcase your strengths, abilities and more in your Summary section.
- Select and prioritise skills you wish to be endorsed on.
- Improve your chances of being searchable by writing the right key-words in the right sections of your profile.
- Include rich media such as images, videos, presentations and other relevant information that will give employers a little more information about you. Examples are blogs, websites, patents, projects, certifications and accredited bodies and volunteering opportunities.
- Share your thoughts by writing and publishing articles on LinkedIn.

For a more detailed understanding of how to optimise your LinkedIn profile, register on MatiesCareers using your current Stellenbosch University login details. Go to <https://stellenbosch-csm.symplicity.com/> and RSVP for our work sessions.

# BUILD A GREAT LINKEDIN PROFILE AND BUILD YOUR PROFESSIONAL BRAND

## 10 tips to building a strong profile

### 1 **DON'T** cut & paste your CV

LinkedIn hooks you into a network, not just a human resources department. You wouldn't hand out your CV before introducing yourself, so don't do it here. Instead, describe your experience and abilities as you would to someone you just met. And write for the screen, in short blocks of copy with visual or textual signposts.

### 3 **Write a personal tagline**

That line of text under your name? It's the first thing people see in your profile. It follows your name in search hit lists. It's your brand. (Note: your e-mail address is not a brand!) Your company's brand might be so strong that it and your title are sufficient. Or you might need to distill your professional personality into a more eye-catching phrase, something that at a glance describes who you are.

### 5 **Explain your experience**

Help the reader grasp the key points: briefly say what the company does and what you did or do for them. Picture yourself at that conference, again. After you've introduced yourself, how do you describe what you do, what your company does? Use those clear, succinct phrases here—and break them into visually digestible chunks.

### 7 **Ask and answer questions**

Thoughtful questions and useful answers build your credibility. The best ones give people a reason to look at your profile. Make a point of answering questions in your field, to establish your expertise, raise your visibility, and most important, to build social capital with people in your network—you may need answers to a question of your own down the road.

### 2 **Borrow** from the best marketers

Light up your profile with your voice. Use specific adjectives, colorful verbs, and active construction - for example - "managed project team" NOT "responsible for project team management". Act naturally: don't write in the third person unless it formality suits your brand. Picture yourself at a conference or client meeting. How do you introduce yourself? That's your authentic voice, so use it.

### 4 **Put the elevator pitch to work**

Go back to your conference introduction. That 30-second description, the essence of who you are and what you do, is a personal elevator pitch. Use it in the Summary section to engage readers. You've got 5-10 seconds to capture their attention. The more meaningful your summary is, the more time you'll get from readers.

### 6 **Point out your SKILLS** and get endorsed for them

Think of the skills field as your personal search engine optimiser, a way to refine the ways people find and remember you. The optimal number is unique to each person. Include a mix of high level and niche skills and be specific. Get Endorsements -Add skills that your connections can endorse you for and recognise those you've worked with on their professional skills. There are over 3 billion endorsements given to date on LinkedIn.

### 8 **Distinguish yourself** from the crowd

Use the Additional Information section to round out your profile with a few key interests. Add websites that showcase your abilities or passions. Then edit the default "My Website" label to encourage click-throughs - you get Google page rankings for those which raises your visibility. Maybe you belong to a trade association or an interest group; help other members find you by naming those groups. If you're an award winner, recognised by peers, customers, or employers, add prestige without bragging by listing them here.



## HELP US DESIGN MORE AWESOME TECH.

Azoteq is a fabless semiconductor company based in Paarl. A career at Azoteq offers engineers the opportunity to work with leading international brands such as **Logitech, Google, JBL, Lenovo & Scuff Gaming** at the forefront of technology.

At Azoteq you will be working with an elite team to develop lighting & sensing solutions for consumer electronics, wearables, PC peripherals, IoT & security applications.

---

A close-up photograph of a grey Scuff Vantage gaming controller. The central touchpad area is transparent, revealing a green printed circuit board (PCB) underneath. The PCB is labeled with "PXM0022" and "Azoteq PROXSENSE". Other components on the board include a micro-USB connector, various resistors, and integrated circuits. The controller features two analog sticks with yellow glowing rings, a D-pad, a PlayStation button, and a speaker grille.

**Azoteq's PXM0022  
Touchpad Module  
can be found in the  
Scuff Vantage gaming  
controller.**

Contact us at [info@azoteq.com](mailto:info@azoteq.com) for more info about jobs & internships.

# ALGEMENE Loopbaanuitstalling

**6 Augustus**

Rooplein, Sentrale Kampus

Deelnemende Maatskappye in alfabetiese volgorde

# GENERAL Career Fair

**6 August**

Red Square, Central Campus

Participating Companies in alphabetical order

Ackermans  
BKB Limited  
Business Partners Ltd  
Carla's Au Pairs  
CFA Society South Africa  
Cummins Africa Middle East  
Distell  
EY  
Fintec Labs  
First National Bank  
FirstRand Bank Limited  
Investec Asset Management  
Investec Bank Ltd  
KPMG  
Maersk  
Marsh  
Monocle  
Nedbank Limited  
Overberg Foods Distributors  
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Private Client Holdings  
PSG Konsult  
PwC  
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Rio Tinto  
SANNE  
Shoprite

S-RM Intelligence and Risk Consulting  
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## ACCOUNTING Career Fair

**7 August**

Red Square, Central Campus

Participating Companies in alphabetical order

ASL

Auditor General of South Africa

Baker Tilly Greenwoods

BDO Cape

BGC

BGR Alluvium Incorporated

BVSA / Boshoff Visser

Cecil Kilpin & Co

Confiance Accountants, Tax and Legal Consultants

Crowe HZK

CR van Wyk & Company

Deloitte & Touche

Exceed (Cape Town) Inc

EY

FirstRand Bank Limited

Investec Bank Ltd

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# INGENIEURSWESE Loopbaanuitstalling

**8 Augustus**

Academia Ontspanningsaal

Deelnemende Maatskappye in alfabetiese volgorde

# ENGINEERING Career Fair

**8 August**

Academia Recreational Hall

Participating Companies in alphabetical order

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Cummins Africa Middle East

Deloitte & Touche

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### Submit

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- Matric results
- ID/Passport copy



## Deelnemende Maatskappye Participating Companies

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The secret to our success is simple – people. We firmly believe that the future of our company rests in the hands of the people we employ. Whether you're super creative or analytical, you might be the next star to join or team.

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Submit your CV and academic record on our Graduate portal at [www.asl.co.za/careers](http://www.asl.co.za/careers) or via email to [hr@asl.co.za](mailto:hr@asl.co.za).



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At Azoteq you will be working with an elite team to develop lighting and sensing solutions for consumer electronics, wearables, PC peripherals, IoT and security applications.

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All graduates and students for holiday positions are more than welcome to send their CV's through to [info@azoteq.com](mailto:info@azoteq.com).

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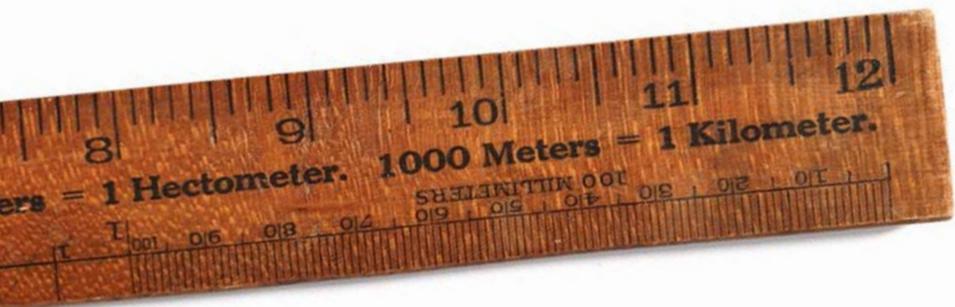
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Send your cv to [dudleys@bgc.co.za](mailto:dudleys@bgc.co.za). Promising candidates will be called in for a face to face interview at our offices and successful applicants will hear from us within two weeks.  
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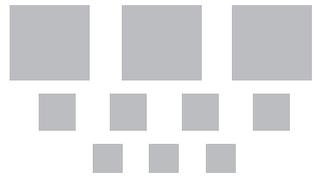
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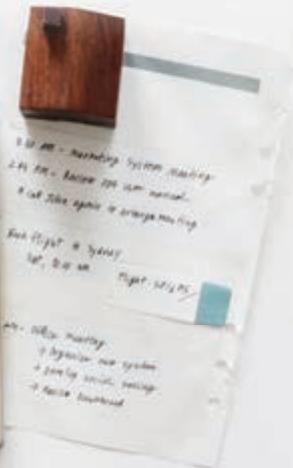
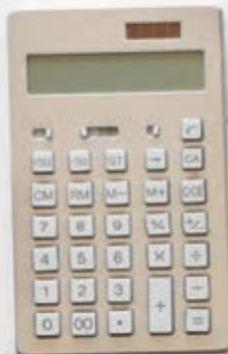
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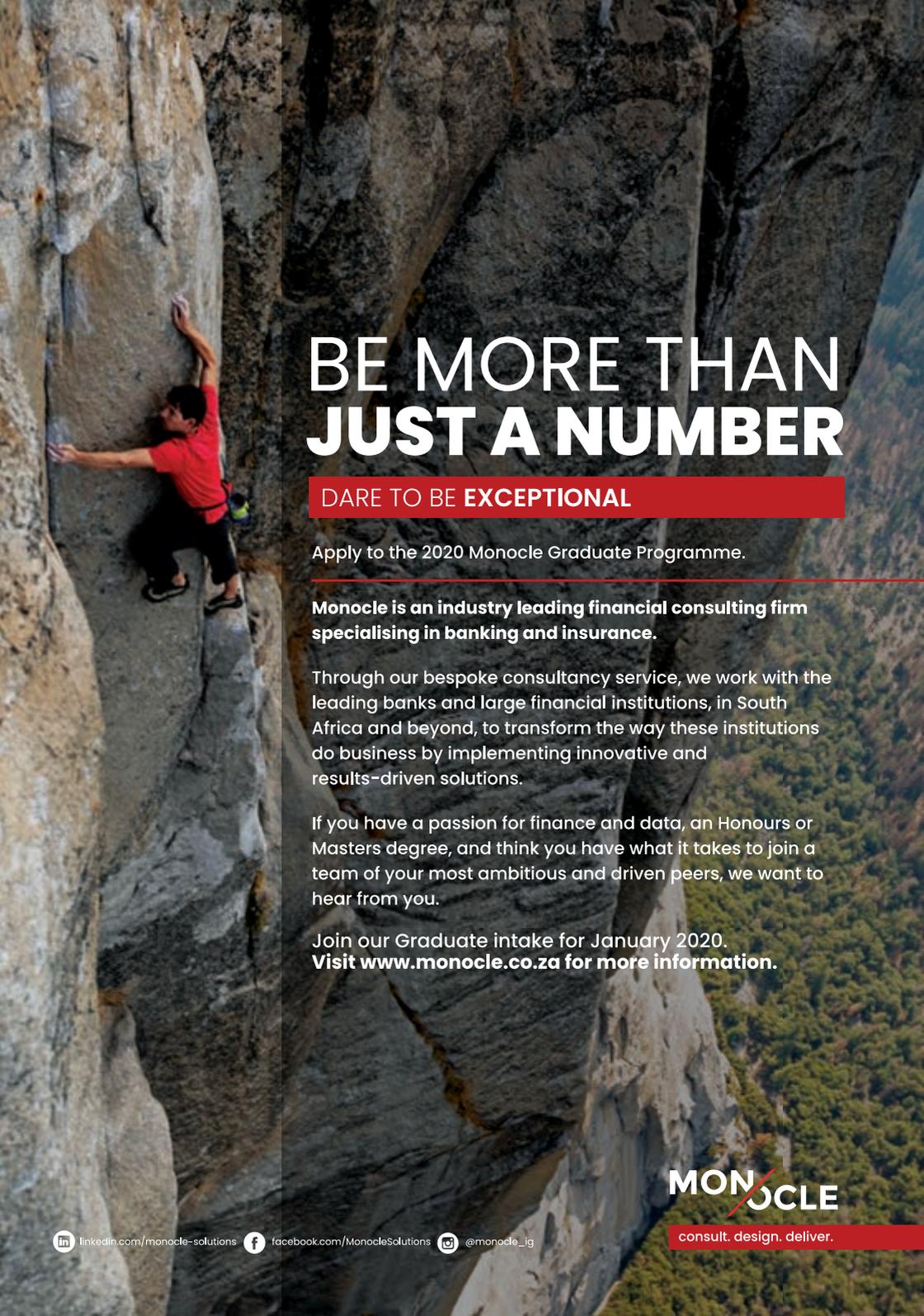
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Indien jy belangstel om jou SAICA sowel as IRBA, SAIPA en CIMA klerkskap by ons te voltooi, stuur gerus jou CV aan [hr@sdkca.co.za](mailto:hr@sdkca.co.za) of besoek ons webwerf by [www.sdkca.co.za](http://www.sdkca.co.za).

Loopbaanuitstalling / Career Fair: 7 Aug (Rekeningkunde / Accounting)

## Shoprite Group of Companies

Shoprite is Africa's largest retailer, operating in 15 countries across Africa with 15 different Brands. With over 2600 stores, a Head Office in Cape Town and Regional Offices across Africa, the range of jobs within the group are broad and spans across various functions.

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bursary@shoprite.co.za  
[www.shopriteholdings.co.za](http://www.shopriteholdings.co.za)

BRek, BCom Logistiek, Datawetenskap,  
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Fill in the bursary application on our website [www.shopriteholdings.co.za](http://www.shopriteholdings.co.za)

Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)

7 Aug (Rekeningkunde / Accounting)

## Smith & Assosiate Ingelyf

Dinamiese jong firma geleë in Stellenbosch. Jou opleiding en ontwikkeling is vir ons van uiterste belang! Ons bied opleidingskontrakte wat by SAICA of SAIPA geregistreer is.

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[www.smith1.co.za](http://www.smith1.co.za)

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BCom en BComHons BestRek  
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BCom and BComHons Management Acc

Loopbaanuitstalling / Career Fair: 7 Aug (Rekeningkunde / Accounting)

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Loopbaanuitstalling / Career Fair: 7 Aug (Rekeningkunde / Accounting)

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S-RM is a global consultancy that helps clients manage regulatory, reputational and operational risks.

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CTcareers@s-rminform.com  
[www.s-rminform.com/](http://www.s-rminform.com/)

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BCom Ekonomie, FinRek, BestRek, Besigheidsadmin, BRek  
LLB  
BA Journalism, International Politics, History  
BCom Economic, FinAcc, ManAcc, Business Admin, BAcc

Loopbaanuitstalling/Career Fair: 6 Aug (Algemeen/General)

## The Boston Consulting Group

The Boston Consulting Group is a global management-consulting firm and the world's leading advisor on business strategy and transformation. With 86 offices in 48 countries and 14 000 employees worldwide, BCG is a truly global firm. BCG is ranked by Fortune 500 as the #3 Best Place To Work – as voted for by employees (Google is #1).

Working at BCG is a unique opportunity and a fast track to a successful career.

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The Boston Consulting Group  
4 Sandown Valley Crescent Sandton  
T: 011 245 1600  
recruiting.johannesburg@bcg.com  
[www.bcg.com](http://www.bcg.com)

Studente van alle graad programme wat in Bestuurskonsultasie as loopbaan belangstel.

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Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)

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Tiger Brands Limited, a Top 40 JSE Limited company whose footprint extends across the African continent and beyond, is one of the largest manufacturers and marketers of FMCG products in Southern Africa, and has been for several decades.

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Tiger Brands  
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Bryanston 2194  
T: 011 840 3564  
Jessica.finger@tigerbrands.com  
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Alle graadprogramme  
All degree programmes

Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)

## Truworhts



Truworhts is a leading fashion retailer. It's specialized retail formulas have developed over time to meet the lifestyle needs of youthful, fashionable South Africans. If you are looking for an exciting career in a dynamic, exciting working environment, there are many opportunities for young passionate graduates in various departments. All our graduate positions are based at our Head Office in Cape Town.

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Apply online @ <https://careers.truworhts.co.za>

Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)

# Smith & Associate

GEOKTROOIEERDE EN PROFESSIONELE  
REKENMEESTERS



## *verstaan jou behoeftes...*

Jy soek **sekuriteit** en 'n werk by 'n firma wat:

- Jou **ondersteun in jou studies**,
- **Investeer in jou opleiding** en volgehoue ontwikkeling,
- Jou blootstelling sal gee aan 'n **verskeidenheid kliënte**, en
- Besef dat **personeel wat gelukkig is**, beter werk

So, doen jouself 'n guns. As jy belangstel in 'n loopbaan by 'n firma vir wie dit belangrik is dat jy ontwikkel in die beste GR(SA) of Professionele Rekenmeester (SA) wat jy kan wees, kontak ons.

Indien jy tans besig is met 'n B Rek, B Rek Hons, B Comm of B Comm Hons graad kan jy jou CV en volledige akademiese rekord e-pos na [heidi@smith1.co.za](mailto:heidi@smith1.co.za) of faks na 021 886 7038. Ons bied ook vakansiewerk. *Die sluitingsdatum vir aansoeke ten opsigte van 2020 is: 27 September 2019*

## VAT IT

VAT IT is one of the world's leading VAT and Tax reclaim companies assisting over 8,000 clients around the world with foreign tax reclaim. We operate from 35 wholly owned offices situated in Europe, Asia, Africa and America and employ over 700 knowledgeable specialists dedicated to our core business of cross border tax refunds. VAT IT has been involved in the indirect tax industry for over 17 years. We service many types of institutional clients including Banks, Mining Houses, Industrial and Telecommunication Businesses.



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VAT IT  
54 Melrose Blvd, Melrose North  
Melrose Arch Johannesburg 2196  
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Loopbaanuitstalling / Career Fair: 7 Aug (Rekeningkunde / Accounting)

## Vega School

Vega's teaching philosophy is built on the mantra of wisdomwithmagic, creating an academic environment that is based on experiential learning where creatives are trained in strategy and strategists in design-thinking. Students can enrol for IIE undergraduate and post graduate degrees, diplomas, higher certificates and short courses in design, brand communication and brand management, at The IIE Vega campuses across South Africa.

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130 Strand Street, Cnr of Strand and  
Chiappini, De Waterkant  
Cape Town 8001  
T: 021 461 8089  
ct@vegaschool.com  
[www.vegaschool.com](http://www.vegaschool.com)

Alle BCom, BA

Vega delivers IIE postgraduate programmes such as BA Hons in Strategic Brand Communication, BCom Hons in Strategic Brand Management, BA Hons in Graphic Design, Postgraduate Diploma in Brand Contact Management, Masters in Creative Brand Leadership

Loopbaanuitstalling / Career Fair:  
6 Aug (Algemeen / General)



## Volkswagen Group South Africa (VWSA)

South Africa's passenger car market leader, and the Eastern Cape's largest private employer. Our head office and manufacturing plant is in Uitenhage, and our Sales and Marketing offices are based in Sandton. With 13 brands ranging from Bugatti, MOIA, Bentley and Lamborghini, through Volkswagen, Audi, Ducati to Volkswagen Commercial Vehicles, MAN and Scania, the Volkswagen Group employs over 550 000 people world-wide and is fast becoming the World's most innovative volume car manufacturer. VWSA offers comprehensive learning development and career opportunities, and is a sought-after employer because of its innovative, fast paced and exciting work environment.

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Industrial), BCom Marketing, Economics, FinAcc,  
HR/Organisational Psychology, Logistics, I/S, BSc  
Computer Sci

The VWSA Graduate Recruitment process is currently under review. Students interested in joining our Graduate Programme should consult with our HR representatives present at the Stellenbosch University Career Fair on 08 August and/or visit [www.vw.co.za/careers](http://www.vw.co.za/careers) to apply between 01 July and 12 August 2019.

Loopbaanuitstalling / Career Fair: 8 Aug (Ingenieurs / Engineering)

## Woolworths Financial Services

Woolworths Financial Services (Pty) Ltd is a subsidiary of Absa Group Limited and an associated company of Woolworths (Pty) Ltd. WFS is a leading and responsible financial services business that is values-led and strives to always put the customer at the centre of everything that we do. We provide simple and convenient access to financial services in a way that rewards the Woolies customer, so that they can make more of life.

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Woolworths Financial Services  
21 Howe Street, Observatory  
Cape Town 7925  
T: 021 411 5349  
Lee-annHarris@wfs.co.za  
[www.woolworths.co.za/wfs](http://www.woolworths.co.za/wfs)

Alle BCom  
All BCom

Loopbaanuitstalling / Career Fair: 6 Aug (Algemeen / General)

# Wenke vir die werksonderhoud | Job interview tips

- Marquard Timmey

- Wees betyds sodat jy kalm en rustig kan wees voor die onderhoud. Laat ook genoeg tyd toe vir druk verkeer of ander onvoorsiene vertragings.
- Meld aan by ontvangs en wees innemend en vriendelik teenoor die personeel. Lees deur die maatskappybrosjures en -pamflette wat by ontvangs beskikbaar is. Bêre jou selfoon!
- Let op jou voorkoms: Lyk professioneel en goed versorg. Waak teen moontlike asosiale gewoontes en gebare: Behou oogkontak, gee 'n ferm handdruk, sit regop, moenie frons nie, glimlag, moenie kougom kou nie, en moenie met gevoude arms sit nie.
- Wees selfversekerd (sonder om verwaand voor te kom) en entoesiasies – praat duidelik, moenie vrae huiwerig beantwoord nie, en antwoord in volsinne (nie slegs 'n ja of nee nie).
- Bemerk jouself en jou vaardighede (op 'n beskeie manier) en moenie jou prestasies en vermoëns as onbeduidend afmaak nie. Verkoop jou vaardighede eerder as jou behoefte aan werk.
- Wys dat jy bedagsaam is teenoor ander deur hoflik op te tree teenoor die ontvangspersoneel, ander werknemers en die onderhoudvoerder(s). Moenie vorige werkgewers kritiseer nie, en bedank die onderhoudvoerder(s) vir die geleentheid.
- Wees positief en entoesiasies, vermy negatiwiteit en oneerlikheid, en wys dat jy gemotiveerd en toegewyd is.
- Be on time so that you can be calm and collected before the interview. Also allow enough time for heavy traffic or other unforeseen delays.
- Report to reception and behave pleasantly and amicably towards the staff.
- Read through the company brochures and pamphlets available at reception. Put away your cellphone!
- Pay attention to your personal appearance: Look professional and well groomed.
- Guard against potential social habits and gestures: Maintain eye contact, give a firm handshake, sit up straight, don't frown, smile, don't chew gum, and don't sit with your arms folded.
- Be self-assured (without appearing arrogant) and enthusiastic – speak clearly, don't be hesitant in your responses, and answer in full sentences (not just a yes or no).
- Market yourself and your skills (in a humble way) and don't make your achievements and skills seem insignificant. Sell your skills instead of your need for a job.
- Show that you are considerate towards others by being courteous to the reception staff, other employees and the interviewer(s). Don't criticise previous employers, and thank the interviewer(s) for the opportunity.
- Be positive and enthusiastic, avoid negativity and dishonesty, and show that you are motivated and devoted.



- Wees goed voorbereid deur vooraf navorsing te doen oor die maatskappy, die pos waarom jy aansoek gedoen het en die onderhoudproses. Dit wys ook jy is proaktief en ernstig oor die werk.
- Dink vooraf aan moontlike vrae wat die onderhoudvoerder kan vra en hoe jy dit én ander, moeiliker vrae sal beantwoord. Die gedagte is nie om ge oefende antwoorde te gee nie, maar eerder om voorbereid en op jou gemak te wees. Onthou, daar sal altyd vrae wees wat jy nie verwag het nie.
- Wees voorbereid om self ook 'n paar vrae te vra, maar vermy vrae oor salaris en byvoordele (dit maak deel uit van die onderhandelingsproses later).
- Skryf jou indrukke van die onderhoud neer nadat jy die maatskappykantore verlaat het, onder meer ook wat jy volgende keer anders sal doen.

- Be well prepared by doing prior research on the company, the position for which you have applied and the interviewing process. This also shows that you are proactive and serious about getting the job.
- Think in advance of possible questions that the interviewer might ask and how you would respond to them as well as to other, more difficult questions. The idea is not to give rehearsed answers, but to be prepared and at ease. Remember, there will always be questions you have not anticipated.
- Be prepared also to ask a few questions of your own, but avoid questions about salary and fringe benefits (this forms part of the negotiation process at a later stage).
- Write down your impressions of the interview once you have left the company offices, and also include what you would do differently next time.



## Examples of possible interview questions

1. Tell me about yourself. How would you describe yourself?
2. Why are you applying for this job? Why are you here?
3. What do you know about this company?
4. What are your major strengths?
5. What is your greatest weakness?
6. What are your interests outside of work?
7. What is your passion in life?
8. What accomplishment(s) gave you the greatest satisfaction?
9. Why did you leave your last job?
10. Where do you see yourself in five years from now?
11. What are your goals in life?
12. What do you admire most in people?
13. What salary are you worth and why?
14. What role do you take in a group situation? Give examples.
15. What are your short- and long-term career objectives?
16. Describe your problem-solving skills and give examples of your ability to overcome problems/difficulties.
17. Give an example of a difficult decision that you have had to make.
18. What would make someone successful in our line of business?
19. Can you work under pressure? Give an example.
20. What would you look for when hiring people for this job?
21. Describe a situation that would display your leadership abilities or potential.
22. What skills do you bring to us and how can you put them to work?
23. Give an example of something that you have done which would illustrate your ability to take initiative.
24. Which factors do you usually take into consideration when making a decision?
25. Which factors would you consider when making a job/career decision?
26. Which rewards are you looking for in your work?
27. What distinguishes you from the other candidates we are interviewing?
28. In your opinion, what might be the potential challenges/frustrations in this job?
29. Describe a situation in which you had to work with someone who was not easy to get on with. How did you handle the situation?
30. At which other companies/firms are you applying for work, and why?

# Register for MatiesCareers, our Career Services Management System!

We recently launched our new Career Services Management system called MatiesCareers (<https://stellenbosch-csm.symplicity.com/>) to companies, pre-final and final year students and Alumni. There are over 246 registered companies already on the system that advertise Vacancies, Internships and Vacation work.

MatiesCareers will make it easier for companies and students to connect around job opportunities and career related issues. Kindly note you only need your SU log-in details (username and password) to register. Once registered, you will receive a confirmation e-mail, reply and then you will have full access.

You can also register on here for our Graduate Recruitment Workshop Sessions like CV Writing, Personal Branding/LinkedIn, Cover Letter Writing, Interview Skills and Job-seeking Skills. Complete your profile, then RSVP by opening Events, Workshops and RSVP for a workshop of your interest. These Work Sessions are very beneficial as attested by students who attended.

Go to <https://stellenbosch-csm.symplicity.com/>



Log in with SU details > Wait for confirmation email > Reply to confirmation >

## You have full access!

# Stellenbosch University Universum Students survey findings summary



## UNIVERSUM

Thank you Maties for participating in our Universum annual survey in the past cycle. 2 214 Maties shared their career expectations and university evaluations along with over 43 000 other South African University students. As we share these insights with the university and potential employers, we have also decided to share some tidbits from the findings with you.

For those who are only interacting with Universum for the first time, here is some background. Universum Global is an employer branding organisation that conducts extensive annual research to understand the next generation of talent's career expectations and preferences in over 60 markets. Annually we run Universum's talent survey that gives us an understanding of how talent evaluates employer brands, what they find attractive in these employers, and ultimately, which employers are the most attractive in South Africa. In the survey students also share some insights into how they view their university and the university offerings. In this article we will share some highlights of what we learned in the 2018/9 cycle of the survey. **Please look out for the 2019/2020 link sometime in August!**

Above understanding graduates' career expectations and employer brand evaluations most of the employers we interact with would also like to understand the level of preparedness graduates have for the world of work in order to understand what level graduates are at in terms of employability. Employability however cannot be understood by asking one question, a variety of aspects need to be taken into consideration like skills, knowledge, attitudes, experiences,

self-esteem and reflection. On our quest to understand what sets individuals apart from fellow competitors for a job, what employers look for especially understanding that all prospects for that job probably already have a degree, we found out that a candidate's soft skills can set them apart from fellow competitors. These soft skills are some of the attributes employers look for while evaluating the candidates' fit within the organisation.

Understanding how critical this is in the employment journey we asked employers to share some of the key soft skills they look for in potential candidates. Overall, **reliability, responsibility, communication skills, positive attitude and teamwork** are part of the top five soft skills that employers look for in candidates. These are followed closely with **problem solving, work ethic, adaptability, dedication and integrity**.

From our research Maties reported that their strongest soft skills are problem solving, work ethic, responsibility, followed by integrity and adaptability then a positive attitude. Maties scored themselves low on communication skills, teamwork, time management and flexibility which they reported as their top soft skill areas that need improvement.

What else did we learn from the survey?  
Have a look at the snapshot below!



### What students want from their university?

SUN Students

#### ATTRACTIVE UNIVERSITY ATTRIBUTES

1. Exceptional professors/lecturers
2. High rank within its field
3. Friendly and open environment

All Students

#### ATTRACTIVE UNIVERSITY ATTRIBUTES

1. Strong student support (e.g. tutors, advisors, etc.)
2. Friendly and open environment
3. Quality and variety of courses

### What soft skills do they believe they are strong in?

SUN Students

#### TOP 3 STRONGEST SKILLS

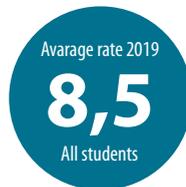
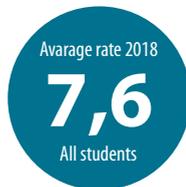
1. Problem-solving
2. Work ethic
3. Responsibility

All Students

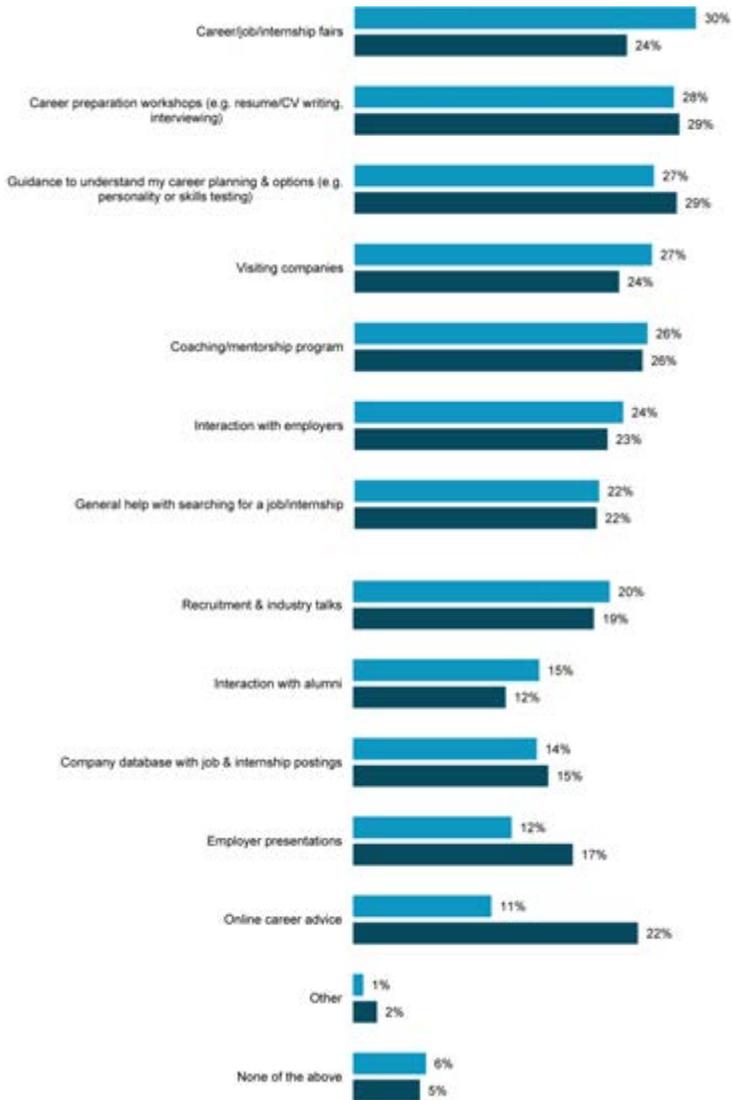
#### Top 3 strongest skills

1. Problem-solving
2. Responsibility
3. A Positive attitude

### Is the University delivering on what students want? How satisfied are SUN students with the university compared to other university students?

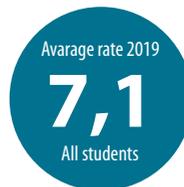


We however understand that studying is not always about the academic side of things, it is also about helping students prepare for their professional life. To help the university understand how they can help in this department students were asked which career services were most important to them. Please see below what SUN students are looking for with regard to assistance with their careers.



### Are the students satisfied with the career services offered?

We had 89% of the respondents reporting that they currently use the Unit for Graduatd Career Services and below is their reported satisfaction with the services.



## How about employer preferences? What are students looking for from employers?

How has combining your personal interests, the knowledge learned in the lectures and the empowerment given by the career services shaped your expectations of your future employers? What are the key attributes that employers should deliver on? How does it compare with the other students at other universities?



## Who are some of SUN's most attractive employers?

Allan Gray, Investec, Tesla, Google, CSIR and Mediclinic Southern Africa feature as some of the most attractive employers for SUN students. Interestingly SUN students reported that most of these companies either had the best recruiting event, be it on campus or on social media.

Despite reporting on employer activities, SUN students would prefer it if employers either came to career fairs or used either social media or university publications to communicate with them.

If you would like to know more about the findings please contact [careerservices@sun.ac.za](mailto:careerservices@sun.ac.za)

Thank you!





# BCom International Business



UNIVERSITEIT  
iYUNIVESITHI  
STELLENBOSCH  
UNIVERSITY

100  
1918-2018

# BCom (International Business)

The four-year BCom (International Business) programme at Stellenbosch University is a pioneer in undergraduate business education in South Africa.

The programme has been carefully crafted to develop role players in the international knowledge economy with a global mind-set:

- The curriculum covers management and social sciences, including a foreign language, to develop students' intercultural competence.
- Students acquire a thorough grounding in the South African realities while developing the critical skills and knowledge to work in an international environment.
- In their third year of study, students take part in a six months' international exchange with one of the Faculty's international partner institutions.
- Through the integration of national and international students the programme creates a platform for an international classroom that directly supports international business as a field of study.

## Learning outcomes

After successful completion of the programme, a student:



### Knowledge and its application

- will know and understand international business, management, marketing, economic, legal, psychology, sociology, philosophy and ethics theories, principles and methods and will be able to apply them for business creation, management and development in the national and international markets;
- will be able to apply mathematical, statistical and informatics knowledge to solve issues in business;



### Research skills

- will be able to carry out applied research to establish processes and events occurring in a business and its environment, and apply the results for business development and problem solving;



### Special skills

- will be able to establish a company, and to plan, organise, manage, control and analyse business processes, and be able to react quickly to the changing global business environment;
- will be equipped to plan, analyse, evaluate and control the financial, human and material resources of an international business;
- will be able to predict international business trends, choose innovative marketing tools and prepare business projects; will collect, accumulate and systemise information from various sources as well as manage business data flows using modern information technologies
- will collect, accumulate and systemise information from various sources as well as manage business data flows using modern information technologies



### Social skills

- will communicate, discuss and negotiate with partners and colleagues in a multi-cultural environment in English and a foreign language;
- will work in a team while taking responsibility for his/her own and subordinate employees activity results and quality, will follow principles of social justice, professional ethics and foster intercultural relations.

After their final semester exam in mid-2018, the third-year BCom (International Business) class gathered for the last time for a photo before departing for 14 universities in eight countries across the globe. This class will be the first to graduate in December 2019 with a BCom (International Business) degree.



If your company is interested in graduates with these knowledge and skills, either to offer support through bursaries or to recruit graduates, contact:

**Unit for Graduat Career Services**

**Tel** +27 21 808 3568 / **E-mail** [careerservices@sun.ac.za](mailto:careerservices@sun.ac.za)

Faculty of Economic and Management Sciences  
Private Bag X1, Matieland, 7602

[www.sun.ac.za/ems](http://www.sun.ac.za/ems)



# Supporting Entrepreneurs at the Stellenbosch University LaunchLab

Being your own boss is what most graduates dream when it comes to choosing a career path. Studying is a great time to turn your idea into a business! Thousands of Stellenbosch University students walk around campus with groundbreaking ideas with the potential to be innovative businesses. However, it takes more than a good idea to start a business, which is where the Stellenbosch University LaunchLab steps in.

It is not easy to get a concept off of the ground and build it into a successful business. Without a network to tap into it is very difficult to get started, or even know where to start. This is why the LaunchLab is so important because we facilitate valuable connections for startups with strategic partners, including our corporate clients. LaunchLab is Stellenbosch University's startup incubator, which is an initiative of Innovus, Stellenbosch University's industry interaction and innovation company. We also incubate startups from the ecosystem at-large, partner universities and incubators in South Africa and from around the world.

LaunchLab offers industry engagement with clients, access to funding, market validation and a network of startups to engage with and learn from. We have startups spread across multiple industries including agritech, fintech, health, smart cities, safety, education, media and more.

In partnership with Innovus and the Stellenbosch University SRC, we drive a host of student-centered initiatives every year to nurture student entrepreneurs. A few of our programmes we offer together are:

- **LaunchLab Fellowship Programme**
- **Stellenbosch University IdeaSmash**
- **EDHE Student Entrepreneurship week**
- **Innovus Bootcamp and Hackathon**

The overall goal is to foster an environment for students to try out their new business ideas within a supportive community and build momentum in and around Stellenbosch for new ventures to be created.

## The LaunchLab Fellowship Programme

This programme is for Stellenbosch University students who are looking for ways to develop their leadership qualities through entrepreneurial undertakings. The Fellowship programme is a nonpaid, voluntary internship that is lightweight on commitment, but an effective way to for students to build their professional network and experience.



## Stellenbosch University IdeaSmash

The Stellenbosch University IdeaSmash is an initiative in collaboration with the Office of Research and Innovation and the Stellenbosch University Student Representative Council (SRC). We look for entries from innovative Stellenbosch University students who are creating businesses that contribute to research, development, and design of new products or improve existing products and services. We encourage transdisciplinary problem solving and concept development under the broad theme of the Fourth Industrial Revolution. This initiative takes place during the year with a final event where shortlisted students pitch their concepts to a judging panel.

LaunchLab is an important connection to tap into for Maties wanting to start their own business, before or after graduating. LaunchLab helps with an alternative route where we make it aspirational not to earn a salary, but rather to pay salaries. The LaunchLab programmes are an opportunity for students in networking, aiding personal development and finding purpose in wanting to pursue a business.

Get involved with LaunchLab, the top university business incubator in Africa!

Visit our website to find out more: <https://launchlab.co.za>

# Oud-Maties vertel | Our Alumni report back

Every year the Unit for Graduand Career Services includes feedback from Alumni in the Graduate Recruitment Booklet. We believe that reading about the experiences from those who have gone before, and following some of the pointers they give, might be valuable to current students.



A big thank you to FNB for assisting us in contacting the Alumni.

## Anelisiwe Mbude

Systems Analyst



### What did you study?

Industrial Engineering

### What is the company culture like at FNB?

It's a laid-back, friendly and relaxed working environment where people push you to be the best you can be whilst helping you to do so. You will never find yourself doing the same task repetitively. People are always growing and learning new things.

### My advice to students entering the jobmarket:

Let go of everything you have learnt thus far and be open to learning.

### What surprised you most about entering the working world?

Varsity only teaches you a way of thinking, you don't really apply what you have learnt. Most of the things I am doing now I learnt while working.

### What would you have done differently during your years at University?

Not to take life so seriously!

### What are the people like at FNB?

They are helpful and friendly. You will never struggle as people are always willing to help.

### As someone who studied Industrial Engineering, what is it about FNB that made you want to work here?

It's the most innovative bank in SA!

### Please describe the most interesting day you've had since joining the bank?

Meeting the CEO and getting his number.

### What has been your most memorable moment at FNB up until now?

Meeting new people from different backgrounds.



## Anneli Nel

Executive Assistant to the Head of Financial Crime Risk Management

### What did you study?

BAccounting; currently studying towards my ACCA qualification.

### What is the company culture like at FNB?

It couldn't be more amazing. From the moment we met our graduate facilitators, there has been this energy amongst the graduates. A week later I met my colleagues and every single person welcomed me with open arms. Not once have I felt scared to ask for assistance if I was unsure about something.

### My advice to students entering the jobmarket:

Open yourself up to risk – and new opportunities. Have an attitude of life-long learning, to constantly keep yourself relevant (things are moving fast out there).

### What surprised you most about entering the working world?

Forget everything you learned at university!

### What would you have done differently during your years at University?

Information Technology is the future. I would advise students to gain some sort of experience in this field.

### What are the people like at FNB?

Everyone is friendly and willing to help. FNB supports innovation and empowers you as an individual, and the people really carry forward this vision.

As someone who studied Accounting, what is it about FNB that made you want to work here? The banking industry is not the usual route for someone who studied accounting. I was up for something different and would like to experience as many industries as possible – it's like FNB has 100 industries in one business, you will not get bored!

### Please describe the most interesting day you've had since joining the bank?

Wow! This is a hard one. I would rather share an experience I had as an inexperienced employee. Working in a very big division as executive assistant I need to understand the dynamics and current projects of numerous sub-divisions (believe me it is a lot of information). On day 3 I was asked to sit in on a meeting which my boss was not able to attend; at the end of the meeting the chair asked me to write a report to my boss... and guess what... I did not understand one word spoken in the two hour - long meeting. This made me realise how challenging this journey is going to be, but I have amazing people with me every step of the way.

### What cool projects are you working on at the moment?

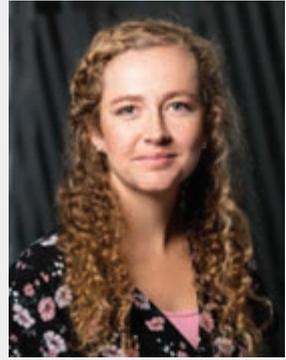
I work in Financial Risk Crime, everything is confidential, cool hey?

### What has been your most memorable moment at FNB up until now?

I would say the overall experience and opportunity to be part of the graduate program. You are consistently surrounded by eager individuals, with most of them having studied different degrees. We all embrace this opportunity to make new friends and to learn from each other.

## Chane Venter

Graduate Trainee at International's Capital and Provisioning team



### What did you study?

Actuarial Science at the University of Stellenbosch

### What is the company culture like at FNB?

The culture is amazing! Everyone is so friendly and helpful, and my growth is important to them. My team has lunch together almost every day – everyone is very comfortable.

### My advice to students entering the jobmarket:

Choose a job where you feel you can make the company's values your own and where the culture is something you can buy into. Work will have its ups and downs, but the people you work with make it worth it.

### What surprised you most about entering the working world?

Everyone is willing to help and are actually friends with each other.

### What would you have done differently during your years at University?

I would have networked more in class and perhaps done a type of coding course to improve my technical skills.

### What are the people like at FNB?

The people are always smiling and happy, possibly because of the freedom FNB offers, helping people work at times and places best suited to their productivity.

### As someone who studied Actuarial Science, what is it about FNB that made you want to work here?

At first it was the bank's values that excited me. After my first HR interview I felt comfortable and like I could be myself. I could tell that she really loved FNB and after meeting more people it was clear that this love for FNB was shared – I wanted to be part of that.

### What cool projects are you working on at the moment?

Working across the 8 different African countries means I have a lot of things to figure out because each country has a unique way of operating.

### What has been your most memorable moment at FNB up until now?

To see how the grads function as a team and have each other's backs even though we only know each other a few weeks.



## Corné van den Bergh

Quantitative Analyst



### **What did you study?**

Actuarial Science

### **What is the company culture like at FNB?**

Collaboration is key. You'll never find someone keeping knowledge or skills to themselves.

This is great because it helps everyone learn and grow so much faster.

### **My advice to students entering the job market:**

Learn as much as you can from day one; ask if you are uncertain but try figure out things yourself; and if constant change isn't your thing – learn to love it.

### **What surprised you most about entering the working world?**

Everything you're working on has an effect on the business. I always thought I'd be given the simple, not-so-important jobs, but there is no such thing.

### **What would you have done differently during your years at University?**

Enjoyed it more (if that's even possible). It really is a great time in your life.

### **What are the people like at FNB?**

Everyone is super approachable and friendly. We are a community and you really get that feeling here. Everyone is working towards making the bank better which creates a constant feeling of excitement.

### **As someone who studied Actuarial Science, what is it about FNB that made you want to work here?**

Who wouldn't want to work for a company this innovative. We're always busy with new things and as the bank grows you grow with it. I knew I would be able to learn different skills than your traditional actuarial graduate.

### **Please describe the most interesting day you've had since joining the bank?**

It was exciting to sit in on an important meeting at RMB even though I didn't always know what they were talking about; I could see where I might be in a few years.

### **What cool projects are you working on at the moment?**

I helped with the presentation that is given to the Executive Committee each month. Knowing that your work helps with the decision-making of the business is very rewarding.

### **What has been your most memorable moment at FNB up until now?**

Definitely spending time with all the other Grads during induction. They're all great people and I haven't met someone that I don't get along with. I have already made a bunch of new friends.

## Nuttige webwerwe en bronne

(korrek by publikasie)

[www.anyintern.com](http://www.anyintern.com) – an internship directory

<https://gomintor.com/> – holiday and part time jobs

[www.graduateemployersofchoice.co.za](http://www.graduateemployersofchoice.co.za)

[www.graduateemployers.co.za](http://www.graduateemployers.co.za)

[www.nomadnow.co](http://www.nomadnow.co)

[www.Adzuna.co.za](http://www.Adzuna.co.za)

[www.careerweb.co.za](http://www.careerweb.co.za)

<https://www.talent360.co.za/>

[www.ananzi.co.za/ads/jobs/](http://www.ananzi.co.za/ads/jobs/)

[www.bestjobs.co.za](http://www.bestjobs.co.za)

[www.careers24.co.za](http://www.careers24.co.za)

[www.gumtree.co.za/s-jobs/v1c8p1](http://www.gumtree.co.za/s-jobs/v1c8p1)

[www.jobspace.co.za](http://www.jobspace.co.za)

[www.pnet.co.za](http://www.pnet.co.za)

[www.indeed.co.za](http://www.indeed.co.za)

[www.leader.co.za](http://www.leader.co.za)

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

[www.neuvoo.co.za](http://www.neuvoo.co.za)

[www.careerjunction.co.za](http://www.careerjunction.co.za)

<http://www.ngopulse.org/vacancies> - vacancies at NGOs

“The business of becoming Employed” - Colleen MCLintock-Rudnick

“What colour is your parachute? A practical manual for job-hunters and career changers”  
– Richard Nelson Bolles

“Developing Workplace Skills: How to get your first job and keep it.” - Lynn Coleman

