



CAREER HANDBOOK



UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

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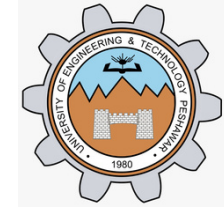
Table of Contents

S.NO	TITLE	PAGE NO
01	Career Development Center–A Glimpse	01
02	Career Development Center	04
03	Setting Up Niche for Our Students	07
04	Checklist for Your Career Startup	10
05	Typography Schemes for Resume and Cover Letter	13
06	Categories of Resume	16
07	Impact Factor in The Cover Letter	18
08	The Resume: Your 15 seconds at a glance	19
09	Curriculum Vitae	21
10	Professional Portfolios	23

Table of Contents

S.NO	TITLE	PAGE NO
11	Effective Job Search Strategies	25
12	Job Search Strategy for Government and Private Sector	27
13	Checklist for your Academic/Industrial Interviews	30
14	Building Your Contact Circle	32
15	How to Give Impact Generating Interview?	34
16	Dress Codes and Communicating Linguistics for Interview	36
17	Commonly asked questions by the recruiter's	37
18	Guidelines for Applying for Post Graduate Program	39
19	Choosing Your Master/PhD University and Research Theme	42
20	Engineers and Entrepreneurship	46

CAREER DEVELOPMENT CENTER—AT GLIMPSE



Introduction

The Career Development Center (CDC) at UET Peshawar inspires students to become groundbreakers of individual professional careers. CDC provides career guidance, industry linkages and grooming prospects to students. CDC also inculcates passion in students to grow into competent and prolific individuals not just at local level but at the world stage.

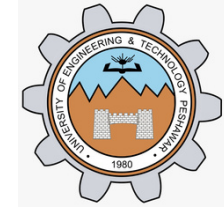
CDC provides resources to students in matters such as interview preparation, job or payment negotiations skills, choice of study program at post graduate level, and networking with contemporaries. CDC also facilitates students by offering counseling appointments on individual basis. In today's highly competitive world, decent grades are not the sole requirement that employers look for. Expertise in emerging skills and proficiencies are of paramount importance in the prevailing high tech market. CDC sensitizes students in this regard by organizing and managing events such as trainings, seminars, workshops, mock exams and career fairs.

Goals

CDC goals are summarized as:

- Supporting students in selecting career or higher studies paths • training students in obtaining job pursuit skills
- Introducing students to potential employers.

CAREER DEVELOPMENT CENTER—AT GLIMPSE



Vision

To nurture future leaders who can drive the society towards technological solutions and develop knowledge based markets.

Mission

To create a cooperative environment for students to prepare them for professional life and to help them in developing career oriented skills.

Values

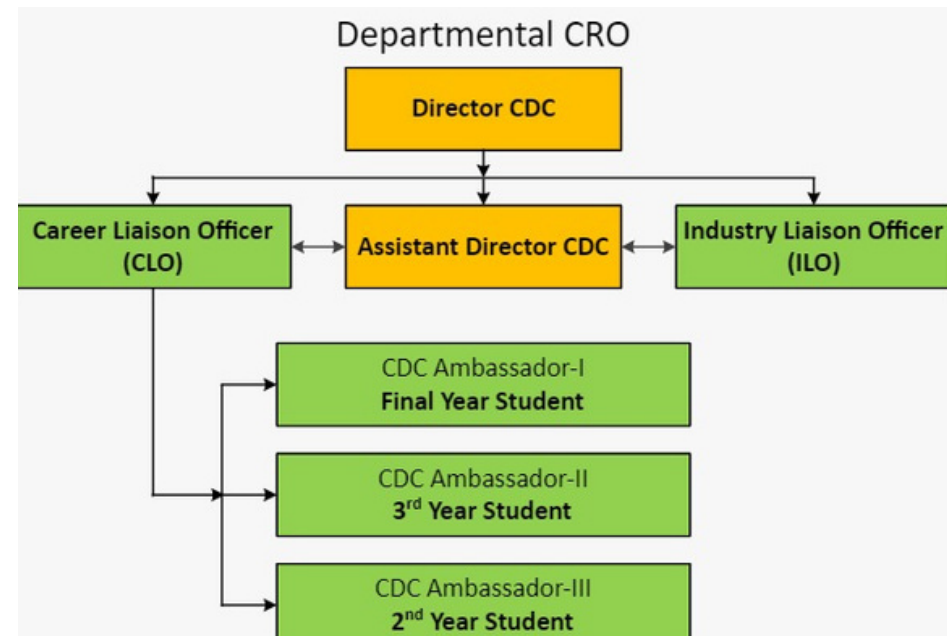
- Quality- through persistent efforts for improvement.
- Equality- by giving respect to each race, caste and gender.
- Inclusiveness- by giving opportunities to students belonging to deprived communities.

CAREER DEVELOPMENT CENTER-AT GLIMPSE



CDC Structure

CDC works under a Director at the University level who manages all the CDC activities. The Director is assisted by Career Liaison Officers (CLOs) and Industry Liaison Officers (ILOs) at the departmental level. Each department has a designated CLO who works as an interface for students to communicate with CDC and also help the Director in various capacities. An ILO in each department strives to generate internship opportunities for students and maintains internship providers' database. In each department, the CLO is supported by CLO ambassadors, who are students, one from each of three senior batches of the currently enrolled students. Therefore, each department has three CLO ambassadors working with their respective CLO.



Background

The CDC of UET Peshawar assists students in getting internships, part-time jobs, and regular employment positions in their respective fields. CDC staff works with students to train them in carrying out application process efficiently and helps them in transitioning smoothly from academic to workplace environment. CDC maintains a regularly expanding database of companies and organizations. CDC staff is in frequent contact with potential and past employers and strives to bridge students with industry.

CDC intends to assist students in i) acquiring job hunt skills, ii) fostering professional networks that support employers in search of competent students, and students in accomplishing career goals, iii) helping students in securing satisfying professions in their fields and thriving in their careers, and iv) helping students in planning viable career path and help them achieve career goals.

Services

The following services are provided at CDC:

- **Career Decision Making**

If engineers get polished in terms of skills, they can obtain some of the most satisfying and lucrative jobs on the planet. CDC staff guides students with several career paths available within different engineering majors.

- **Résumé, Curriculum Vitae, and Cover Letter Preparation**

CDC staff assist students in polishing their documents to highlight skills that employers are in quest of. To put best foot forward on paper, résumé, curriculum vitae (CV) and cover letter are the documents to market students to employers. At times, it is unaffordable to have mistaken there. A résumé is useful in marketing student's abilities for securing interview calls. Employers generally receive hundreds of résumés and can spend just a few seconds per résumé. Students are trained to pitch most relevant experiences, abilities, ventures, and volunteer activities at the top instead of cramming everything ever done. Academic and scientific positions usually require CVs with job applications. Students are trained in crafting CVs with details of education and experiences. Cover letters are required when students have to introduce themselves to employers and make a good first impression. Students are trained in drafting cover letters and asked to do research on employers' interests before applying.

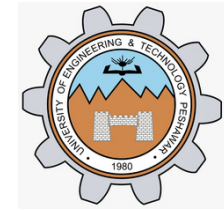
- **Practicing Interviews**

To develop student's interviewing skills, practice interviews are an excellent way to improve. CDC staff guides students to plan how to dress professionally and confidently present their skill to interviewing panel.

- **Finding Internships and Positions**

The CDC at UET Peshawar helps students plan their career path after graduation and give them skills to compete for the best engineering positions, internships, and full-time jobs.

CAREER DEVELOPMENT CENTER



- **Job Search Strategies**

CDC staff guides students to make the most of their job search efforts. They guide students in devising strategies for finding prospects in the shrouded job market, for pursuing a particular location for a job search or for making contacts in companies.

- **Graduate Studies Guidance**

Determining a career path is not a simple task for several students. Before choosing between a career or post graduate studies, students are typically asked to provide some key information about strengths, aptitude, and interests.

CDC staff spends time on learning about students' propensities and portrays possible avenues that students can realistically pursue with pros and cons of each career path.

- **Connections in Industry**

CDC staff is persistently in-touch with not just industry professionals but also with UET alumni. Student are helped to get connected to potential employers for retrieving information and enhancing their network. CDC also organize programs for training students about career skills.

- **Employer Facilitation**

CDC ensures support for employers by showcasing the cream of UET Peshawar. Employers are encouraged to advertise open positions to students and avail the services of CDC.

SETTING UP NICHE FOR OUR STUDENTS



University is full with opportunities, but knowing where to look first – or at least knowing where you're going – may be difficult, especially when your companions appear to know what they're doing. The basics are sometimes the best place to start. What are the things that are most important to you? What inspires you? What do you hope to accomplish in life? What do you believe your life's mission is? It's possible that it'll feel a little overwhelming. But this is what one Pakistani institution wants its students to consider.

It's difficult to conceive a university built upon the concepts of happiness, optimism, engagement, and wellbeing. How do you go about learning it? What's more, how do you really teach it?

CDC Helps Students Build their Self-awareness

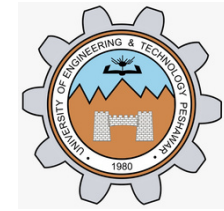
While many people think of education as a means to improve their job opportunities, it is also a unique opportunity to examine yourself and decide how you may benefit and grow personally from the experience. Many students find themselves at a fork in the path after graduation. What am I supposed to do now? Do I go out and look for my ideal graduate job? Should I go on a trip? What about obtaining a master's degree as a next step in my academic career?

Building your self-awareness and confidence in yourself might take time. This is why, in 2012, Universidad Tecmilenio established the Institute for Happiness and Wellbeing and restructured its curriculum to better suit the requirements of students and industry trends.

Fostering Collaborations

It's critical for students to understand that when it comes to test scores and assignments, they shouldn't think of themselves as competitors.

SETTING UP NICHE FOR OUR STUDENTS



When there's a lot of competition, there's a lot of pressure. While competition may be beneficial, knowing where to draw the line can be difficult, which is why UET Peshawar encourages its students to develop their own internal drive and collaborate rather than compete.

Teaching Students how to Learn from their Mistakes

It's critical to encourage kids to learn from their errors and see them as opportunities to grow. Setbacks and "failure" can often serve as a springboard for future success when lessons are learned.

While students are given the skills and ideas they need to deal with and overcome the problems of everyday life, they are also taught to recognize their own talents and traits, as well as how to effectively employ them.

Encouraging Students to get out of their Comfort Zones

Exploration is essential in both your academic and personal lives.

We shouldn't underestimate the impact of venturing outside of our comfort zones. What's keeping you from joining a student group, society, or club that you've always wanted to join? Get engaged if it's something you truly want to do, and if there isn't a club or society set up for what you love or are interested in, start one yourself.

These are the kinds of events that may help you gain confidence, optimism, and participation in your community.

SETTING UP NICHE FOR OUR STUDENTS

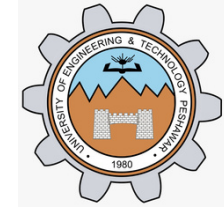


Career Advice for UET Students

It's critical to think about recommendations that might help you improve emotionally and professionally while you complete your academic journey. Here are 14 suggestions to help you plan for your future job while you're still in college:

1. Make an effort to find internships.
2. Participate in a work-study program if you have the opportunity.
3. Develop your abilities and knowledge.
4. Begin as soon as possible.
5. Keep your knowledge up to date.
6. Maintain your concentration.
7. Maintain a sense of equilibrium in your personal life.
8. Follow your dreams.
9. Maintain a high level of motivation and strive for perfection.
10. Make use of the career assistance offered by your school.
11. Create a network for yourself.
12. Look for possibilities actively.
13. Make opportunities for yourself.

CHECKLIST FOR YOUR CAREER STARTUP



Career Choice Checklist

It is critical to improve your professional abilities and engage in job-related activities as you advance through your academic experience. The following is a proposed timetable of particular activities and tasks that will assist you in achieving your engineering career objectives.

First Year

- Attend corporate information events to learn more about the various engineering jobs and to start networking with recruiters.
- Through academic and extracurricular activities, assess and enhance your abilities in critical thinking, problem-solving, communication, and teamwork.
- Attend a resume workshop to get started on your resume.
- Begin forming a support network of friends, mentors, upperclassmen, staff, and professors.
- Working hard in your academic studies is important since employers typically evaluate internship offers on student grades.
- Plan a job experience linked to your major during the summer between your first and second years. While a research job or internship would be ideal, other experiences might be beneficial as well. For example, if you are a civil engineer, you should search for a career in building or landscaping. Jobs in manufacturing or at a hardware store may be beneficial if you are a mechanical engineer.
- Participate in engineering student groups, other university programs, and community service.

CHECKLIST FOR YOUR CAREER STARTUP



Second Year

- Update your resume by including any experience or soft skills earned during the previous semester or summer.
- Attend corporate information sessions to learn more about the activities of firms in your field of interest.
- Attend the Engineering Job Fair, Life Sciences Fair, Civil & Environmental Fair, Technology Fair, all majors Career Blast, or any other career fair that interests you.
- To enhance your abilities, attend courses on résumé writing, interviewing, networking, and career fair preparation.
- Participate in engineering student groups, other university programs, and community service.
- Request letters of recommendation from teachers and follow up with a thank-you letter.
- Discover internship opportunities on the Engineering job board.

Third Year

- Update your resume by including any experience or soft skills earned during the previous semester or summer.
- Attend a variety of workshops EARLY in the semester so that you are prepared for career fairs.
- Attend the Engineering Job Fair, Life Sciences Fair, Civil & Environmental Fair, Technology Fair, all majors Career Blast, or any other career fair that interests you.

CHECKLIST FOR YOUR CAREER STARTUP

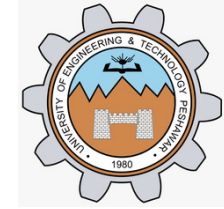


- Attend corporate information sessions and start thinking about the sort of job you'd perform for a firm, the company culture, your capacity to learn and apply a variety of talents, and the company locations.
- Continue to participate in student societies and organizations, and begin to take on leadership responsibilities.
- Attend the Graduate School information session and speak with an advisor with faculty advisors or the Faculty of Career development Centre. The choice will be assisted by Centre advisers.

Fourth Year

- Make your resume shine.
- Attend a variety of seminars to fill up any holes in your interviewing or networking abilities, job-search strategies, and so on.
- Attend the Engineering Job Fair, the Life Sciences Career Fair, the Civil & Environmental Career Fair, the Technology Career Fair, the All-Majors Career Blast, and any other career fairs and information sessions that are relevant to your interests. Make sure you understand what recruiters are looking for and that you are ready to demonstrate your technical and communication abilities at these events.
- Companies you encounter at info sessions, employment fairs, or interviews should be followed up with. Make sure you present yourself professionally in all situations, including phone calls, emails, thank-you cards, and in person

TYPOGRAPHY SCHEMES FOR RESUME AND COVER LETTER



For a resume or cover letter, the best font is the one that is simple to read. With so many typeface choices to pick from, finding one that highlights your sense of style while also remaining readable is crucial. If you use the wrong typeface, your resume and cover letter could end up in the garbage, despite your qualifications and years of experience. Times New Roman, Arial, Calibri, and Verdana are among the most common fonts. The font size should be set to 12pt, and you should stick to one typeface at a time. If you look closely, you'll realize that Microsoft Word has all of the suggested typefaces. As a result, availability is more important than fonts. You're good to go as long as your selection is simple to read.

Font Styles

To be clear, the preceding checklists were only meant to be used as tools, not as solutions. Tools assist in making activities simpler, but they do not do the job themselves. That portion, including drive, talent, and intellect, is up to you, the individual, and you alone. But don't second-guess yourself. Relax and remember that you've done your homework and are aware of your alternatives. If you've looked into yourself and your aspirations, as well as the world and all of its possibilities, you've probably already figured out what the best path for you is. Now it's your turn!

- **Calibri**

The fact that this typeface has replaced Times New Roman as the default font in Microsoft Word speaks much about its popularity. It's a wonderful pick for your cover letter and resume because it's modern and light.

TYPOGRAPHY SCHEMES FOR RESUME AND COVER LETTER



- **Times New Roman**

Times New Roman is still the leader of what is known as "conventional" typefaces, even though it is no longer the king of all fonts. It's an excellent alternative for anyone interested in law, medicine, government service, or business.

- **Garamond**

Garamond is an old-style font that job searchers may want to consider for their resumes. This typeface is ideal for scholarly resumes and those with years of job experience.

- **Arial**

The sans serif family's most minimalist member is undoubtedly Arial. It's simple, no-frills design makes it ideal for cover letters and resumes in almost any professional field.

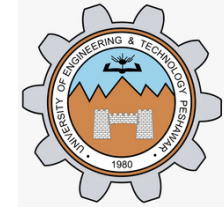
- **Helvetica**

This font, which is frequently used in large company names, is a great choice for job seekers in business, marketing, or sales.

- **Cambria**

This typeface was created to read well on screen and in small sizes, so it's a perfect font to use if you're planning on printing your cover letter and resume.

TYPOGRAPHY SCHEMES FOR RESUME AND COVER LETTER



Font Type

- **Bolding**

This is the most popular and, as a result, the most overused format option. Bold is a wonderful formatting option since it makes the words pop off the page and attract the reader's attention. The issue arises when it is seen that half of the page is in bold, resulting in a massive mass of black blobs.

- **Italicizing**

This is the second most popular method for emphasizing words. While italics make words stand out just as much as bold does, they are slightly more difficult to read, especially in smaller fonts, so use them carefully.

- **Highlighting**

Highlighting, whether on paper or a computer screen, may capture attention, but it also makes it more difficult to understand. It's also regarded as unprofessional. Bold or italics are sufficient for emphasis.

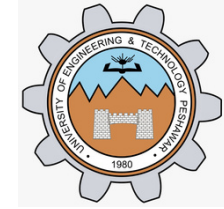
- **Underlining**

Although underlining can be used to emphasize keywords, italics or bold suit this function in cover letters and resume better than underlining.

- **Capitalizing**

There are two meanings for caps lock. Someone is screaming at you, or you're about to receive a message that says, "Sorry for the caps lock, I wasn't yelling." In your cover letter and resume, avoid using capital letters.

CATEGORIES OF RESUME



You might be curious about the categories of a resume so CDC will help you in differentiating the resumes and explain each category in detail so let's dig in.

There are eight distinguished categories but the most commonly used are only three. So CDC will help you with writing the major Three categories and will help you understand that where each category should be used.

- **Chronological Resume**

This type of resume mainly focuses on your work history. In this category you have to list your work experience in chronological order, starting with the most recent job down to your earliest.

This resume is preferred by the employer because it provides a quick look at work history, with the most recent positions upfront. This type of resume is considered Standard for most industries.

- **Who Should Use it**

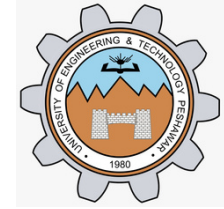
- A chronological resume is ideal if you have no major gaps in your jobs and have consistent progression in your career.

- **Functional Resume**

A functional resume mainly focuses on the skills you have developed over the years and not on the chronological work history.

In this type, you might have a "professional experience" or "accomplishment" section instead of a work history. This resume also sometimes includes the summary of your resume or headline at the top.

CATEGORIES OF RESUME



Who Should Use it

Functional resumes are mostly used by people who are changing their careers or have gaps in their work history. By shedding light on your skills and achievements you can explain how you are the perfect fit for the job.

- **Combination Resume**

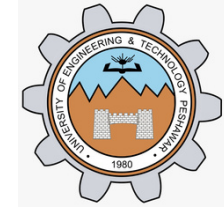
The combination resume is a sort of single solution which came into existence by mixing the major features of a Functional resume and a chronological resume.

In this resume, you will have the freedom to list your skills just like in a functional resume as well as your work history and experience in chronological order like in a chronological resume.

Who Should Use it

The combination resume is usually preferred by the people who have technical skills as well as work history with the industry.

IMPACT FACTOR IN THE COVER LETTER



Cover Letter for an Advertised Position

A cover letter is a one-page document submitted alongside your CV or resume as the part of your job application.

Its main purpose is to introduce and briefly summarize your professional background. Cover letter should be of maximum 400 words.

A good cover letter can impress the employer and get them read your resume. Contrary, a bad cover letter might lead your resume directly to the paper shredder.

There is one thing which you should keep in mind, though, that a cover letter is just a supplement of your resume and not the replacement. So, you must not repeat the things which you already have mentioned in your resume.

Steps to be Followed while Writing a Cover Letter

1. Pick the right cover letter template.
2. Begin the cover letter with a Header.
3. Greet the Hiring Manager.
4. Write an Attention-Grabbing Introduction.
5. Elaborate why you're the perfect candidate for this job.
6. Elaborate why you're a good fit for the company.
7. Close up with a call to action.
8. Use the right formal closing.

THE RESUME: YOUR 15 SECONDS AT A GLANCE



The resume is a document that contains all the accomplishments and skills the person holds. This document will be the first impression of yours on the employer. You have never met the employer so your resume will tell him what's your background, education, skills (Professional as well as Social), and motivation for the applied job.

Just suppose you are advertising your skills and the reasons why you are perfect for this job just like TV commercials. This advertisement should be short like you have to convince the employer in 15 seconds that you are worth an interview.

Connect both: What You have to What the Employer wants

It's really important to keep this thing in mind that in your resume, the responsibility rests in you to connect the skills you have with the requirements employer asks for the job position.

Through your resume you have to demonstrate show your major and minors, Extracurricular and experiences are linked with the job you have applied for.

This is important that you should research about the company and the position so you know which skills and qualifications you have to put in a showcase. The below example will further demonstrate this point;

THE RESUME: YOUR 15 SECONDS AT A GLANCE



What the Company wants

- Experience with programming languages
- (PHP, C & C++)
- Experience with Network Simulations
- Ability to Lead

What You have to Offer

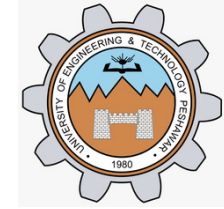
- Worked on Backend of several management projects
- Designed Several Networks on Packet Tracer
- Lead the team of five to secure IOT devices

First Impression Matters

Your resume is kind of a person speaking for you to the employer. Ideally, it is the tool that will issue a warrant for your interview. But it may speak negative and unintended things about you which will cause you to lose an interview. Your resume can say you are not worth a call; you don't care about job details or you are not interested in it. Showcasing the skills is important but what's more important than that? Showcasing of typos, Spelling, and Grammar. If your resume is lacking these then you are doing nothing more than leading the employer to put you in the "NO" pile.

Before finalizing your resume, you must proofread it and have someone else too, do this for you again.

CURRICULUM VITAE



Curriculum vitae is a Latin word that means "course of life". This is a tool just like a resume with only one difference i.e. CV is used for the person who is in seek of academic positions, administrative positions in higher education, and the professions like medical doctors or psychologists.

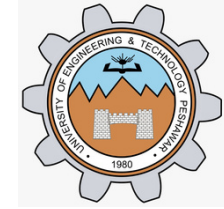
Generally, CV is the sum of your professional history and education which indicated a particular career direction. Just like the resume, Your CV is an advertisement that can buy you a ticket for an interview. But keep one thing in mind that your CV has to pass the first 30 seconds of the employer's sight. In 30 seconds you will be judged based on your first impression i.e. your CV, and the employer will decide whether you are worth an interview or not. That's why it's important to put your skills, achievements, rewards, and honors in a showcase. But be specific about the job position and try to connect your achievements and qualifications with the employers' needs.

Commonly length of CV varies. For fresh postgraduates, it may vary from two to three pages. But for postgraduates with work and research experience, it may vary up to six pages.

What your Curriculum vitae should include

- Personal data
- Career objective
- Summary of skills/professional expertise
- Education
- Work experience

CURRICULUM VITAE



- Publications
- Languages
- Interests
- References

Curriculum vitae Writing Tips

- Always check the spelling and grammar errors in your CV.
- Let someone else proofread it, too.
- Try to use power words like Achieved, Accomplished, and Managed because this puts an impression on the employer that you are a Doer and self-starter.
- Emphasize your experience with the new changing world because employers don't care about what you did twenty-five years ago.
- Try to scale your strengths over weaknesses.

A professional portfolio is a well-organized collection of pertinent documents and artefacts that displays your abilities, most relevant skills, and tracks your professional development. Any subject or career can benefit from having a professional portfolio (teaching, art, research, nursing, journalism, etc.)

Your portfolio may go through two stages

- A Personal Working Portfolio - highly extensive and complete
- A Professional Presentation Portfolio - based on your Working Portfolio and customized to meet a specific demand

What to Put in a Professional Portfolio?

Examples of your work are the most significant components to include in your professional portfolio. The types of examples you use will vary from industry to industry. Project plans, evaluations, spreadsheets, teaching lesson plans, and more can all be included, as can published articles or press releases, designs or artwork, reports and surveys. Choose the products that best show off your abilities and range of experience.

You can provide the details about previous employers you've held, notably if you've worked for any well-known firms. You should also include any honors or prizes you've received for your work in your portfolio.

Why Should You Create One?

- You can demonstrate samples of your qualifications through the portfolio creation procedure. It should be viewed as an addition to, not a replacement for, your résumé or curriculum vitae.
- It can assist you in determining who you are, your life objectives and beliefs, what you excel in, and how you want to promote yourself and your work to a specific audience.
- It can also be used to evaluate your professional development, conduct effective interviews, handle job transitions, and track your professional progress.

Professional Portfolio Vs Resume

A professional portfolio is not meant to replace your resume, but it can be used in conjunction with it. A resume summarizes your job history and experience, as well as your abilities and other credentials. A portfolio allows potential employers to have a more in-depth look at your work.

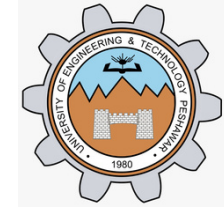
Professional Portfolio

- Showcases the actual work you've done
- Usually several pages long
- It is not always necessary to have a resume when applying for jobs.

Resume

- Highlights your work experience, skills, and other accomplishments.
- Typically one page long
- When applying for a job, most employers demand this.

EFFECTIVE JOB SEARCH STRATEGIES



The process of attempting to find employment is genuinely the technique of selling yourself – swaying an employer to “buy” what you have to offer. To try this successfully, you’ll have to understand what you’re selling (your talents, experience, education, interests, etc.) and whom you’re selling it to (the placement, industry, and type of business enterprise you’re targeting). Subsequent, you’ll have to give a good marketing brochure (your resume) and a powerful income strategy (activity search techniques focused on your field). Develop a detailed plan of action consist of the following:

Career Development Centre Resources

Career Development Center (CDC) provides diverse services to the students in career planning. These services include job and higher education counseling. It is our objective to get our students connected to the industry for opportunities and exposure.

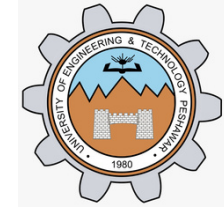
Books, eBooks, magazines, and newspapers are available in the central library. On-campus recruiting, social media, networking (networking is one best way to conduct a job search), federal jobs.

Internet Job Searching

- **rozee.pk**

UET Peshawar has entered a 10-year partnership (2021 to 2031) with Naseeb Online Services (Pvt.) Limited for premium services to students and Alumni of UET Peshawar. Register at uetpeshawar.rozee.pk to find latest job offers from thousands of employers.

EFFECTIVE JOB SEARCH STRATEGIES



- **Networking**

Talk to everyone in your circle and make more contacts; inquire for information on jobs in companies/ industries and also circulate your resume. You may get a call for unannounced courtesy interviews

- **Company/Organization/Agency Websites**

Many companies have their online sites and they list job vacancies etc.

- **Employment Agencies**

Search for firms and outplacement organizations, executive recruiters, and staffing agencies in phone books and on the internet.

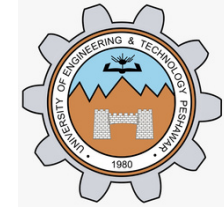
- **Job Fairs**

Job fairs are a very prominent way to introduce yourself in person; always stay connected with contacts after the fair.

- **Social media**

LinkedIn, Instagram, Facebook, Twitter. Follow your favorite firms/companies and check for job vacancies. Make a handsome LinkedIn profile and highlight your technical skills/experience and set an appropriate display picture. Also, check your profile how it is viewed.

JOB SEARCH STRATEGY FOR GOVERNMENT AND PRIVATE SECTOR



The government seeks and hires students and fresh graduates who want to work in public service. These positions are available in a range of career disciplines and with a variety of state entities. When applying for a federal government position, it is necessary that you start early and you must have a strategy. First, establish your talents and skills and identify which agencies you would love to pursue retaining in mind that you, preferably, would love to work for a center that matches or complements or matches your distinctive skill sets.

For assist figuring out companies that fit your interests and capabilities, check out:

Federal Jobs

Search Google: www.jobz.pk/government-jobs/-

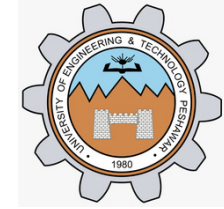
Also search: <http://www.bayrozgar.com>

There are also student hiring programs that offer jobs for undergraduate students and fresh graduates.

For details on student hiring programs, see Pak-jobs.gov and the Pathways website (www.pak-jobs.gov/studentsandgrads).

For current students (the Internship Program) and recent graduates (the Pathways Program), the government now operates two hiring initiatives. Also, make sure to look for job openings directly on the agency's website.

JOB SEARCH STRATEGY FOR GOVERNMENT AND PRIVATE SECTOR



Private Sector

- **Chose your search carefully**

Concentrate your job search on professions you're passionate about and companies you'd like to work for. When conversing with the recruiting manager, this will help you feel more assured about the position.

- **Make your application unique**

Make each cover letter and resume unique to the position you're applying for. Determine how your talents will fit a position and modify your CV to reflect your achievements and relevant experiences.

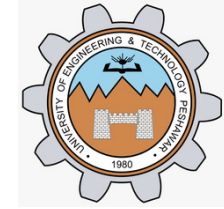
- **Maintain a regular networking program**

One of the most effective job-search tactics available is networking. It enables you to discover job openings that may not be extensively posted, if at all. The more individuals you interact with and talk about your job search, the more likely you are to hear about open openings.

- **Participate in job fairs**

Job fairs, which are hosted throughout the year, allow you to meet directly with firms that are recruiting. Prepare ahead of time by learning which companies will be attending the job fair. Then, decide the companies you want to work for and do some research to learn more about them.

JOB SEARCH STRATEGY FOR GOVERNMENT AND PRIVATE SECTOR



Private Sector

- **Go to the company's website**

If you've whittled a list of companies you'd like to work for, start checking their websites frequently to see if they're hiring. Many businesses do not post job openings on job boards, preferring instead to publish them on their website and distribute them on social media.

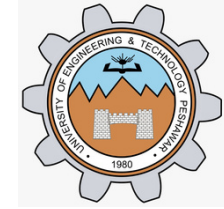
- **Make use of a headhunter**

Some people specialize in assisting others in seeking employment, sometimes even in specific industries. Consider hiring a placement agency or a headhunter to assist you in finding the ideal job.

- **Collaborate in professional groups**

Become a member of professional groups in your field. This will provide you with the opportunity to learn, enhance your current skills, and network with others in the field. Make sure you're cognitively fully present whenever interacting with people, as you might meet someone at an event who might help you with your job search.

CHECKLIST FOR ACADEMIC/ INDUSTRIAL INTERVIEWS



Preparing for Interview

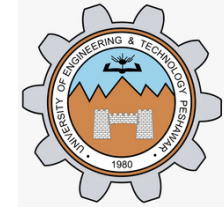
Researching before going to an interview is very important to get to know what recruiters want for the specific job that you are going for. What are the key areas that they are targeting? What do they want to see in their employee? All these sorts of questions should be prepared before going for an interview so that you can tackle them easily and don't get jittered at the moment of the interview.

Following is a checklist prepared by CDC so that our students should be prepared ahead of time for an interview.

Checklist

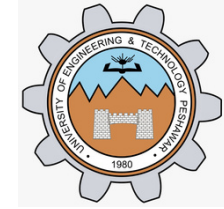
- Research about the company beforehand
- Reach the interview site 10 to 15 minutes before the interview
- Research about the interviewer by using LinkedIn or companies own website
- Keep physical copies of your resume with yourself on going for an interview
- Dress according to the job description
- Keep your cell phone off during the interview
- Practice a mock interview before going for an interview
- Give to the point answers and keep them concise
- Refer to the interviewer by his or her job title.
- When greeting offer a firm handshake

CHECKLIST FOR ACADEMIC/ INDUSTRIAL INTERVIEWS



- Keep good eye contact and proper smile with the interviewer
- Avoid excessive perfumes because some people are allergic to perfumes
- When highlighting your skills, include measurable data and specific details regarding specific successes
- If you get a question you didn't expect, it's crucial to think before you reply and attempt to come up with an organized response as quickly as possible to avoid confusion
- Make a list of your abilities and important attributes as you prepare for interviews. Then think back to previous jobs and find one or two instances where you successfully applied those talents
- "Do you have any questions?" should always be answered affirmatively. The questions you ask and how you ask them can have a huge impact on the interviewer
- After the interview, make a list of what you learned about the company, the people who work there, and yourself. Reflecting on previous interviews is the best method to better for the next one
- You will be seen more positively if you maintain a conversational flow—a dialogue rather than a monologue during the interview
- Use feedback questions after your responses and create a conversational exchange with the interviewer by using body language and voice inflection
- You should be as honest as possible during the interview
- Indicate how you suit the job description; use examples to persuade them that you could be a productive team member
- Prepare thank-you messages to be delivered following the interview

BUILDING YOUR CONTACT CIRCLE



Building relationships and developing connections with those who can help you with advice, information, or additional contacts is the practice of networking. Members of your network will help in making better job decisions and may introduce you to possibilities you wouldn't have had otherwise. Individuals or groups can be part of your network.

How to build up your contact circle

- **Career sites (e.g. LinkedIn)**

Create or update your LinkedIn profile, as well as any other relevant professional career site profile. Use LinkedIn Groups such as Industry or Alumni associations to your advantage.

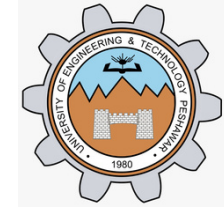
- **Attend a Wide Variety of Events**

Go wherever you see groups of people in your field congregating. While job fairs tailored to your degree and career goals are ideal, it may be worthwhile to reach a broader audience. By meeting people wherever you go, you may enlist a large number of eyes and ears to assist you in your job search, which is frequently what leads to success. Oliver explains, "Build a network of contacts so you may hear out about job opportunities before they are advertised."

- **Informational Interviews**

An informational interview is a casual conversation with someone who works in a field that interests you. The information's content as well as the method of acquiring it will assist you in refining your career goals and potentially discovering new ones.

BUILDING YOUR CONTACT CIRCLE



Make contact with your connections and let them know what you're up to and what you're interested in. Pose pertinent questions to them.

- **Elevator pitch**

A short, well-crafted (and frequently memorized) speech designed to sell a product or yourself in a short amount of time is referred to as an elevator pitch. Prepare and practice a 30- to 60-second "elevator pitch" that briefly summarizes who you are and what you're looking for.

- **Research**

Make a list of all the contacts you've made so you can refer back to them later.

- **Societies**

You can expand your network by joining different registered societies related to your field. It is a great way to network with aluminas of your respected engineering field. The list of registered societies at Uet Peshawar are as follows:

1. Institute of Electrical and Electronics Engineers (IEEE)
2. American Society of Mechanical Engineers (ASME)
3. Institution of Civil Engineers (ICE)
4. Robotics Club
5. Computer Society
6. Institute of Industrial Engineers (IIE)

Research organizations in advance of interviews?

While most on-campus interviews are brief, you should make the most of your opportunity to market yourself to a potential employer.

Don't squander this chance by wasting time on difficulties that may easily be resolved by visiting the company's website. Demonstrating your familiarity of a potential company will considerably improve your interview chances.

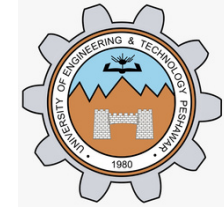
Describe your career goals and the opportunities you want

Product knowledge is one of the keys to making a successful sale. That product, in the case of job interviews, is you. You should conduct a comprehensive self-evaluation well before your interviews. Know your strengths, shortcomings, talents, and abilities before the interview and be prepared to share them.

Be enthusiastic and sincere during your interviews

During the interview, it is critical that you portray a deep feeling of enthusiasm. You should look enthusiastic and adaptable, but not overly so. Don't obsess on your nervousness. Even seasoned professionals might have "interview nerves." Most importantly, never arrive late for an interview.

HOW TO GIVE IMPACT GENERATING INTERVIEW?



Be honest

Don't pretend to be interested in a company if you don't plan to work for them. Don't make any false statements on your CV or during the interview.

While it's important to never attract attention to your flaws, you shouldn't try to hide a flaw by lying. Before your interviews, talk to a campus career services expert and/or review books on job interviewing strategies to learn how to cope with perceived (or genuine) shortcomings.

Be realistic

Examine what an employer has to offer you as well as what you can offer the firm. Accepting a job that isn't right for you "simply because you need a job" is a bad decision.

Despite the fact that most entry-level salaries have increased in recent years, you should not set your starting pay expectations too high. You might be able to negotiate an early compensation review if a beginning wage appears too low but is for a position you truly desire.

Your perception is swayed by how you dress. One of the ways to prepare for a successful interview is to portray the appropriate professional image. Some of your individuality may need to be tempered for your interviews. When it comes to your look in most business and technical job interviews, conservatism and homogeneity are the rules of the day. Don't try to create new norms in the interview, even if many firms have embraced the "office casual" dress code or recruiters at the employment fair are dressed informally in jeans or khakis.

Guidelines for Dressing

- **The dress**

Dress in a manner that is professionally appropriate, decent and sober to the position for which you are applying. It is preferable to wear a light colored dress with black/blue coat (or waist coat if appropriate). However, shiny colors should be avoided. Ladies dress should be conservative and comfortable. Your clothing should always be neat, clean, and pressed. Make sure you have fresh breath. Your hair should be neat and conservatively styled.

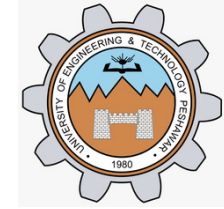
- **Accessories**

Wear professional-looking business shoes with heels that are flat and modest in height. Clean and polished shoes are recommended. If socks are worn, they should be dark in color and tall enough to cover any exposed skin when you sit and cross your legs.

- **Grooming**

Maintaining good personal hygiene is essential, especially keeping hair and fingernails clean and well-trimmed. Avoid wearing strong fragrances or colognes, and keep your make-up to a minimum.

COMMONLY ASKED QUESTIONS BY THE RECRUITER'S



Background

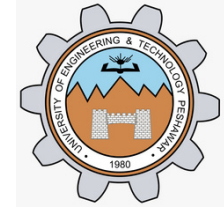
Consider these questions and possible responses before you begin interviewing. Discuss them with a colleague or practice mock interviews to ensure you can effectively communicate.

So here at CDC, we have prepared some questions for our students so that they can cope with every situation they are put in.

Questions

- Tell me about yourself
- What do you know about the working of this company?
- What makes you unique?
- Why should we hire you?
- What challenging projects have you done in your engineering?
- Did you have any conflict with a person in the past and how have you dealt with it?
- Describe the most important written technical report or presentation you've ever completed.
- Why do you want to work here?
- Tell us about a time when you faced a problem that tested your engineering knowledge.
- Tell us about a time when you used your engineering knowledge to solve a problem that seems unsolvable.

COMMONLY ASKED QUESTIONS BY THE RECRUITER'S



Questions

- What interests you about this role?
- Think about a time when you had to teach a skill to other engineers.
- What motivates you?
- Let say I hire you now, how do you plan to get off to a quick start?
- What are you passionate about?
- Tell us about a team project that you were involved in that failed.
- Why did you choose engineering and your specific major?
- In which technical skill, you are good at?
- If we reject you now, what will be your response?
- What are your greatest strengths?
- What are your greatest weaknesses?
- Where do you see yourself in five to eight years?
- What did you like most about your last position?
- How do you handle stress?
- Tell me about your work experience?

GUIDELINES FOR APPLYING FOR POST GRADUATE PROGRAM



You must determine what you want to do after graduation at some time throughout your college experience, which includes whether or not to attend graduate school. If you're unsure if graduate school is appropriate for you, consider the following tips to help you make an informed decision.

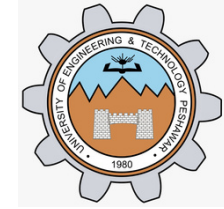
Should I think about going back to school for a master's degree?

- If you're thinking about going to graduate school, it's a good idea to...aspire to be a professor, lawyer, doctor, or any professional who demands a post-secondary education
- If you want to get extra knowledge in a certain area or field to increase your future earning potential and possibilities for progression.
- If you have a strong interest in a subject and want to learn more about it—AND you have the time and financial resources to dedicate to it.

If you're thinking about going to graduate school, you should think

- If you are attempting to postpone your transition into the “real world,” complete with real obligations and costs.
- If you aren't sure what you want to do with your life if you aren't willing to put in the time and effort required to achieve.
- They want to remain in education for a longer period to avoid a bad employment market.

GUIDELINES FOR APPLYING FOR POST GRADUATE PROGRAM



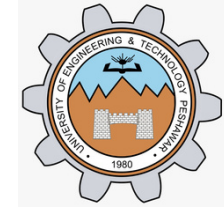
Should I work first or go to graduate school ?

- Before spending thousands of dollars on a graduate degree, you'd like to gain some real-world work experience.
- You can't afford graduate school right now, and you haven't applied for any scholarships, grants, fellowships, or assistantships that could help you pay for it.
- If you're certain you want to be a college professor, doctor, lawyer, or other professionals, and you need a graduate degree to accomplish so, enroll in graduate school today.

What will I do about tuition, books, fees, and living costs?

- The majority of engineering Ph.D. programs provide students with a paid teaching or research assistantship. Most engineering Master's programs, on the other hand, do not. Make sure you understand how each department handles money by speaking with them.
- Student Loans: Even if you've previously borrowed money, an additional \$50,000 to \$75,000 might be a wise "investment" in your future.
- Fellowships/Scholarships: the greatest choice is always a free education. The caveat is that you'll need a good GPA and a strong desire to find every available source of money.
- Tuition waivers and a monthly stipend are common features of teaching and research assistantships. It's a fantastic method to be compensated for obtaining a degree.
- Sponsorship from your employer: Did you know that certain firms will pay for you to complete your education? The caveat is that they generally expect you to work for them once you finish your degree for them to return their investment.

GUIDELINES FOR APPLYING FOR POST GRADUATE PROGRAM



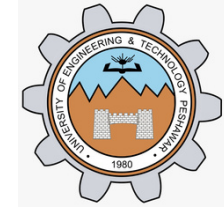
Benefits of attending graduate school full-time

- You'll be able to finish your degree more quickly.
- You can devote all of your mental, physical, and emotional energy to your study.
- It's perfect if you're looking to make a significant professional shift.

What should I do now if I intend to attend graduate school shortly?

- Discover what is right for YOU, not your friends or parents, by identifying your actual strengths, interests, and values.
- Maintain your grades and register for (and prepare for) the required standardized assessments.
- Discuss the contrasts between being an undergraduate and a graduate student with teachers, friends, and relatives who have attended graduate school.
- To obtain a realistic idea of the career path and the obstacles connected with the work they do, talk to instructors, friends, and family who are in your desired field.

CHOOSING YOUR MASTER/PHD UNIVERSITY AND RESEARCH THEME



The key to locating answers to PhD-related application questions – where what, and who with – is inherent in the degree's character. A PhD, unlike any other preceding educational certification such as a Bachelor's or Master's, does not have a set curriculum or credit requirement for graduation.

Some may argue that this is not fully accurate and that there are several stated standards for the number of credits or courses required to earn a PhD. While true, they are simply the first steps toward the main heart of a PhD program - your research.

Determine your area of interest

What do a petty manslaughter jail term and a PhD have in common? Both demand a 5- to 10-year commitment. It's a sad comparison, but it's enough to make you realise how seriously you need to investigate your interests before swearing loyalty to the programme.

A PhD is a completely different ballgame than your typical coursework degree. You will be leaving the realm of objective grading and entering the realm of hazy, unclear problems with few if any, answers.

As a result, without the pleasure of knowing whether you did well or not, the only thing that may keep you going is your enthusiasm and interest in the study itself.

The first stage in PhD planning is to choose your area of interest so that you may pursue it via research. And this process begins much earlier, often subconsciously, than the start of your PhD preparation. Typically, undergraduate and postgraduate courses lay the basis for developing such interests by delving into advanced topics in your field. These are the courses that will help you understand your interest in a certain field of study.

CHOOSING YOUR MASTER/PHD UNIVERSITY AND RESEARCH THEME



Where and who should I do my PhD with?

The following stage involves looking for a suitable fit for an institute/university as well as a possible Principal Investigator/Thesis Supervisor. There are two approaches to this procedure. Each is based on extensive study on the department's academic members, their research interests, papers published, the number of current doctorate and post-doctoral students, financing, and so on.

Research your choices to conduct research, if you will, because each of these weighs heavily in your decision-making. Here are some of the reasons why.

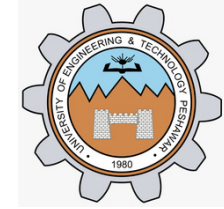
- **Faculty Research Interests**

How do they match with yours? There's a chance you don't grasp the research's specifics. The quality, and frequently the amount, of published articles, on the other hand, show the pace and worth of research in the Research Group (a small group comprising a supervisor and his/her students researching a certain subject). It is essential to become acquainted with these measures to provide impartiality to the decision-making process. Citations in papers are another strong measure of research quality.

- **Supervisor's Reputation and Personality**

A successful working relationship necessitates the supervisor's mentoring abilities. His or her academic reputation is crucial in ensuring that you obtain advice from the correct source.

CHOOSING YOUR MASTER/PHD UNIVERSITY AND RESEARCH THEME



- **The number of Doctoral and Post-Doctoral Students**

How large is the research team? Too few may suggest advisor-student compatibility difficulties, whereas too many may indicate that the adviser does not have time to mentor you.

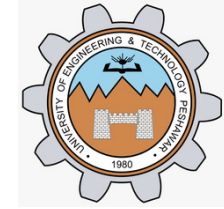
- **Funding for research**

A lack of research funds may easily put a halt to development. For example, the objective is to identify a group that has enough present and future financial prospects to care for the study and its researchers.

To research the details of a group, you may need to communicate with the following people:

1. Prospective supervising faculty members who are interested in recruiting new doctorate students. The direct conversation may also tell a lot about a faculty member's personality - how will he be as a thesis advisor?
2. Communication with current doctorate students affiliated with a research group for off-the-record information on their doctoral experiences may also be essential – How well do they get along with their advisor/mentor? What do they think about the quality of their research and their overall satisfaction?
3. Finally, consult with your present instructors, who will have a better grasp of research trends and demands and will be able to refer you to organizations that fit with them. So, as previously said, you may approach this issue using one of two application techniques.

CHOOSING YOUR MASTER/PHD UNIVERSITY AND RESEARCH THEME



- **Selecting a School First**

Making a list of colleges that are well-known in your subject of interest. The next step is to investigate the appropriate faculty members for their research activity and then apply the above formula to reduce the list of prospective “doctoral pursuits” to a reasonable number.

- **First, familiarize yourself with the research groups**

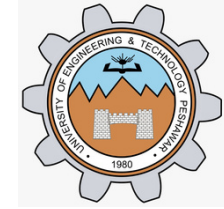
Professors that are working in the subject of your interest. Staying linked with the current research community, following their papers, and maybe attending conferences and poster presentations to familiarize and remain up to date, is one way to do so. Once you've decided on an organization, all you have to do is apply to the school with which they're affiliated.

Discover what a PhD entails

Whatever route you take, it is obvious that once enrolled in the program, your PhD degree develops critical thinking skills, in-depth knowledge of your topic, and it commands respect due to its perseverance. Graduates are frequently active in academia, beginning with post-doctoral employment and progressing to professor positions.

A large proportion also finds their talents utilized in industry, typically in roles that are not directly linked to their PhD subject but are field-adjacent. Consider STEM graduates working in industrial research positions, manufacturing industries, banking, analyst employment, and so on.

ENGINEERS AND ENTREPRENEURSHIP



Entrepreneurship has become one of the most talked-about and sought-after professional choices in recent years, thanks to young millionaires like Zuckerberg and Musk glamorizing it.

- **At first glance**

Engineering and entrepreneurship appear to be quite distinct professions with few obvious crossovers, yet closer examination reveals that they share many of the same abilities. Many outstanding entrepreneurs and business executives have engineering backgrounds and expertise. Bill Gates, Michael Bloomberg, and Carlos Slim are just a few examples of well-known corporate executives that started as engineers.

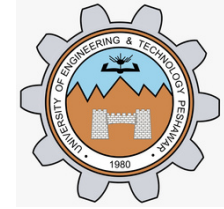
Being a skilled engineer necessitates the ability to handle complicated issues and manage tough situations, which is a valuable talent for any entrepreneur. As a founder of a startup, you must deal with minimal structure and a great deal of complexity daily. You must carefully analyze risks and difficulties, pivoting as needed.

Engineers and entrepreneurs both take significant risks in their job. To be successful in both areas, you must be dedicated, committed, and, to put it bluntly, hustle.

Your company endeavor or any project you start from the ground up will never develop until you admit that you have strengths and limitations and recognize the need to expand out and hire people to help you with your shortcomings. As an engineer and an entrepreneur, you'll need a team to assist you to achieve a shared goal.

Communication is essential. To ensure that your product is precisely what was anticipated, if not better, you must be able to communicate effectively in projects.

ENGINEERS AND ENTREPRENEURSHIP



Reflection and self-awareness are crucial for both engineers and entrepreneurs. Both must analyze their initiatives to prototype better ideas, make adjustments fast, and continue even when obstacles appear to be insurmountable.

Engineers are excellent entrepreneurs because they bring to the table a set of abilities honed through years of managing projects and resolving complex issues.

Projects that engineers must execute require a great deal of planning. What could be a larger Endeavor than embarking on an entrepreneurial journey? So go ahead, engineers: you're already fantastic at constructing – now it's time to think about starting your own business!

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