

INTERNSHIP MATTERS

INTEGRATING GRADUATES TO THE WORKPLACE

BROUGHT TO YOU BY TALENTCORP

UNIVERSITI Teknologi Petronas (UTP) illustrates how internship programmes have become an integral part of its degree courses. All students are graded on their internships before graduating from UTP. Some of the key benefits of implementing internships within their courses are:

BETTER COMMUNICATION SKILLS

Students have to present their findings during their internship to a committee comprising the hosting company's top brass and a UTP professor. This is a requirement and students have to defend solutions presented.

INCREASED CONFIDENCE

Faculty members always observe an increased level of confidence in students upon completion of their internships.

BETTER TEAMWORK AND UNDERSTANDING OF BUSINESS

Students who do internships learn the importance of teamwork fast. They learn how to respect colleagues and handle different ideas and they develop an understanding of business in their host companies.

■ Points contributed by Prof. Dr Idris, head of CSIMAL (Centre for Student Internship, Mobility and Adjunct Lectureship), Universiti Teknologi Petronas.

UGRAD NURTURES KNOWLEDGE WORKERS INTO ICT TALENTS

IMRAN Kunalan, director of talent division of MDeC, explained that Ugrad is a rigorous internship programme as MDeC works with selected MSC-status companies which have strong internal training programmes.

Imran said moving forward on the National Talent Development Agenda, MDeC is synergising Ugrad with TalentCorp's Structured Internship Programme.

He shares key elements for employers to design a successful internship.

KEY ELEMENTS IN DESIGNING A SUCCESSFUL INTERNSHIP

Comprehensive monitoring mechanism

Under Ugrad, our monitoring mechanisms include job site visits to employers' organisations, implementing trainees' feedback and imposing trainee progress reports.

Balancing of expectations between students and employers

Map out aims and goals at the start of the scheme. Employers must offer specific roles and impart the right skills and know-how to interns. Interns must have the "go-getter attitude" to make it a "win-win outcome" for them and the prospective employers.

■ Companies interested to implement Ugrad, please contact MSC Malaysia Client Contact Centre (CliC)
Tel: +603 8315 3000 | Toll free no: 1-800-88-8338 (within Malaysia)

Universities interested to participate in UGRAD, please contact:
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MEANINGFUL INTERNSHIP AT TdC TO HONE SKILLS

Ramizu **HIGHLIGHTS FOUR KEY FACTORS** that lead to successful internships:

1 INTERNSHIP AS A STRATEGIC TOOL

TIMEdotCom aims to hire for attitude. Not just its employees, but also interns. "We want interns working at TdC to know what they want."

2 CHOOSE HOST COMPANY PROPERLY

Interns who choose their host companies well can jump-start their careers because internships provide real work, divided into modules for the interns to learn and achieve different milestones.

3 CAPITALISE OPPORTUNITIES

Interns should take the opportunity to understand the company and learn about the business. This gives them more than a footing into the company and industry.

4 PROVE CAPABILITIES

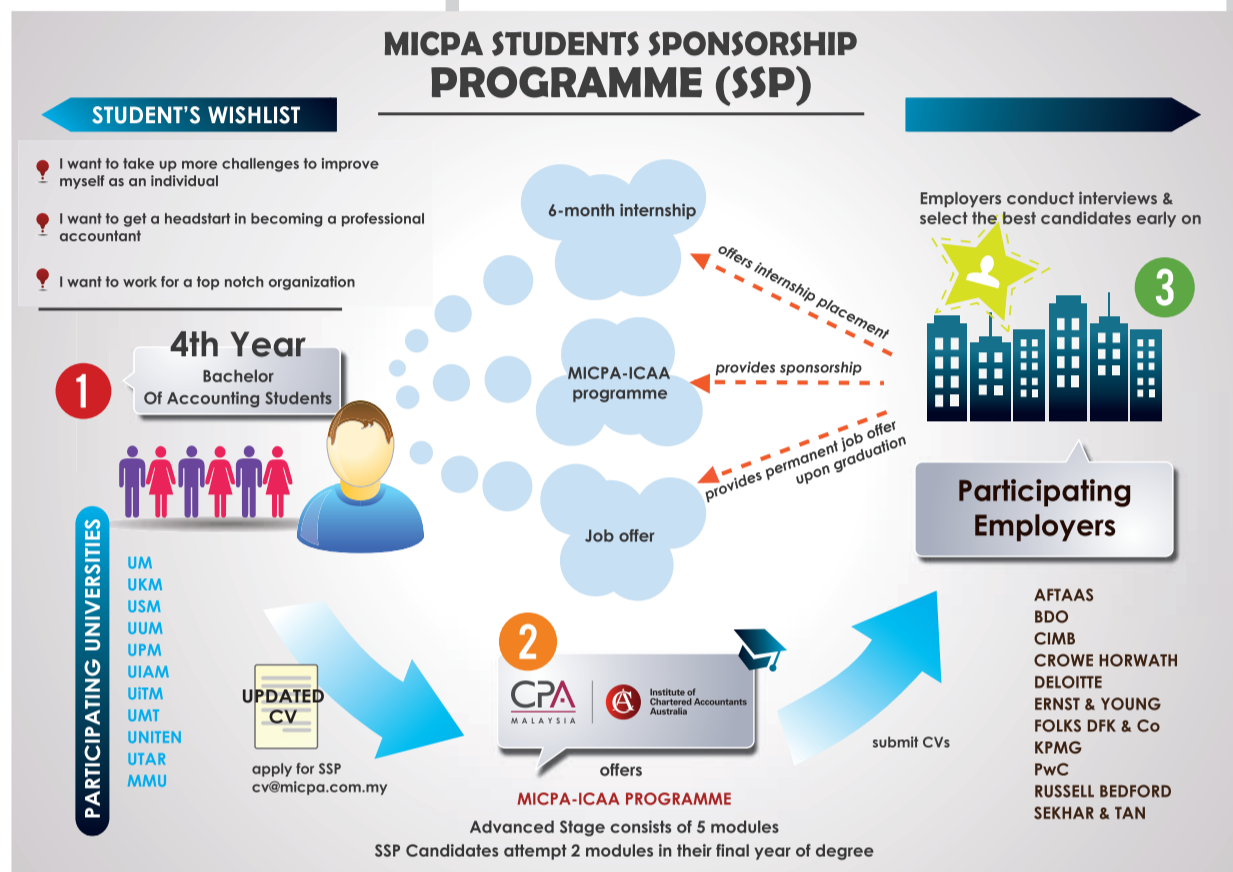
During internships, it is crucial for the students to prove their capabilities to their host companies. They are supervised and are given lots of support during the internship. It is also an opportunity for the host company to evaluate interns as potential hires when they graduate in the future.

Interns at TdC are certainly in for a ride. Or a slide, at this vibrantly-decorated telco which boasts a two-storey high "Lex" slide and magenta capsule chairs. Head of people Muid Ramizu Abdul Wahab stresses the importance of making internships meaningful for their interns. "That's why ours is a structured internship programme" Ramizu says.

MICPA MATCHES STUDENTS TO EMPLOYERS VIA SPONSORSHIP SCHEME

THE Students Sponsorship Programme (SSP) is a tripartite collaboration between MICPA, participating employers and universities to advance the professional development of students enrolled in accredited four-year Bachelor of Accountancy degree programmes in Malaysian universities.

■ Students who are keen to participate in the MICPA SSP can visit our website: www.micpa.com.my/the-micpa-programme/students-sponsorship-programme/ Companies who want to join the SSP can contact us at: micpa@micpa.com.my



CREST INCUBATES TALENTS TO PROPEL E&E INDUSTRY TO NEXT GENERATION

TOGETHER with TalentCorp, CREST has brought many MNCs to the forefront in recruiting talents. FasTrack is one of the programmes where graduates are placed in MNCs working on real-life E&E design and development projects to speed up the graduates' learning curve, assimilate them into their jobs and help them acquire soft skills such as working in teams and communicating with colleagues.

During the apprenticeship, graduates are selected by international MNCs like Motorola, SilTerra, Agilent, Intel, Altera and many more. The selected

graduates undergo a 12-month apprenticeship program which includes classroom training at Penang Skills Development Centre and working on real life product development projects in the MNCs under supervision of senior engineers at the respective companies.

■ Companies interested in collaborating in talent development for the E&E sector can contact CREST at <http://www.mycrest.com.my>.



Fadhilah Hana is smart, young and enjoys the camaraderie with colleagues at Time dotCom Bhd (TdC). This Khazanah scholar who is pursuing her Master's in engineering management is just a month-old intern at TdC.

"In our course, we learn marketing management but here at TdC, I get to plan and execute actual planning of activities," Hana shares. "There are standards we have to adhere to, starting from product concepts to launching of new products."

Hana says that the learning curve is steep and she constantly needs to read up on the latest technologies, apply effective time management, multi-task and prioritise her work to ensure that all her deliverables are met.

Despite the workload, Hana is enjoying her experience interning at TdC as it provides her with the necessary exposure to working.

TdC welcomes Malaysian and International students for their internship programme.

INTERN HANA HONES ANALYTICAL AND INTERPRETING SKILLS AND ENJOYS DIVERSITY AT TIME DOTCOM



ONLINE RESOURCES TO ENHANCE YOUR EMPLOYABILITY

Whether on your iPad or laptop, and even smartphone, you can check out the following e-learning sites to enhance your skills and knowledge, which can help you become employable!

*Ready4Work by TalentCorp (www.ready4work.my)

Ready4Work partners with top companies to offer online learning content to graduates focusing on practical matters to enhance employability. Learning these skills through Ready4Work can enhance your employability.

*MyLine Resources for Learning in English (www.myline.utm.my)

Initiated in 2006 by UTM and supported by MoHE in 2008, MyLine offers self-learning resources especially in enhancing communication skills in English. The portal is available in all 20 public universities. Topics covered include problem solving and presentation and communication skills.

*The myStarJob.com Job portal (www.mystarjob.com)

The Star has actively partnered with international and Asian corporations to produce industry-related skill booster articles. Now, the search for jobs and skills learning courses are available online via www.mystarjob.com/learning or http://www.leaderonomics.com/pages/corporate/learning_leaderonomics.html

Employability! It is a word to describe how easily you will get hired after graduation.

"Employability is important because we want to ensure the younger generation, especially graduates, can get jobs which can contribute significantly to the country's economy," Mohd Amin Mohamad, Industry and community network office, Universiti Teknikal Malaysia Melaka explains.

Employability means you are marketable and you have skills that a potential employer wants. Skills that you have acquired through study, internship/industrial attachment, or part-time employment.

According to Mohd Amin, "employability can be developed throughout primary, secondary and tertiary years and these skills are gained by getting involved in co-curricular activities in school and colleges/university. They (students) can also get skills by doing part-time work in a relevant field in or off-campus."

Human resources (HR) practitioners and career guidance

counsellors said the reasons graduates should include employability as part of their self-development are:

- To equip them with skills and experience relevant to the industry;
- To expose and prepare them for the corporate/working world;
- To have a competitive edge over other fresh graduates in the race for employment;
- To network with employers.

BOOST EMPLOYABILITY FOR BETTER JOB SUCCESS

STARTING YOUNG



MALAYSIAN GRADUATES' EMPLOYABILITY

Employment status:	2011	2010	2009
Employed	58.9%	58.8%	54.9%
Unemployed	24.0%	24.6%	26.7%
Further Studies	17.1%	16.6%	18.4%

*Source: MOHE Tracer Study 2011

Overall unemployment rate

Jan 2013	2012	2011	2010	2009
3.3%	3.3%	3.1%	3.4%	3.7%

*Source: Labour Force Statistics, January 2013

REASONS FOR UNEMPLOYMENT

- Looking for a job (69.5%)
- Waiting to further studies (12.2%)
- Intend to rest (4.6%)
- Responsibilities towards family (3.6%)
- Job not suitable (3.0%)
- Others (7.1%)

"ACADEMIC QUALIFICATIONS ALONE DO NOT GUARANTEE YOU A JOB THESE DAYS. THE COMPETITION IN THE MARKET IS GETTING STIFFER."

Mohd Firddauf Samsudin, Gens Talent, Intake 1



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HOW TO INCREASE YOUR EMPLOYABILITY QUOTIENT?

EMPLOYABILITY

- Sign up on the Ready4work portal for the latest information on career awareness, industry insights and inspirations from corporate leaders
- Do an internship or industrial training
- Learn from corporate leaders, bosses, colleagues and be inspired
- Project a positive attitude and image
- Learn from mistakes, be modest and humble
- Highlight your achievements and skills
- Be proactive
- Learn skills and knowledge relevant to the industry you want to be in



SPARC-ING PASSION; DRIVING EMPLOYABILITY

The SPARC Series, which stands for the Students Programme for Assistance and Resource Centre, is doing what co-founder Christopher Tock envisages: SPARC-ing passion. SPARC empowers local undergraduates to take charge of their personal growth and career development.

SPARC provides the platform for graduates, particularly those from public universities, to meet and interact with Malaysian leaders in an informal setting, allowing sharing of experiences that will broaden the mind-set of students and giving them the necessary confidence to dream big. Best of all, it is free.

Check out previous SPARC Series videos on TalentCorp's Ready4Work portal (www.ready4work.my) or on SEC.org.my. If you or your university friends are keen to follow SPARC or to volunteer in organising the next SPARC event, check out Facebook.com/SECMsia or tweet them at twitter.com/SECMsia

8 TIPS ON HOW TO MAKE A GOOD IMPRESSION WHEN MEETING WITH POTENTIAL EMPLOYERS

HR directors and employers have common grouses when it comes to hiring new graduates. You need to develop your employability by working on following areas:

- Communication skills
- Applying knowledge from classroom to workplace
- Possess critical thinking and problem solving skills

BE PUNCTUAL

"Before I attend any interviews, I survey the place: how do I get there? What is the nearest public transportation? This is to avoid being late on the day of the interview, which would make me even more nervous. Even if the company is famous and familiar, I survey it first so that I know exactly which road to take, which turn to take and most importantly, where to park." – Hazlene Ahmad Fuzi

"Be punctual when attending interviews. Depart early from home to ensure you reach safely and on time. Make time to tidy up your outfit and ensure that you look good before the interview. Unless there is any

emergency, reasons like 'I am caught in a traffic jam' or 'I am lost and don't know the way' are not acceptable." – Shirley Leong

SMILE

Smiling when you meet someone new is the most important thing you can do, as it signals that you are friendly, approachable and 'safe,' said office coach Marie McIntyre, PhD.

"Get enough rest and attend interviews with a fresh mind. Always smile despite criticisms from the interviewer. This gives the impression that you are in control when under pressure." – Lincoln Leong Wen Young

DRESS PROFESSIONALLY AND APPROPRIATELY

"There is only one chance to make a good first impression. Always attend interviews dressed in office wear. For women, wear a proper suit, be it pants or skirt. Tuck in your shirt/blouse or you will look frumpy. Do not forget proper shoes and a little make-up." – Ng Siew Kum

"No matter what position you are applying for, being presentable at

an interview is still essential. Wear a long-sleeved shirt and tie as this shows the interviewer that you can present yourself well. Before going into the room, look at yourself in the mirror to be sure that everything is in place." – Nizam Ibrahim

"Always wear your socks." – Nor Hafeez

MAKE EYE CONTACT WHEN YOU SHAKE HANDS FIRMLY.

Both gestures make a difference when you meet your potential boss. Initiate the handshake, if possible. It shows that you are confident and friendly.

"Smile and have good eye contact but do not stare. Keep your answers brief and to the point. Be a good listener. Do not talk at the same time as the interviewer. Always greet the interviewer and be pleasant." – S.Surindiran

PROJECT GOOD ENERGY

During the interview, convey a positive way of approaching problems. Offer solutions. Sit straight and speak

with confidence.

BE PRESENT AND FOCUSED

Listen to questions asked and give sensible answers. If you have strong opinions, share and justify them. Trust yourself to give a positive impression.

SHOW YOUR PERSONALITY

Most employers want to hire someone pleasant to work with and willing to pitch in. Give your potential boss a sense of who you are! Show them you are someone trustworthy.

"Treat interviews as a two-way discussion where you are able to share your experience and contributions with the interviewers. Ask questions and get to know more about the job from the interviewer. This way, the interview will be a livelier session." – Shirley Leong

SHARE OTHER POSITIVE TRAITS

Are you a self-starter? Resourceful? Likable? Willing to learn and grow? Be sure to convey these qualities to the potential boss.

UPCOMING SECTOR FOCUSED CAREER FAIR TO TEST OUT YOUR NEWFOUND SKILLS!

You have gained more tips now from our articles featured here. So put your newfound skills to test at the upcoming Sector Focused Career Fair (SFCF)

Business and accounting sector
May 14-15, 2013
Universiti Malaya

Come and meet top employers and find out which other sectors you can work to gain a bigger worldview of doing accountancy!

Check out the SFCF Facebook page for more upcoming events: <http://www.facebook.com/SectorFocusedCareerFairSFCF>



DO WHAT COUNTS AT A CAREER FAIR!

ATTENDING A CAREER FAIR ... WHAT TO DO AND WHAT NOT TO DO!

To do... Before the career fair

- Drill down on details. If there is a career talk, attend to gather more information.
- Make a list of companies participating at the career fair and do a research on them.
- Prepare and update your resume! Bring along copies for the recruiting companies.

To do... During the career fair

- Dress professionally.
- Visit companies you are interested to work with and also others to seek information on jobs and establish networks with HR representatives for a follow up later.
- If the company you are interested in has immediate vacancies, submit your application and request for an interview.
- Be professional. Project a proficient self when asking questions. Impress the recruiters by telling them a thing or two about their company/achievements.

ments.

- Show confidence. Ask meaningful questions via engaging in "chats" with companies based on the research done on the participating companies prior to the career fair.
- Ask for their business cards, use proper language and words.

To do... After the career fair

- Call or send an email to potential employers if you are asked to do so at the career fair. Do it appropriately and on time, not hastily!
- If you have submitted an application, follow up proactively. Be prepared for interview sessions, if shortlisted.
- Reflect on "performance" and review the "misses". List "hits" to do again and "misses" to avoid for the next career fair visit.

For more useful tips, visit <http://www.graduan.com.my/>. Tips contributed by Graduan, Taylor's University and Universiti Malaya.

THE IMPORTANCE OF CAREER FAIRS

"To assist students to have a better grasp in making career choices, the Career Services Centre at Taylor's University conducts more than 200 workshops, supported by industry partners, in a year. The aim of these workshops is to ensure Taylor's students are industry-ready and are able to hit the ground running upon graduation. Another avenue towards the fulfillment of this aim is the half yearly career fair organised at Taylor's University Lakeside Campus. As organiser, Taylor's University consciously evaluates organisations that participate in our career fair to ensure their recruitment needs match the supply of talents by our university."

Pradeep Nair, deputy vice chancellor, Taylor's University

"Our career office in UM works hand-in-hand with employers who are major stakeholders in the institution's output. Employers are the ultimate resource for career offices to find out what the current employment trends are, current skills needed to be employed and employer expectations. We consistently conduct career awareness talks such as 'gearing towards the job,' 'getting that dream job,' 'interview skills,' and 'grooming training'. We have designed and carried out a programme called UM3G (UM Grads Go Great) which features small, thematic and focused career experience sharing sessions which have been gaining positive responses from students since it provides the platform for first-hand information by employers to share their experience with students. We also conduct round table discussions with employers to hear from them about what they have observed and what they need from our graduates."

Surenthiran Pillai, psychology officer, counseling, career and disability section, students affairs division, Universiti Malaya

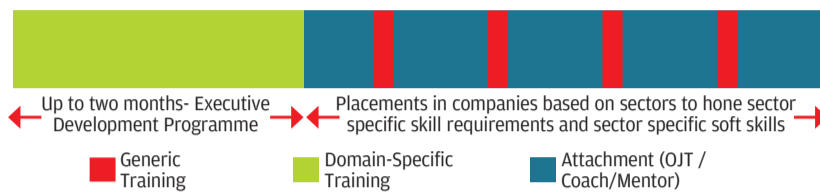
GET WORK-READY THROUGH TRAINING PROGRAMMES

GEMS, GCAP AND SL1M GROOM TALENTS OF THE FUTURE

POLISHING THE GEMS AMONG LOCAL TALENTS **GEMS**

The Graduate Employability Management Scheme (Gems) was created in 2009 to equip graduates with "commercially useful skills and experiences".

The highlight of Gems lies in its apprenticeship programme and the simplicity of its training scheme:



GEMS NOW MORE SECTOR-FOCUSED

Gems has successfully trained 9,071 graduates to date through seven intakes.

According to Siti Norliza Mohd Sahar, head of graduate employability programmes at TalentCorp, Gems has been enhanced to provide more "sector-focused" training.

"The domain-specific training through experiential learning allows graduates to be employed within industries targeted by the Economic Transformation Programme," Norliza shares.

More than 1,100 organisations nationwide including MNCs, GLCs, public-listed companies, non-governmental organisations, governmental agencies and small and medium enterprises (SMEs) are offering placement to Gems trainees to undergo "on-the-job" training at the respective set-ups.

Gems trainees can be matched to employers from the following sectors: electrical and electronics, oil and gas, shared services, biotechnology, information and communications technology, telecommunications, hospitality, fast-moving consumer goods and SMEs.

■ For more information on Gems, visit the Gems Facebook page at <https://www.facebook.com/>

GEMS COMMENT FROM EMPLOYER:

"Gems is certainly a good initiative to equip unemployed graduates with required skills and competencies to enhance their employability. Prasarana's experience has been extremely good with Gems. It is a win-win situation."

Syarikat Prasarana Negara Bhd

TALENTS WHO SPARKLE FROM GEMS SPEAK UP:

"Gems provided a boost that improves our ability to survive and compete in the race for jobs. Gems is like a boot camp preparing graduates for the reality of work and employment. I am thankful that I was able to enrol in Gems, which is a very good initiative that must continue."

Mohd Firddauf Samsudin - Gems talent, Intake One

"I was unemployed for four months after graduating with a bachelor's degree in mechanical engineering so I signed up with Gems. After completing the first part of the programme, I was placed in a well-known GLC and when I completed my six-month apprenticeship, I was fortunate to be absorbed as an employee. Gems kick-started my career and I am very grateful for the opportunity."

Mohd Halemi Mohd Zaki - Gems talent, Intake Six

UNIVERSITY GRADUATES TRAINED TO MEET INDUSTRY AND ECONOMIC DEMANDS THROUGH GCAP **GCAP**

GCAP or Graduate Career Acceleration programme is a comprehensive post-graduate transformation programme designed to provide employability skills training.

According to Omar Shariff Mydeen, managing director of My-Partners Sdn Bhd, "the delivery team for GCAP is comprised of experienced and senior educators and trainers who are able to bring 'real-life' situations into their training modules; the modules

are thoroughly thought through and are designed to make them stimulating, yet educational for its participants with highly interactive and engaging assignments."

■ Graduates who are keen to participate in GCAP "transformation" programme and be employed immediately may contact us at <http://gcap.mypartners.com.my>

Employers who are keen to hire GCAP-trained talents, can find us at <http://gcap.mypartners.com.my>



Vimleswary with her mother. SL1M helps her achieve her dream.

GAINING SELF-CONFIDENCE THROUGH SL1M INCREASES EMPLOYABILITY

SL1M



Anita savours success through SL1M.

Head of Secretariat for Skim Latihan 1Malaysia (SL1M) Norashikin Ismail says SL1M trainees who have gained self-confidence will be able to transform and acquire the skills needed to become more employable.

SL1M, inspired by the Graduate Programme Bank Negara Malaysia (GPBMM), is aimed at equipping Malaysian graduates who have not found a job within six months after graduation with skills to make them more employable. Priority is given to those from underprivileged backgrounds.

BENEFITING GRADUATES

"These graduates get on-the-job training and are schooled in the company's culture so employers know their strengths and weaknesses or if they are a good fit for the company," Norashikin explains, "and the companies have a ready talent pool to hire immediately."

BENEFITING COMPANIES

There are also many benefits for companies, as SL1M functions a CSR-initiative for them. The companies are entitled to double-tax deduction on allowances and on-the-job training costs. This scheme will continue until Dec 31, 2016.

BENEFITING THE NATION

With more graduates being hired by GLCs, MNCs and SMEs, the productivity rate increases too. To date, more than 10,000 graduates have been trained and hired by small and large companies offering SL1M training.

Of the trainees who underwent SL1M, 95% have been hired, while the remaining graduates are still undergoing SL1M training.

For graduates to qualify for SL1M, they must:

- Have a bachelor's degree from a Malaysian public/private or foreign university.
- Be unemployed for six months or longer.
- Be under-employed.

Take action now. Join SL1M and increase your employability factor!

■ Check SL1M website for application procedures: <http://www.epu.gov.my/sl1m>. Apply online.

Companies that are interested to participate in SL1M to offer training to graduates must register at www.jobsmalaysia.gov.my. Forms can be downloaded at www.epu.gov.my/sl1m

WHY IS YOUR EMPLOYABILITY IMPORTANT?

Your employability has implications not only on your personal career growth, but also the growth of organisations and the nation. According to Azillea Hashim of Infineon Technologies "graduates must recognise that they are the country's assets and are important to employers ... (The) quality of manpower is (also) important to investors to ensure a profitable investment. "Both employees and employers play a major role in ensuring continuous value chains of productivity."

As students of institutions of higher learning, you can do your part to enhance your employability.

Our industry experts have shared their insights and industry know-how to help equip you with the right skills.

Pick up the relevant tips. Learn from the success stories shared here. Be the talents of the next generation!

Inspirational tales from SL1M:

Driver/farmer's daughter achieves dream **Vimleswary Sivasubmaniam**

"I applied to the Graduate Programme and was called for an interview. I felt very lucky to be selected, I felt very happy. It turned out to be the best time of my life as I learned a lot and made many friends. We all cried when training ended because we all had to leave."

Rubber tapper's son succeeds in geared-up environment **Ching Eng**

"We learned a lot like how to socialise with others, upgrade our skills (especially when communicating with others), improve our command of English and work in teams. My goal during the Graduate Programme was to get a job. I was lucky because after I left an SME in PJ, I went for an interview with Shimano and secured a job as an IT officer."

Sago collector's daughter savours success **Anita Sude**

"I'm really happy with my life now. First of all, I have a job. Secondly, as fresh graduates, we couldn't get any experience but with SL1M, I secured a job in a company that gave me on-the-job-training. I learned a lot."

Strong will and desire to improve self key to Noriza's success **Noriza**

"I felt really lucky to have joined the programme. It was my only chance. We were taught many things like how to communicate in English, grooming (how to dress for interviews) and what to do at interviews. We listened to many speakers who came to share their stories and give us tips on how to be successful. My confidence level has increased."