

# Graduandi Werwingsprogram



## Graduate Recruitment Programme



100  
1918-2018

Eenheid vir Graduandi-loopbaandienste (SSVO)  
Unit for Graduat Career Services (CSCD)

Studentesake - Student Affairs

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<https://www.facebook.com/MatiesCareers/> | <http://jobs.mymaties.com>



# GRADUATE RECRUITMENT PROGRAMME 2018

## Preface

It is that time of the year again when we appeal to all our students to put particular focus on career wellness. At the Unit for Graduand Career Services, we are committed to help our registered students prepare for the world of work. In our efforts to put our students' career development first, we have acquired a unique product that will shape our services. We launched our own career services management system, MatiesCareers, towards the end of 2017. This system offers our students 24/7 access to our services, as well as direct access to news from our participating companies. If there is one thing that you should do for your own career development this semester, it is to register on MatiesCareers. Please visit <https://stellenbosch-csm.symplcity.com/> and register as a student. Registration takes only a few minutes and is well worth the effort. We already have more than 130 registered companies posting advertisements and important information. You can also use the platform to register for our work sessions on CV writing, interview skills, cover letters, personal branding, job search methods and optimising your LinkedIn/online profile.

Taking charge of your own career development is of the utmost importance. South Africa has the highest inequality index in the world. As a university career services unit, we would like to do our bit to help address concerns about the inequality of opportunities for the next generation of workers. Our focus is on equipping our students with the skills and knowledge to develop the career adaptability needed in the modern world of work. For us to succeed in doing that, we need to collaborate with different role-players, from government institutions to corporates and other professionals. We all realise that investing in human capital is key to ensuring that the next generation of workers is ready for the changing nature of work. Become part of this exciting journey by registering on MatiesCareers. The Graduate Recruitment Programme is another way in which the Unit for Graduand Career Services exposes our students to information about employers, employment opportunities and the recruitment process.

Gryp dié geleentheid aan om jou kennis oor die werkswêreld te verbreed sodat jy jou kwalifikasie(s) en vaardighede so goed moontlik kan bemark. Kom bou netwerke met potensieële werkgevers en bemark jou unieke vaardighede. Hierdie boekie bevat waardevolle inligting oor die loopbaanuitstallings en die maatskappye wat deelneem. Doen moeite om uit te vind waarna die maatskappye op soek is in die kandidate wat hulle aanstel. Raak vertrou met hulle produkte/dienste/visie/missie en hulle korporatiewe kultuur. 'n Aansienlike getal verteenwoordigers by die uitstallings is alumni van die Universiteit Stellenbosch. Hulle wil jou graag meer van hulle werkgevers vertel. Nou is dus jou geleentheid om daardie vrae te vra waaroor jy heeltyd wonder en om meer oor die verskillende maatskappye uit te vind.

The participating companies have invested many hours in creating a unique experience of their brand. Let us return the favour and give them a unique experience of the Matie brand. Can you list five to ten of your best skills, with relevant examples to illustrate how and where you have developed and applied them? Are your marks as good as they can be? Have you attended some of the work sessions offered by the Unit for Graduand Career Services? Have you worked in a team before, and what have you learned about yourself? How can your skills set add value to a company? The world of work continues to be shaped and reshaped by technological advances. Are you consistently working on improving your computer skills?

This year is also Stellenbosch University's Centenary celebrations. A special word of thanks to all the participating companies for their continued support over the years. I am confident that the 2018 Graduate Recruitment Programme will be a meaningful experience to everyone involved.



**Mr Marquard Timmey**

Head: Unit for Graduand Career Services, CSCD

*Hoof: Eenheid vir Graduandi-loopbaandienste, SSVO*



**GERT STEENKAMP**

PROCESS ENGINEER AT GROUP TECHNICAL AND SUSTAINABILITY  
PROCESS

# BLAST

**3 ROLES**  
**2 CONTINENTS**  
**4 YEARS**

Anglo American's Building Leaders and Shaping Talent (BLAST) programme offers the experience of 3 meaningful roles across 2 different continents in 4 years.

## 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, Mining Engineering, Mechanical Engineering, Chemical Engineering and Business Science/Finance.
- Have excellent academics.
- Demonstrate strong leadership.
- Possess drive, ambition and a passion for new challenges.
- Actively participate in campus and community life.

Applications open 01 May - 29 July 2018

Please apply online at  
[southafrica.angloamerican.com/blast](http://southafrica.angloamerican.com/blast)

## BUILDING LEADERS AND SHAPING TALENT



## **UIT DIE DIREKTEUR SE KANTOOR *FROM THE DIRECTOR'S OFFICE***

In just under two decades, two and a half billion people have become connected online – a number that is expected to double in the next five years. This means that the competition for jobs has gone global. Regardless of the kind of work you plan on doing, technology will play an integral part in almost every aspect. In light of these major shifts in the workplace, what can you do to be better prepared?

The Unit for Graduat 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. Those from the millennial generation (born between 1977 and 1997) are expected to stay at their jobs for an average of three years. This means that the average worker will have 15 to 20 jobs during their career. Job searching and networking, as well as tracking and adjusting to job market trends, have become increasingly important. 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 werksêreld te leer en met maatskappye te skakel. Nou is die tyd om jouself 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 aanlyn teenwoordigheid al hoe belangriker maak. Hoe lyk jou digitale portefeulje op LinkedIn?

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

The 21st 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 the workplace.



**Dr Munita Dunn-Coetzee**

Director: Centre for Student Counselling and Development

*Direkteur: Sentrum vir Studentevoorgligting en -ontwikkeling*



# Start with us.

#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)

---

## 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**<sup>TM</sup>





# CV WRITING

Marquard Timmey

Your 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 Graduand 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 Graduand 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 & 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 potensiële werkgewers of maatskappye/instansies waarin jy geïnteresseerd is.
6. Reageer op werksadvertensies 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 <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 Maties-Careers <https://stellenbosch-csm.symplicity.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 worksessions are free of charge.



## THANDOKAZI KONO



10 Banhoek Street  
Stellenbosch University  
Stellenbosch  
7600



thandokazii.kono



0753343332



021 906 5772



kono@yahoo.com

## PROFILE

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<br>(Tech & Innovation)  |
| 2017           | Project Manager: Funda Fundisa,<br>Kayamandi       |
| 2016           | Head Mentor: Irene Ladies' Residence               |
| 2012           | Residence Committee: Irene Ladies'<br>Residence    |
| 2016 –<br>2017 | Accounting Tutor: Funda Fundisa,<br>Kayamandi      |
| 2014           | Head of Debating Society                           |
| 2013 –<br>2014 | Member of School Learner<br>Representative Council |



## WORK EXPERIENCE

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**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

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- Wine-tasting
- Tour guide

## REFERENCES

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

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

# THE ACADEMIC / RESEARCH CV

At the Unit for Graduand 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:

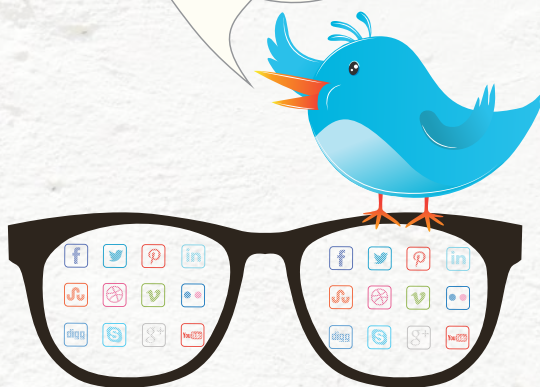
- The words Curriculum Vitae – the reader knows what it is!!
- Your photograph (unless you are applying for a job for which a photo is essential)
- Job descriptions
- Non-essential personal information
- Long sentences
- Lists – such as your GCSE's. You might choose to leave these out.

The above-mentioned information on Academic CV guidelines was taken from:  
<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

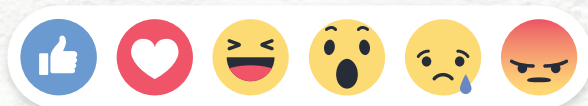


While they are mostly on social networks writing what's on their mind, reading other people's posts commenting or reading comments, and going through others' profiles, some people forget to view their own profiles to see what others see when they want to know a little more about them. I'd like to believe 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 Graduatand 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 CareerCompass presented by Wetfeet, Career Guide 2013



## SMALL THINGS AMUSE GREAT MINDS

### SO, YOU STUDY ENGINEERING?

AZOTEQ IS A SEMICONDUCTOR COMPANY BASED IN PAARL, BUT HAS AN INTERNATIONAL CUSTOMER BASE. A CAREER AT AZOTEQ OFFERS ENGINEERS THE OPPORTUNITY TO WORK WITH LEADING BRANDS SUCH AS **LOGITECH**, **GOOGLE**, **JBL**, **LENOVO**, ETC. AT THE FOREFRONT OF INNOVATION AND 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.

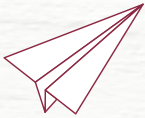
AZOTEQ IS A PIONEER IN LED DRIVER TECH AND MULTI-SENSOR SOLUTIONS OFFERED ON A SINGLE INTEGRATED CIRCUIT (IC).

# ALGEMENE LOOPBAANUITSTALLING

## GENERAL CAREER FAIR

**6 AUGUSTUS**

**Rooiplein, Sentrale Kampus | Red Square, Central Campus**



Deelnemende Maatskappye in Alfabetiese Volgorde  
Participating Companies in Alphabetical Order

Allan Gray  
Auditor General of South Africa  
BKB  
BMW South Africa  
Burgiss  
Business Partners  
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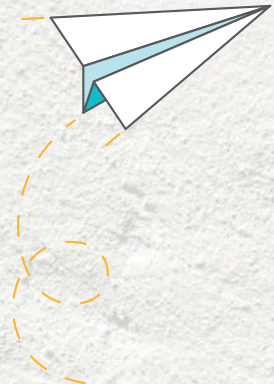
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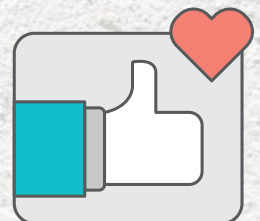
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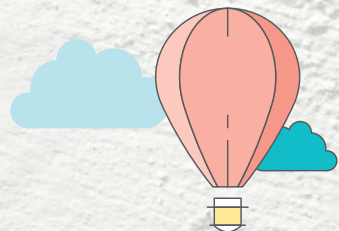
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Please send your CV, Grade 12 Certificate and your detailed academic transcripts to Doreen at [hrmgr@nexiasa.com](mailto:hrmgr@nexiasa.com). Closing date: 31 Aug 2018.

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

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- 02** The leadership of SAICA said in Parliament that Mandatory Audit Firm Rotation will not address the problems of transformation, market concentration and the independence of the profession. **In your opinion, what are more effective steps the profession could take to address these problems?**
- 03** SAICA believes it's important for CAs to grow not just the South African economy but also the economy of the city/town from where they come. **In your opinion, what contributions do you believe a CA(SA) could make to better the community from where he/she comes from and how would you go about doing this?**

Email your submissions to [slscompetition@saica.co.za](mailto:slscompetition@saica.co.za).

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Please include the following details: (The information below is compulsory and must be included in your essay format)

**First Name | Surname | Contact Number/s | Name of University | Name of Degree  
Student Number | Email Address | Essay Word Count**

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*\* The Student Leadership Summit is only open to students who are studying towards a BCom CA-stream qualification at SAICA-accredited institution.*

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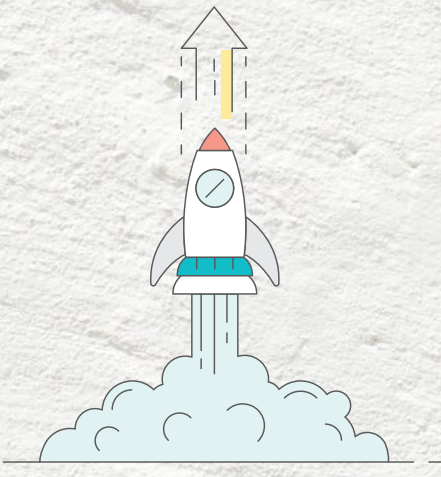
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Loopbaanuitstalling / Career Fair:  
8 Aug (Ingenieurs / Engineering)





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

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Loopbaanuitstalling / Career Fair:  
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Indien jy belangstel om jou SAICA sowel as IRBA, SAIPA en CIMA klerkskap by ons te voltooi, besoek ons webwerf by [www.sdkca.co.za](http://www.sdkca.co.za).

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Loopbaanuitstalling / Career Fair:

6 Aug (Algemeen / General)

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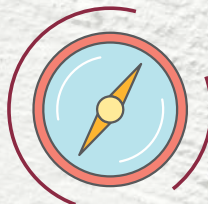
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The VWSA Graduate Recruitment process is currently under review. Students interested in joining our Graduate Programme should consult with our HR representatives present at the Stellenbosch University Career Fair on 06 August and/or visit [www.vw.co.za/careers](http://www.vw.co.za/careers) to apply between 01 June and 12 August 2018.

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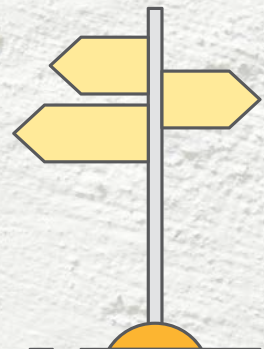
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- Lees deur die maatskappybrosjures en -pamflette wat by ontvangs beskikbaar is. Bêre jou selfoon! / *Read through the company brochures and pamphlets available at reception. Put away your cellphone!*
- Let op jou voorkoms: Lyk professioneel en goed versorg. / *Pay attention to your personal appearance: Look professional and well groomed.*
- 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. / *Guard against potential asocial 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.*
- 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). / *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).*
- Bemark 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. / *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.*
- 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. / *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.*
- Wees positief en entoesiasies, vermy negatiwiteit en oneerlikheid, en wys dat jy gemotiveerd en toegewyd is. / *Be positive and enthusiastic, avoid negativity and dishonesty, and show that you are motivated and devoted.*

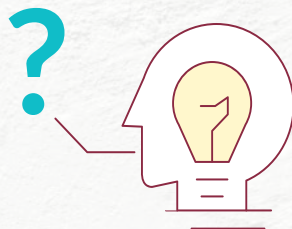


- Wees goed voorbereid deur vooraf navorsing te doen oor die maatskappy, die pos waarom jy aansoek gedoen het en die onderhoudproses. Dit wys ook jy is proaktief en ernstig oor die werk. / *Be well prepared by doing prior research on the company, the position for which you have applied and the interviewing process. This also shows that you are proactive and serious about getting the job.*
- 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. / *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.*
- 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). / *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).*
- Skryf jou indrukke van die onderhoud neer nadat jy die maatskappykantore verlaat het, onder meer ook wat jy volgende keer anders sal doen. / *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?



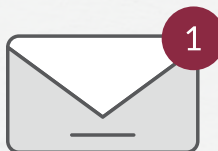
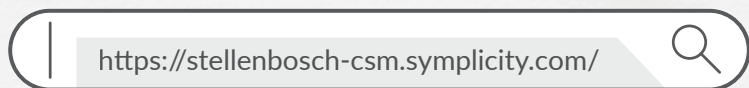
## Register for MatiesCareers, our Career Services Management System!

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 140 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!



**REPLY**

**FULL ACCESS**



# Terugvoer van werkgewers / Feedback from employers

A recent survey revealed some interesting bits - this is what Employers are having to say about students from Stellenbosch University

## What about the Stellenbosch University brand attracts you to our campus and our graduates?

- The fact that the university has been around for 100 years, thriving in an ever turbulent environment.
- High appraisal for the academic programs, some of which are internationally acclaimed.
- Success of alumni (captains of industry).
- The bilingual (English and Afrikaans) students that we employ.
- Kwaliteit van studente wat ons in diens neem.
- Well educated students whom we would like to include in our professional environment.
- The calibre of students

## What skills set are your company looking for in graduates that you recruit?

- In terms of skills we as employer are looking at: Emotional intelligence, Sense of responsibility, Adaptability, Hard working
- Soft skills – “work readiness skills” if I have to mention something. Better and open communication.
- Excellent results, team-players

## What do you regard as the major strengths of Stellenbosch University graduates?

- Academic environment is fast-paced at the US thus the transition to a working environment easier for candidates.
- Technical ability of the candidates.
- Balanced lifestyles
- Students prosper in the work environment as they are used to high standards.
- Well equipped, knowledgeable individuals.
- Ability to manage their own learning and careers
- What would you regard as the most important skill that graduates need to develop?

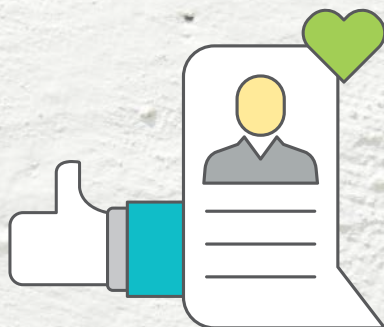


### **What would you regard as the most important skill that graduates need to develop?**

- Sense of responsibility
- Om vir hulself te dink, bring oplossing van die problem, moet nie verwag dat die oplossing gegee moet word nie.
- Communication
- Ability to practically apply theoretical knowledge and to take responsibility

**Maties make use of this opportunity to connect  
with prospective Employers!**

**Employers do not miss out on recruiting SU Graduates!**



# Stellenbosch University / Universum Students survey findings summary

Have you ever wondered what happens with the Universum survey that you fill in year on year? Well this year we have opted to share some key insights based on Stellenbosch University students with some slight comparisons with the average university student.

Some background: Universum Global, is an employer branding organisation and conducts extensive annual research to understand the next generation of talent's career expectations and preferences in over 60 markets. Thank you for participating in the 2017/2018 survey that gave us some very clear insights into how both the macro and micro environments have impacted students in their career expectations and preferences.

45,000 university students, with just under 2000 of those being Stellenbosch University students participating in the survey, Universum is able to generate a range of in-depth insights that shed light into 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. Below is a snapshot of what the SUN students think of their university and the career services.



## WHAT STUDENTS WANT FROM THEIR UNIVERSITY?

### Attractive University Attributes

#### SUN Students

1. Exceptional professors/lecturers
2. High rank within its field
3. Good reference for future career and/or education

#### All Students

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?

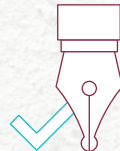
### Strongest Soft Skills

#### SUN Students

1. Integrity
2. Reliability
3. Responsibility

#### All Students

1. Responsibility
2. Dedication
3. Reliability





**IS THE UNIVERSITY DELIVERING ON WHAT STUDENTS WANT?  
HOW SATISFIED ARE SUN STUDENTS WITH THE UNIVERSITY  
COMPARED TO OTHER UNIVERSITY STUDENTS?**

**SUN students**

Average rate 2017:

**8,1**

Average rate 2018:

**8,5**

**All students**

Average rate 2017:

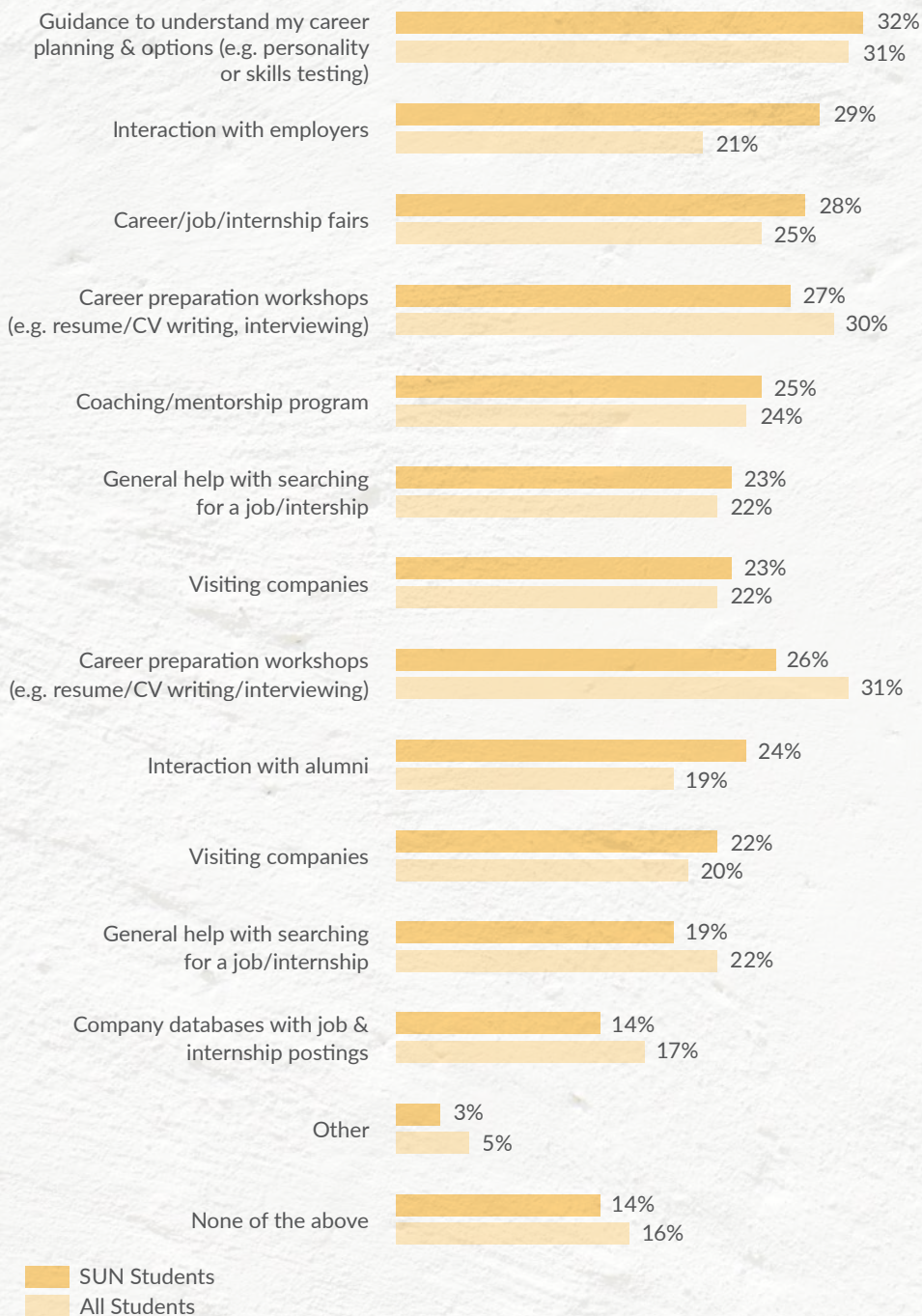
**7,3**

Average rate 2018:

**7,6**

The stats above show that the university is not only delivering on what students expect from it, it is also improving year on year. 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 regards to assistance with their careers.





## ARE THE STUDENTS SATISFIED WITH THE CAREER SERVICES OFFERED?

Despite the fact that there is still some room for improvement within this area, we see a year on year improvement in the students' satisfaction with the career services offered.



## 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?

### Preferred Employer Attributes

#### SUN Students

1. Opportunities for international travel/relocation
2. Leadership opportunities
3. Professional training and development

#### All Students

1. Leadership opportunities
2. Professional training and development
3. Ethical standards

## WHO ARE SOME OF SUN'S MOST ATTRACTIVE EMPLOYERS?

Investec, Google, CSIR, Aurecon and Allan Gray 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 other platforms as well as had the best social media activities.

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.



# Smith & Associate

GEOKTROOIEERDE EN PROFESSIONELE  
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## *verstaan jou behoeftes...*

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

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- **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 2019 is: 28 September 2018*



# Oud-Maties vertel / Our Alumni report back

Every year the Unit for Graduan 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.



## Bilqeess Higgins

Business Analyst

BEng Chemical Engineering

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

FNB has an owner-manager culture. The company is professional but it also has a flexible aspect that allows FNBers to feel comfortable and enjoy what they do.

### What is exciting about work?

Being part of FNB is exciting since it's a multidisciplinary work environment where there is so much to learn. It's also fast paced, and you're constantly attending meetings and speaking with your colleagues trying to solve a problem in the business.

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

Realizing how many people are involved in a single project that you may be working on. You have input from various sections and each person plays a specific role in the project.

### What are the people like at FNB?

The people I've encountered at FNB are all helpful and friendly. They are from diverse backgrounds and various disciplines which makes the work environment interesting and pleasant to work in. Everyone has different ways of thinking which allows projects to be thoroughly investigated since different angles can be covered.

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

Being part of the world's most innovative bank is a great way to start a career. I love that FNB allows its staff to move business units and to be a part of projects such as Quantfest and Co-defest. FNB allows you to shape your own career.

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

The most interesting day was when the graduates in Credit Card had coffee with the CEO of the Credit Card Business! It made me feel like a valuable part of the Business Unit.

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

I'm working on a project that seeks to allow customers to transact on an ATM by just tapping their cards using NFC (Near-Field Communication) technology.

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

I would have involved myself in programs or projects where I work with people from various disciplines in order to expose myself to what others do and how everyone works together in order to solve problems. It would have been a good simulation of a work environment.



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## Mark Walker

Graduate Trainee

Studied Industrial Engineering



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

FNB focuses heavily on innovation and providing the best possible service to customers. They're constantly looking for ways to improve current processes and gain a competitive advantage in the market. The people at FNB are very helpful and hardworking.

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

Learning how to code SAS in a day.

### What is exciting about work?

It's exciting to wake up and go to work knowing that the work I do in insurance helps millions of people to support themselves and their family through rough times. I learn something new every day, whether it be coding or some insurance term I haven't been exposed to.

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

FNB is by far the most innovative and modern bank in South Africa with limitless opportunities. To my mind, banking has loads of room for improvement. I was very surprised to learn how many of the engineering techniques learnt at university are applied in the banking world. Many people don't understand how much technology is involved in banking.

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

Building an automated underwriting report to support a predictive underwriting model - every day on this project is interesting.

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

Winning first prize in the Service Immersion Project.

My advice to students entering the job market.

You won't know whether you like or dislike something until you've tried it.

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

How quickly you can learn and how useful the techniques taught at university are.

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

I would've practiced programming more.

**FNB**  
First National Bank





## **Walther Groenewald**

Quantitative Analyst

Studied Actuarial Science.

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

It's a caring culture and employees feel appreciated. The culture is driven, while allowing for individual initiative.

### **What is exciting about work?**

The steep learning curve and sense of responsibility that goes with it. It's exciting to work with other people and to exchange ideas. Free coffee!

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

I was pleasantly surprised that FNB has extremely flexible working hours, which is great for missing traffic.

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

People are very friendly and approachable while also being hard working and diligent.

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

The wide variety of fields within actuarial application used in the business. FNB is innovative and willing to try new ideas, and I was excited when I learnt that machine learning is used for certain applications and that I would have a chance to work with it.

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

Assessing clients that potentially pose a money laundering risk for the bank.

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

The awesome people I met through the graduate programme, and induction week.

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

I would've made a conscious effort to build more connections with people, as it is helpful in the business world.

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

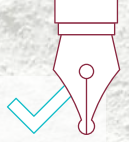
Do something you like. Stay curious and learn as much as you can.

**FNB**  
First National Bank

## 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.Adzuna.co.za](http://www.Adzuna.co.za)
- [www.careerweb.co.za](http://www.careerweb.co.za)
- [www.ananzi.co.za](http://www.ananzi.co.za)
- [www.bestjobs.co.za](http://www.bestjobs.co.za)
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- [www.gumtree.co.za](http://www.gumtree.co.za)
- [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.neuvoo.co.za](http://www.neuvoo.co.za)
- [www.careerjunction.co.za](http://www.careerjunction.co.za)
- [www.jobs.co.za/](http://www.jobs.co.za/)
- [www.jobmail.co.za/](http://www.jobmail.co.za/)
- [www.sayyellow.co.za](http://www.sayyellow.co.za) (SA online directory)
- <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

WWW



## NOTES:







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