

## Career research questions

### The career field

- duties, hours of work, holidays
- physical and social demands, travel requirements (or opportunities)
- employment opportunities in HK, China, the world
- salary and other benefits
- potential for promotion
- important core competencies

### The company

- company size and structure
- reputation/status of the company
- corporate culture
- office atmosphere
- company policies on hiring of women, expatriates, etc.
- prospects for promotion , prospects/requirements for travel
- daily routines
- pay scales and benefits at various levels
- training opportunities/expectations

### Use of English in the workplace

- oral and/or written
- formal and/or informal situations
- with English-only speakers within and/or outside of the company
- with other English second language speakers within or outside of the company
- attitudes to the use of English in the workplace
- standards required or expected
- job applications and/or interviews

### Expectations of recent graduates

- language & communication skills (oral and written)
- special skills or training required
- other experience - extra-curricular activities & job experience
- core competencies and personal qualities desired

**Source:** Careers Education and Placement Centre, University of Hong Kong, 1995