



OFFICE OF STUDENT SUCCESS

Career Gate



Greatness Achieved Through Excellence

B.HSc Careers Portal





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SELF AWARENESS

Self-awareness is about having a deep understanding of our interests, values, skills, limitations, feelings, beliefs and even motives, and knowing how our behaviour can impact others.

Good self-awareness can help in making career choices, and for that, we may want to think about self-awareness in two dimensions:
Private self-awareness: the understanding of our mental states that are invisible to others e.g. emotions, perceptions and goals, beliefs.
Public self-awareness: the understanding of self when others’ attention is focused on us. This refers to our awareness of the more visible characteristics e.g. mannerisms, behaviours, appearance etc.

Achieving self-awareness requires continuous reflective evaluation. Take some time to honestly answer the following questions:

- What are my strengths?
- What motivates me?
- What makes me feel good about myself and inspires me?
- What are my weaknesses?
- How do I usually manage conflict?
- Can I handle criticism?
- What usually triggers stress in me?
- How do I cope with stress?
- Am I easily unsettled?
- How well do I relate with others?

Do note that self-awareness is not an event, but a continuous process where you increasingly understand your values, interests, talents, beliefs etc. SEEK suggests four ways to improve self-awareness: (<https://www.seek.com.au/career-advice/article/know-yourself-get-a-better-job>):

Self-exploration:
Use past experiences to clarify your values, beliefs, skills etc. Persistent self-exploration helps you realise your true capacity, and to identify areas of both personal and professional life that need improvement.

Work with a career coach or mentor:
A coach or mentor can help you identify and work through areas of your self-awareness that you need to improve on. Mentoring allows you to bounce your thoughts off a trained professional, and potentially someone distinct from your existing circles. In case you require assistance in this area, the Advisors and Counsellors at OSS are available to help, and to also appropriately refer.

Reflect often:
For any critical incident or experience, think about what has gone well and not so well, and the possible reasons for that. Then apply what you learn to your next day or week. While you may not expect change overnight, consistently applying these principles can improve your self-awareness.

Ask for feedback from others:
This will close the gap between how others see you and how you view yourself. In your situation, you can ask a friend or classmate to give you feedback that will help you be more aware of how you present to others.

Self-awareness and self-understanding will help you build on your strengths during job seeking especially in the following ways:

- Building a compelling CV
- Expressing your skills and abilities to employers
- Presenting yourself effectively at interviews
- Exploring your enterprise skills
- Managing your personal development



JOB AWARENESS

Apart from self-awareness whenever you are applying for a job, you will also need to do quite some research into the particular job and company environment that you are hoping to get into.

What sort of work environment is it?

You may not be able to know everything about a company/organisation until you are actually employed, but it is helpful to do some research about the company. Start from their website. What is their vision, core business, values etc? Ask around, in case there are people in your circles that know something about the company.

Is my qualification and training a good fit for the job?

Think about what the job will require of you in relation to the knowledge and skills that you have. What other training (if any) would be required for you to function optimally?

What will I actually be doing?

Think carefully about what the job that you are applying for will actually involve. What will a regular day look like? Is it based on thinking and creativity or largely on mechanical work? Does it involve travelling? Does the job description include things that you enjoy doing?

Prospects for growth?

In an environment where the job market is flooded, this might not look like a question that is helpful to ask. However, it is likely that when you are in a job, you may realise that there is little or no opportunity for professional growth, and that can be frustrating. Therefore, do careful research around the career development opportunities that come with the job that you are applying for.

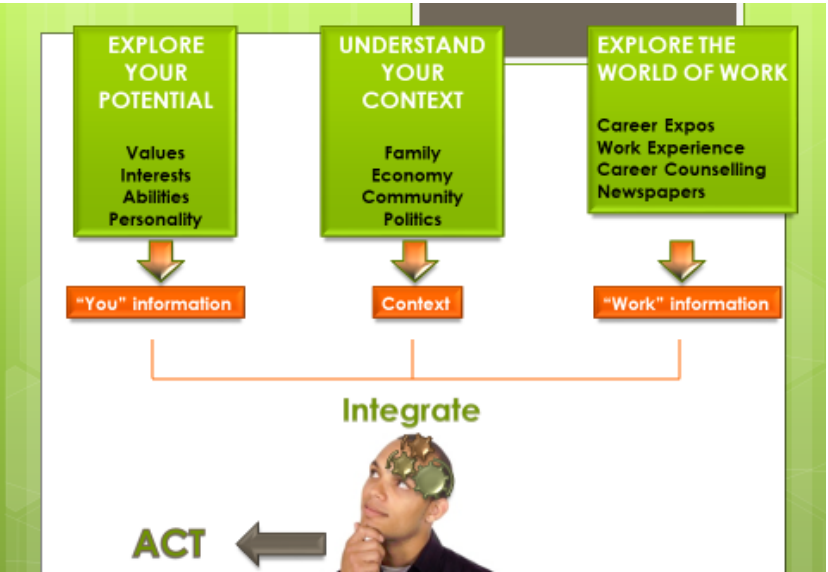
What are the costs and benefits?

When applying for jobs, it is easy to think only of benefits and not the possible costs. This is because getting a job means we will be able to earn a salary. However, sometimes there are significant costs associated with particular jobs, e.g. transport costs, work-life balance, frequent travelling (this may be a benefit for some, especially if there are no family commitments). In addition, paid work involves being responsible and accountable to the company/organisation, and sometimes even to broader society. Take the example of ministers and other public servants before COVID-19. They may not have thought of themselves as being as accountable as they may be now, when every action and decision that they make has to be closely scrutinised.

What will the conditions of service look like?

You will probably only know about some of these if you are offered the job. Seek to know what hours you will be working and how much leave you will get.

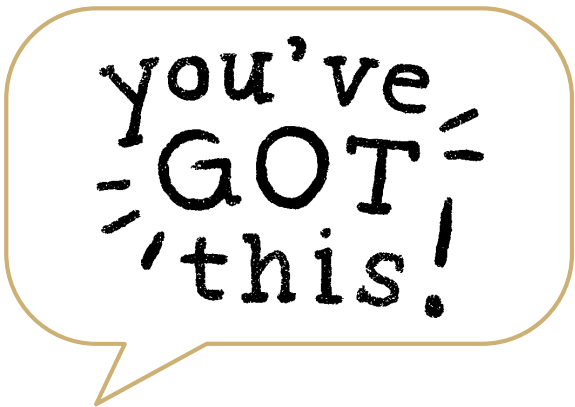
APPLICATION:
Reflect on the information above and the flow diagram below (Compliments: E Maleka). Briefly describe your situation as follows:
i. your “You” information
ii. your “context”
What sort of job and work environment do you think would suit you best?



The employment seeking process is not only technical but also psychological in nature. Searching for employment can be a demanding and frustrating process that requires you to find internal skills that influence your self-confidence, help maintain focus on your goals and manage the stress to overcome setbacks. Mental skills are considered to be a source of expanding your potential and enhancing internal resources. These are tools for the mind that play a vital role in increasing persistence and curbing unproductive thoughts and behaviours. The following mental skills are encouraged as you prepare for the world of work and pursue your careers.

Purposeful positive self-talk

- This refers to the internal and external dialogue that you have with yourself or about yourself.
- You can change your self-talk by becoming aware of the things you say to yourself and changing negative and unhelpful self-talk.
- Controlling your thoughts & self talk is the gateway to controlling your emotions and behaviours.
- Adopting positive and purposeful self-talk is important for self influence so BE MINDFUL OF THE LANGUAGE YOU USE WHEN SPEAKING TO YOURSELF OR ABOUT YOURSELF.



Positive visualisation & mental imagery

- o Visualisation involves forming mental images of a desired outcome before executing it. Try it out: <https://youtu.be/CKTsvKyUrhg>
- o Mental imagery focuses on your senses (what you can see, hear, touch, taste and smell) while visualising.
- o Both techniques are considered important tools for maintaining self-esteem and working through adversities.
- o Your imagination is a powerful tool for inspiration and relaxation.
- o Example: You can visualise a successful interview.
- o Avoid visualising negative outcomes.



Goal setting

- Goal setting helps you identify what you wish to accomplish and encourages you maintain focus and increases your motivation to achieve.
- This can be done through identifying your long-term goal (which describes your purpose & growth) and short-term goals (which refer to the accomplishments that lead you to the long-term goal).
- Set **Specific.Measurable.Achievable.Relevant.Time-based** goals.
- It's advisable to set smaller goals to help you reach a major goal.
- Example: Major goal- get a job
Small goal- submit two job applications a day



Relaxation

- A process that involves focusing your attention on calming activities.
- Relaxation not only brings you peace of mind and enjoyment, it helps you decrease stress.
- Examples of relaxation techniques: Deep breathing exercise, Progressive muscle relaxation, Meditation, Yoga, Read a book, Music/art, Watching your favourite movie etc.



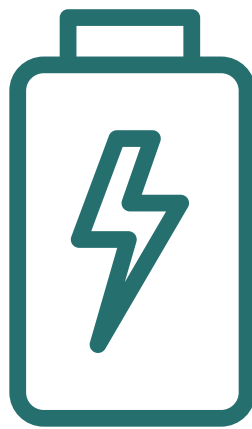
Self-compassion

- Ø The concept of showing yourself kindness and understanding when you're experiencing setbacks.
- Ø Refrain from being self-critical and judging yourself harshly.
- Ø Also keep in mind and understand that engaging in the job search process sometimes does not equate to making progress; it can also come with rejection.
- Ø Opt to learn from the experience, change what you can and let go of what you cannot change so you can focus on the next opportunity.



Motivation & Energisation

- o Motivation refers to ones willingness to do something. it energises and directs behaviour.
- o You can maintain your motivation and energisation to continue applying for jobs, attending interviews and pursuing your chosen path by:
 - Making a list of your accomplishments, successes, skills & capabilities to boost your confidence.
 - Finding opportunities for growth through volunteer work that helps you build career related skills and networking opportunities.
 - Focusing on things you can control (e.g strengthening your online presence, enhancing your CV, learning new skills).
 - Using affirmations: "I have knowledge" , " I will get the interview", "I am prepared", "My CV is solid", "I have the right qualifications".
 - Rewarding yourself and take time out to spend with supportive family, friends and engage with your personal interests.



"Building mental job toughness is like building a muscle, you have to work at it in order to make it stronger"



Cherish it. Enjoy the moment and the feeling you have just created!

Sit up straight, close your eyes & take a deep breathe. Now Imagine that "You have accomplished your goal, You have achieved Success, See yourself. What do you look like? What do you see yourself doing? Who are you with? What are you saying to the people you are with? How does the success feel? Take a moment to think about the steps you taken to accomplish your goal" When you're ready, take a deep breathe, smile and open your eyes"

Find/create a picture or a visual representation for your goals and aspirations — financial, career, new skills and abilities.

You can follow this pattern for the rest of your body (torso, arms, hands, neck & head)

Motivating (How can I motivate myself with kindness, support and understanding rather than criticism?)

[illegible]

It is common knowledge that most of you will join Thousands of other job seekers in the competitive labour market after graduation. Discipline knowledge is relevant but not enough for you to secure employment. For you to succeed in the job hunt, you need to possess unique combinations of understandings, skill sets, values and attributes—employability skills.

What does employability mean?

Employability entails your capacity not just to get a job but also to survive in it and, move between jobs remaining employed throughout your life – thus, surviving and thriving in the Fourth Industrial Revolution (4IR). The prospective employer looks for a distinctive mix of employability skills during the recruitment process. Fortunately, you can learn and acquire most of these skills while still studying your degree.

What are these employability skills?

There is a wide spectrum of employability skills but the generic ones are:

1. Communication Skills
2. Professional and Technical Skills
3. Personal attributes/Core Employability Skills

Communication skills:

Your interaction with all stakeholders at the workplace as you share knowledge, opinions, attitudes and ideas is very important. These communication skills include:

Listening skills – active listening

- Giving an appropriate response in an interview is a sign of active listening
- Application: Practice listening attentively before responding.



Verbal communication – fluency in the English Language as medium of communication and expressing one's ideas confidently and clearly

- This includes your pronunciation, grammar and the tone of your voice
- Application: Practice speaking confidently to others in discussions



Reading skills – ability to follow instructions and comprehend messages to extract relevant information

- Application: Practice reading more literature for comprehension



Written communication – ability to write meaningfully.

- Application: Practice writing emails, reports, CV and cover letters



Professional and Technical skills

These are usually developed through education but your ability to stand out is key. Professional skills sought after by the employer include:

- *Aptitude skills* – a talent or competency to do a certain type of work exceptionally well.
- *Academic knowledge* – these are academic skills developed through formal learning but also include time management, learning style and planning.
- *Computer/technical skills* – ability to perform a certain skill for a particular discipline. For instance use of computers, learning new procedures, analyzing information or problems, innovation and coming up with new solution. It also includes ability to use computers and other modern equipment.
- *Data analysis/analytical skills* – this includes ability to inspect, clear, transform and model data in order to arrive at some informed decision.

Personal attributes/Core employability skills

Your attitude or personal attributes make you a distinct candidate among others to the possible employer. These attributes include, but are not limited to:

- *Good personal grooming* – the way you dress and present yourself in interviews matter to the employer.
- *Time keeping and personal organization* – this is about your ability to plan and prioritize tasks, manage time and self and meet deadlines.
- *Cooperation, collaboration and teamwork* – your ability to work effectively and confidently with others in a group respecting and recognizing others' opinions and ideas. Employers value the strength you bring to the teams
- *Integrity, dependability and reliability* –your ability to stick to standards and procedures and, to maintain confidentiality.
- *Good work ethics* – working independently with less supervision. Meeting own deadlines, being honest and be self-disciplined.
- *Positive mindset and willingness to learn* – have the 'can do' approach. Be a lifelong learner and willing to learn new things quickly.
- *Decision making and problem solving skills* - identify ways of doing things, evaluate the options basing on logic and facts to arrive at an appropriate solution.
- *Consistency and flexibility* - a 'go getter' attitude, with standing pressure and being able to adapt quickly to changes at work
- *Negotiation and networking skills* – Be able to convince others. Build relationships with them to develop the self.
- *Initiative*- your ability to think creatively
- *Management and leadership skills* – your ability to motivate and direct others towards taking initiatives and completion of tasks is an indicator of your potential growth in the job.

How to develop employability skills

Reflect on the information above. You can see that you can develop most of these employability skills while still studying your degree studies.

- Do your projects, case studies and other written assessments confidently and wholeheartedly
- Participate actively in class or group discussions
- Be active in team projects/tasks
- Take your practical lab sessions seriously, take the initiative to try out new things
- Behave like a professional
- Practice good writing as you do your assessments. Develop a good CV and practice writing a cover/motivation letter



Curriculum Vitae Writing Skills

A Curriculum Vitae (CV) is a factual summary of your total career history, education, skills and experiences that you have gained to date. It is a marketing tool. Its main purpose is to get you a job interview. It serves to convince the prospective employer to contact you.

FEATURES OF A GOOD CV

- A good CV is one that matches your skills and experience with the prospective employers' needs. As such it is important develop a very strong CV.
- It highlights details that demonstrate your capabilities and focuses on your achievements, skills and values.
- You update it every six months.
- It is about YOU, not just your educational, extra-mural or work histories.
- It is written formally, honestly and in good English, free of grammatical errors.

CV FORMATS

CVs can take different formats; comprehensive (very detailed) and short/abridged CVs. Different employers require different formats so it is important to structure your CV in response to the job advert. Generally, a CV contains the following sections:

- **Heading and Personal Details**
This includes your name, contact details, identity number, and driver's license (only if you have one)
- **Career Goal/ or Summary**
This is a short statement about what you would like to achieve in your career. A summary is about 2 to 3 sentences long and it includes your outstanding achievements or personal qualities (which you have).
- **Education**
This is the strongest section for a new graduate. Here you include the name of the institution, the degree or certificate attained, the start and completion date of the qualifications listed. Usually you start by listing the most recent.
- **Work Experience**
While you might not have much experience as a new graduate, but there is need to list all work you have done. Give a name of organisation, job title, and completion dates. You should also list the core tasks that you performed. Work experience is considered an addition to academic development so no matter how small or short it is necessary to write it down.
- **Skills**
Here you write skills that are not job specific (transferable skills) but those that you have demonstrated at some point. For instance; Presentation skills: Have presented on various topics before class and at faculty symposia.
- **Achievements and Awards**
It is important to flag out your highest achievements and awards. You include the name of the award.
- **Committee or Extra-curricula Participation**
You mention your involvement in such activities especially the roles you played.
- **Hobbies and Interests**
You provide a list that adds value to career or personal development
- **Referees**
Provide contact details of 2-3 referees. These could be colleagues, lecturers, managers or co-members of a committee. Liaise with the individuals so that they are aware that you have made them your referees.



(Courtesy to Eileen Maleka for part of the information)

Cover Letter

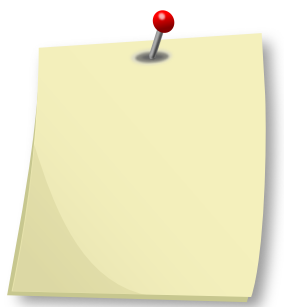
A cover letter or motivation letter accompanies your application form/letter and/or your CV. It augments a CV in securing you an interview. It plays the role of your personal agent that goes to meet the prospective employer and tells them why you are the best candidate for the job. This implies that it you should write it in a formal style (a standard document) for it to communicate effectively to the employer on your behalf.

Format of a cover letter

- When writing a cover letter;
- Always write your contact details/ address and the date, company address. You address it to a specific person and then divided it into relevant paragraphs.
 - Keep your cover letter brief while making sure it emphasizes your suitability for the job. It can be broken down into the sections. For example:
 - Paragraph one – In your opening statement state why you are writing the letter. Start by stating the post you are applying for and where it was advertised.
 - Paragraph two- You write why you are suitable for the job, what attracted you to it, why you are interested in working for the company and what you can offer it.
 - Paragraph three - Highlight relevant experience and show how your skills match those in the job description. Give a summary of your additional strengths and explain how these could benefit the company. The additional could be personal attributes or skills that you have.
 - Paragraph four – In this paragraph you round up your letter. Reiterate your interest in the post and indicate your wish for a personal interview. At this point, you can mention any unavailable dates. End the letter by thanking the employer and say how you are looking forward to receiving a response.

Resources

CVs and cover letters: Example CVs Available at <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>
Bradley's CV's. Available at <http://www.bradleycvs.co.uk/cv-writing-tips/cv-personal-details-interests.htm>





INFORMATION & NETWORK GUIDE

Tip 1: Consider the type of work environment you wish to work in, e.g Field-work, Research-based, Lab-based, Media related or Office-based, because it informs which jobs you apply for.

Tip 2: Take the opportunity to review company cultures and employee feedback

JOB SEARCH ENGINES

Indeed
PNET
Youth Village
Puff and pass
BizCommunity
LinkedIn
Careers 24
Career Jet
Department of Labour
za.recruit.net
ngopulse.org

RECRUITMENT AGENCIES

Wits Alumni Relations (Career Services)
AJ Personnel
MVG Recruitment
Aicila Group
Afrizan
Measured Ability

POSTGRADUATE FUNDING OPPORTUNITIES

Wits Postgraduate Merit Award
National Research Fund
Mandela Rhodes Foundation
HCI Foundation
General Electric Bursary

Useful Sources:
Wits Financial Aid and Scholarship Office (FASO)
<https://insabu.co.za/bursaries-for-health-science/>
<https://allbursaries.co.za/>

INTERNSHIPS & GRADUATE PROGRAMMES

Internships grant you the opportunity to gain hands-on experience & helps you develop vital job skills:
Department of Health & Social Development
City of Ekurhuleni Internship Programme
CIPLA graduate/Internship Programme
Dis-Chem graduate Prpgramme
PWC Foundation for the Future Graduate Programme
United Nations Development Programme
Unilever 3 week Internship Programme (3 weeks)

Useful Sources:
graduates24
Internships-SA.co.za

EMPLOYMENT DIRECTORY

According to the 2018/2019 Gradate Exit Survey Report , The Department of Health, University of the Witwatersrand, Clicks, National Health Laboratory Service. Dis-Chem Pharmacies and Netcare are the top employers of Faculty of Health Sciences Graduates from Wits University.

EMPLOYERS/COMPANIES TO CONSIDER:

WITS Health Consortium
Human Sciences Research Council (HSRC)
Council Scientific and Industrial Research (CSIR)
Novartis
Pfizer Laboratories
Clintec
Medecins Sans Frontieres (MSF)
US embassy & Consulates of South Africa
Discovery
Unilever
Roche
Alcon Laboratories SA
Medtronic Africa
Proctor & Gamble
Health Systems Trust
Johnson & Johnson
Ultimate Sports Nutrition (USN)

BIOKINETICS

Follow the Biokinetics Association of South Africa on www.biokineticssa.org.za
Requirements: Honours degree, 1-year internship & be registered with Health Professions Council of South Africa as a Biokineticist.

Where to find employment once you've qualified:

Centres for Sports Medicine
Department of Sport & Recreation
Elite and Professional Sport
Corporate sector/Large corporations
SA National Defence Force/Military Base
SA Police Service
SA Correctional Services
Large Municipalities
Universities & Schools
Private Practice

What you can do with your degree:

Wellness assistant
Physical education coach
Social Media fitness influencer
Exercise Researcher

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<https://positivepsychology.com/wp-content/uploads/3-Self-Compassion-Exercises-Pack.pdf> (Accessed: 6 July 2020)

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<https://www.psychologytoday.com/za/blog/career-transitions/201707/rejection-and-the-job-search> (Accessed: 3 July 2020)

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<https://www.top-employers.com/en-ZA/certified-top-employers>

<https://www.winona.edu/resilience/Media/Self-Talk-Worksheet.pdf>

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<https://blogs.uw.edu.wwamispn/mental-skills/> (Accessed: 6 July 2020)/

www.biokineticssa.org.za

www.careerhelp.org.za

www.gostudy.net

www.graduates24