

Be the candidate who stands out

10 tips on how to
improve your employability

Employability Guide

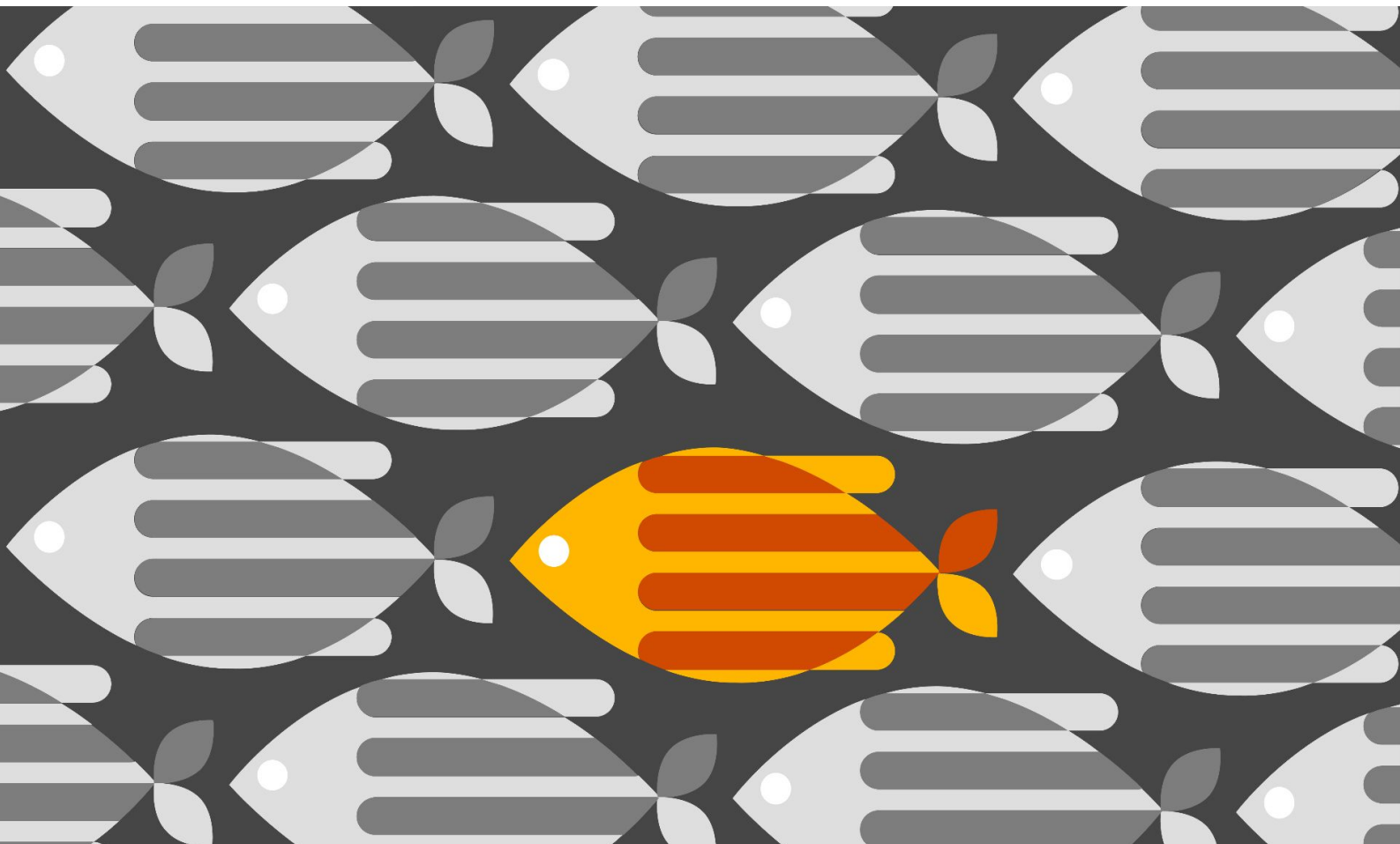
At PricewaterhouseCoopers (PwC), we have prepared some guidelines that can help you get the job you want at our company.

With us, you can achieve more! Why? Because we work hard to get you to join us, and once you do, we provide a working environment where you can acquire a wealth of new knowledge, skills and competences that will elevate your personal brand and support both your professional and personal growth.

This employability guide explains the different competences you need to join our team. You may have already developed them through your studies, your student work or during your summer travels. What's important is that you can recognise the skills we're looking for and that at the job interview, you then come up with a good example (or two) to show us you've got them.

This employability guide should help you on your way.

Your journey starts here!



1

A candidate
who is not
afraid to push
themselves

Are you a person who constantly wants to improve? So, you'll be able to show us how much you've done to develop yourself - and to help others do better too. Think about the things you've done well and not so well. And tell us about the times you've given other people feedback in a constructive manner that made a difference.

Skills like these could come from a whole host of different areas. You might have mentored a child at a local school. Or helped a friend to learn something new, like playing the guitar. Maybe you've set yourself standards that go above and beyond the demands of your studies or your part-time job.

Whatever the case, you will be passionate about your personal development - and you will be able to prove it.



Are you proactive in achieving goals that go above and beyond your limits?



Have you ever changed the way you did something after getting feedback?



Have you taken the time to provide feedback to others?



Have you taken the time to provide feedback to others?



Have you developed new skills in areas outside your education?

A candidate who acts as a mentor and helps develop oneself and others

No matter which department you join us in, you'll be working closely with all sorts of people. Therefore, you need to be able to express your opinion and attract others to your way of thinking, and at the same time be just as happy to listen to ideas and opinions of others. You will have no problem expressing yourself clearly both face to face and in writing (so make sure your application form is flawless). But more than that, you'll have had the confidence to present to an audience or you'll have written a document that made good things happen. You might have persuaded an organisation to sponsor a sports team. It is important that you think about such and similar examples of your activities and know how to properly present them to us.



Have you ever given a presentation during your studies or for a club or association?



Have you made something simple for others to follow?

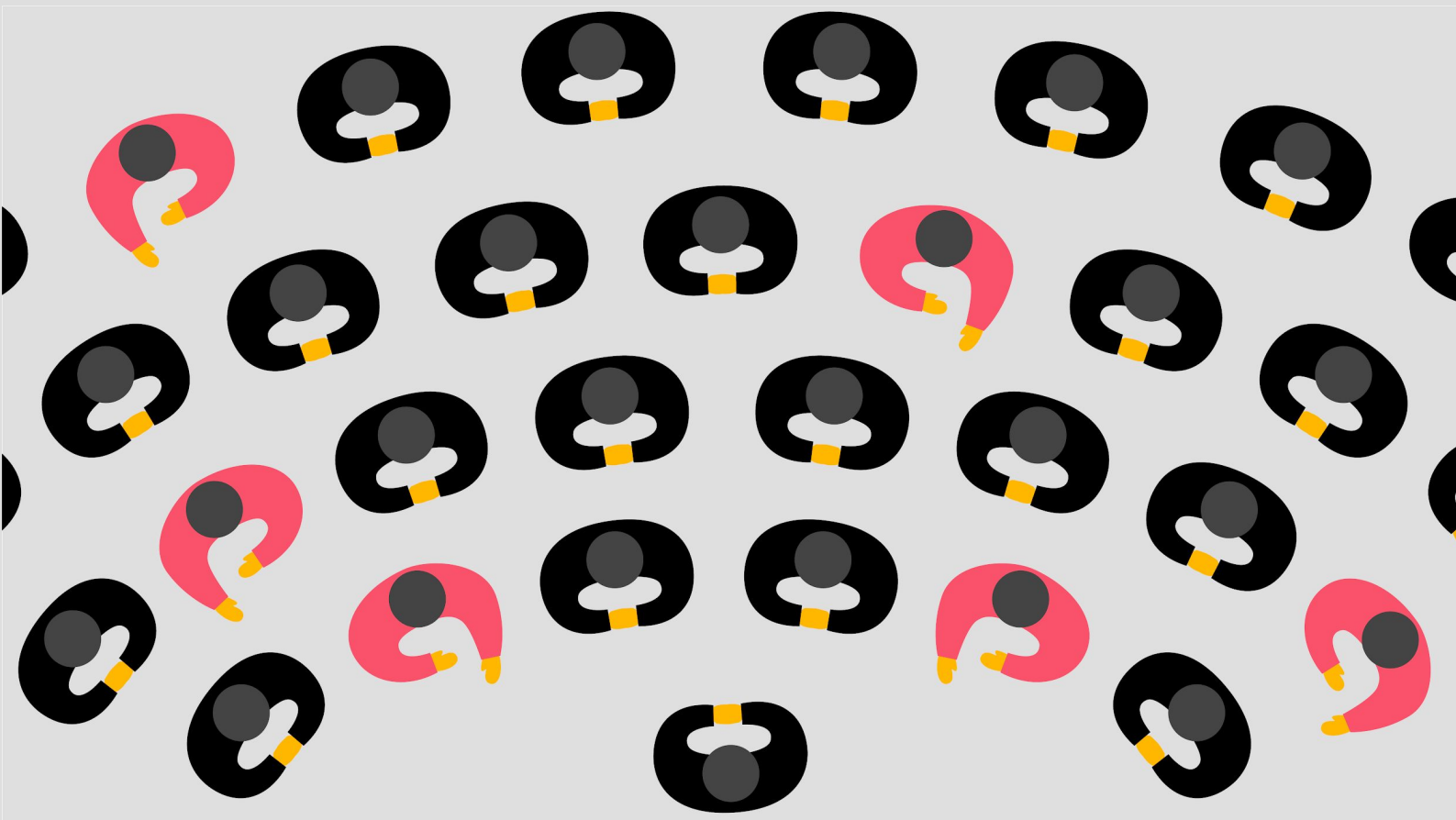


Have you used your powers of persuasion to get funding or concluded a business agreement?

A candidate who is happy to speak up

2

A candidate who
communicates
effectively and
empathetically



- Have you ever presented in front of an audience?
- Can you think of a time when you made a point of considering different opinions?
- Have you ever written a speech, manifesto, or presentation?

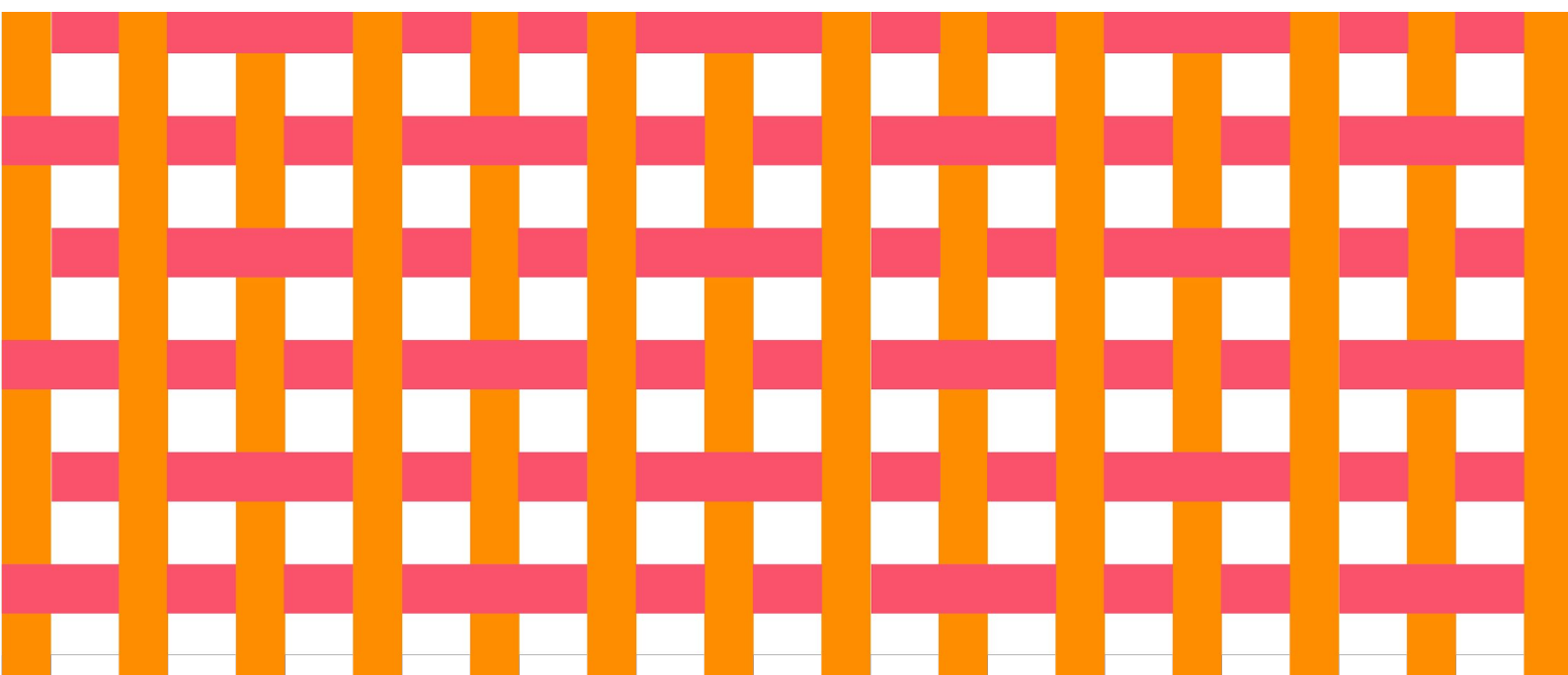
3

A candidate who
dares to go one
step further

Like to keep coming up with new ways of doing things? Good! At PwC, we are committed to lifelong learning - we provide the right environment for you if you like to learn, share knowledge, and create something new - whether it's participating in training, collaborating with your colleagues, or coming up with new ideas. And that means we'll want to know how you do those things now. So, tell us how you've made the most of different opportunities to learn, especially those that fall in the areas outside your field of study. Perhaps you shared your knowledge with your colleagues or suggested a way to make something more efficient. Perhaps you came up with an idea for a new kind of fundraising event or took up evening classes. And the most important thing of all? You can continue to build on these qualities when you join PwC.



Have you achieved any goals acting on your own initiative?



A candidate who is curious: learns, shares knowledge and is innovative



Have you taken the time to learn something new outside of your field of study?



Do you go to events that are all about knowledge sharing or learning?



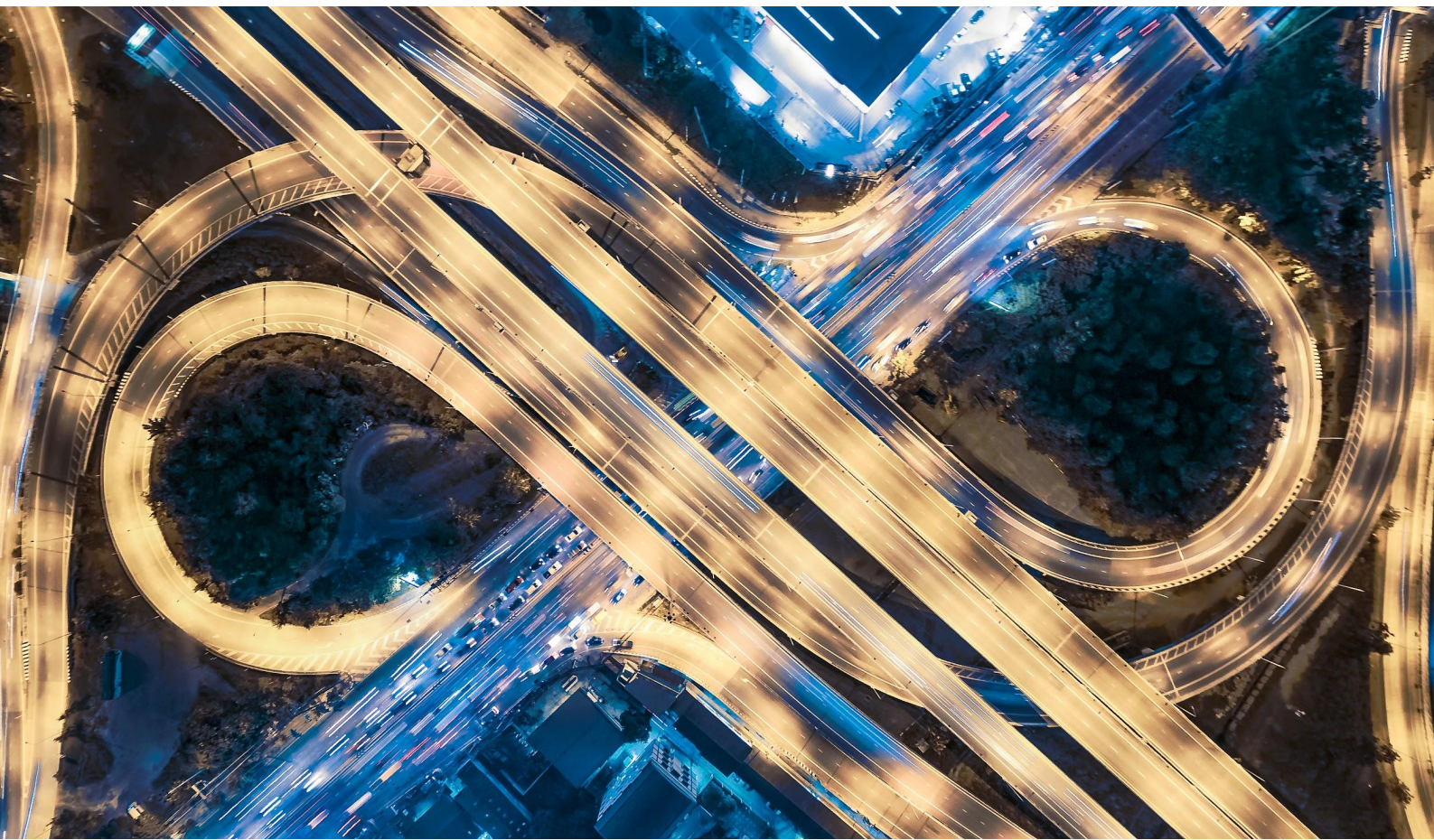
Have you shared what you know with others?



Have you ever come up with a new and better way of doing something?



Have you, in hopes of exploring your future career, attended employer presentations or skills sessions?





Have you adapted to work better with others?

Have you taken part in a voluntary project that relied on everyone pulling together?



Are you a member of a sports team, club or society?

A candidate who gives a leg up

4

A candidate who
leads and helps
his team along
the road of
success

If you like teamwork, you'll like working at PwC. And the better you can support, lead and get along with others, the more successful you will be at PwC. You could have picked up the skills to do this in many ways - the most obvious being a part of a sports team, club or society. Maybe you tackled a course-related school project as part of a group or fitted into a new team at work. It is equally important to think about the skills you brought to the team. Did you negotiate to achieve a common goal? Did you motivate other team members? Did you adapt your style? Did you resolve any group disputes? If that sounds like you, then you could be well on your way to joining our team.



Did you ever lead a team?



Do you remember ever working in a team to achieve a common goal?



Do you know what qualities you can bring to a team?

5

A candidate who
gets along with
everyone

If you can build relationships with clients, you'll be better placed to solve their problems, and to spot and win new business opportunities. Establish good relationship and not only will clients more likely come back to you again and again; with good relationships there is also a bigger chance they'll recommend you to others. So naturally your ability to inspire loyalty and get on well with others can make a big difference to your career. There are lots of ways to show us you've maintained good relationships with all sorts of different people - from keeping in touch with a contact you made on a work experience placement through to getting to know people on similar courses at other universities.



Have you met
career advisors
or study
instructors?





?

Have you networked with people from other courses?



?

Did you manage to get to know any of the clients very well?



?

Were you able to build good relationships with others?



?

Do you regularly attend events in your club or association and not only once a year?



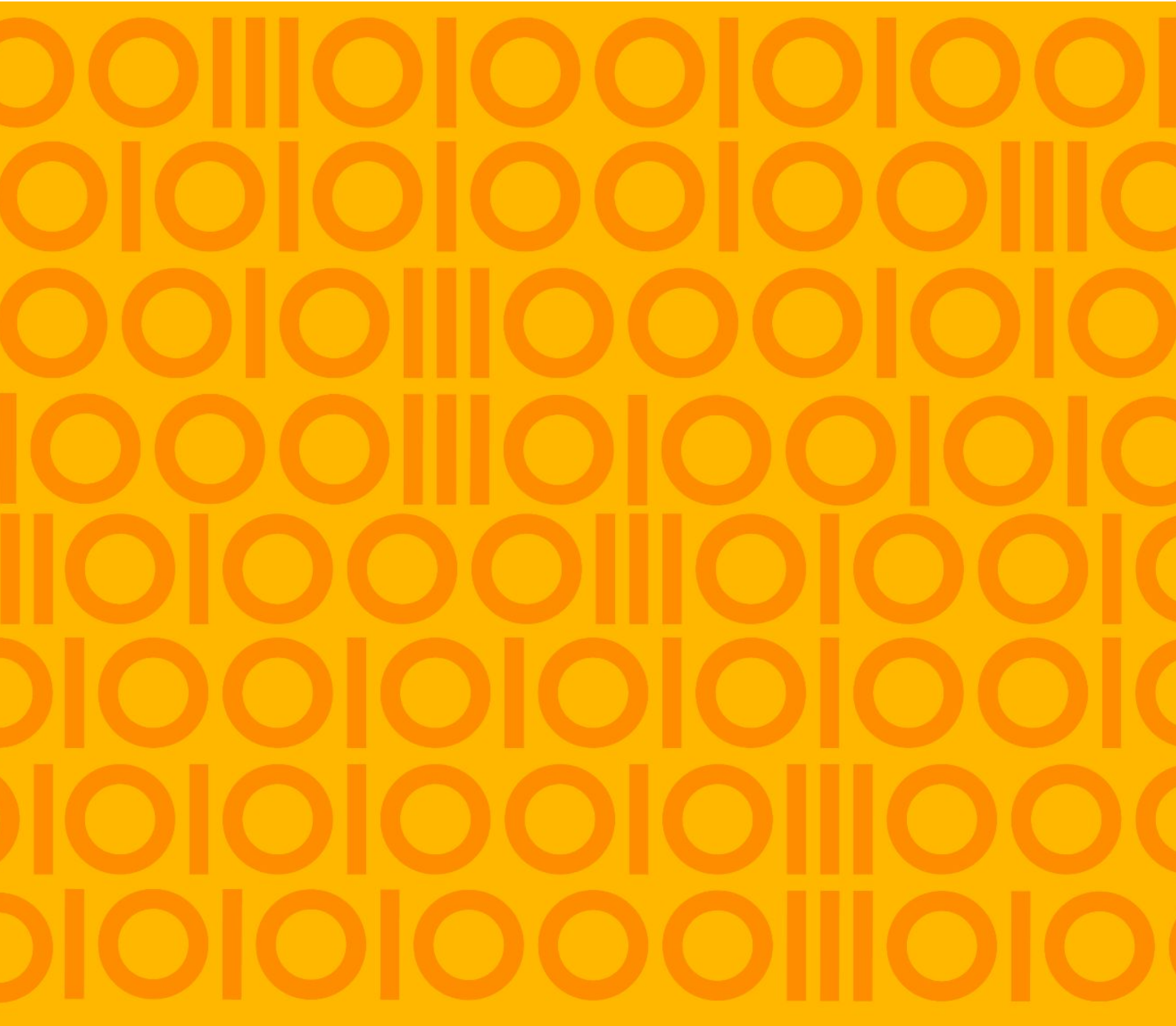
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Have you made (and maintained) useful contacts on a work experience placement?



Before you apply for the job opening you need to know what we're looking for.

This employability guide tells you what that is, helps you identify the skills you've developed during or after your time in university, and explains just how transfer-able those skills are to every area of our business. Quite simply, your experiences and achievements not only enrich your life; they could also enhance your career prospects.





Academic study gets your foot in the door; employability skills push it open to a far wider range of opportunities. They make your potential contribution to our company unique. Consider these skills and experiences your personal business card.

6

A candidate
who keeps
their cool



Can you work well under pressure?



Are you always on time?



Do you put 100% into every application form?



Have you ever undertaken a mundane task with real enthusiasm?



Can you handle it well when someone has a different opinion about something than you do?



Did you stay calm when dealing with a difficult client?

Honesty and integrity are vital in a business like ours. They will help you be open with your clients and the people you work with. And to deliver the highest standards, adopt the right procedures and maintain the highest levels of confidentiality. That means that when you feel something is not right, do not be afraid to speak up. How can you show us you have these qualities?

Maybe you were just as professional on a routine task as you were on a big project. Perhaps you used tact and diplomacy to calm a difficult situation. Or you are the kind of person who is always punctual and is not afraid to speak up if you think something is not right.

A candidate who demonstrates courage and integrity

Working for PwC, you'll need to make sure that the standards never slip. That means you could well find yourself juggling quite a few different priorities or turning to a back-up plan if a project does not go quite as you expected. So, you'll need to tell us about how you've managed your workload, made sure you met deadlines or stuck to a budget, and how you've used your initiative to deal with the unexpected.

Where did you develop your skills?

Certainly, you developed them during your college days. But it could be that you managed your finances to fund a trip, looked after the funds for a club or society, organized a big social event or coped with more than a few different tasks in a part-time job.



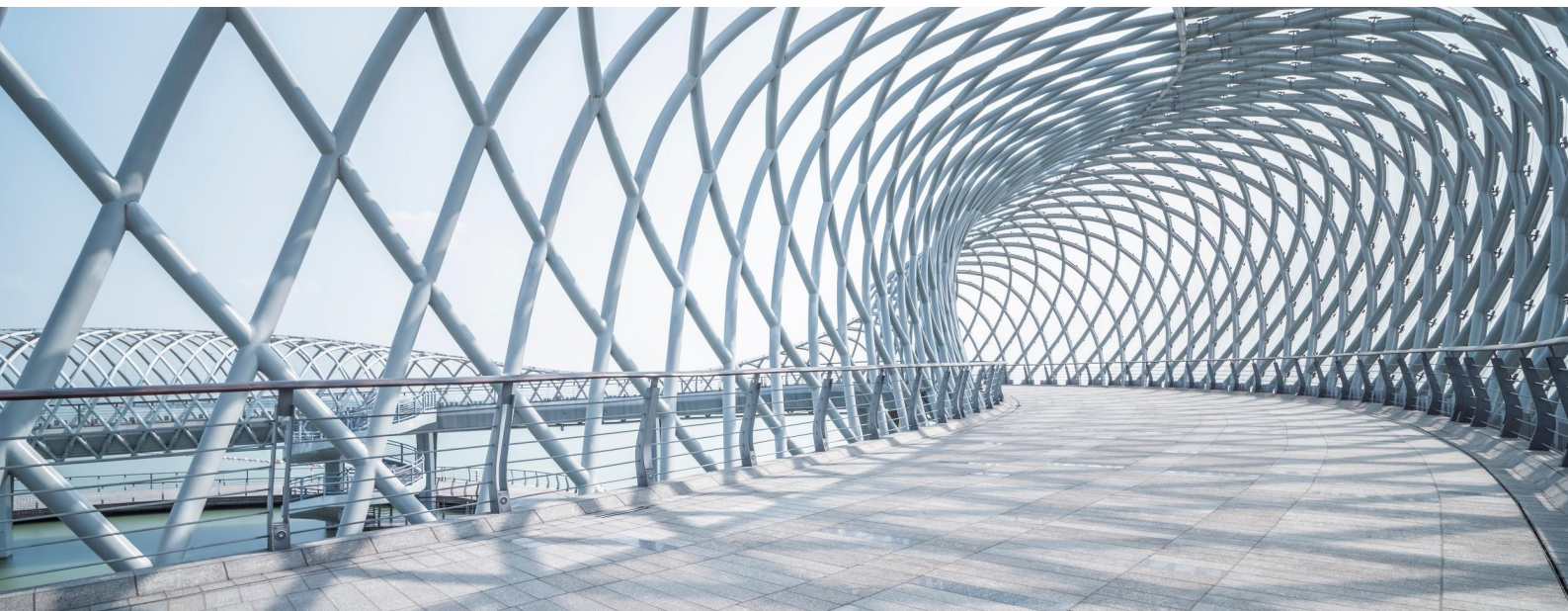
Have you managed your money well to achieve a long-term goal?



Have you juggled different priorities to meet a deadline?



Have you handled lots of different pieces of your schoolwork at the same time?



**A candidate who always
has a back-up plan**

7

A candidate
who moves
with the
times

At PwC, you will never stand still. Because changes are happening all the time in companies and especially when dealing with clients, you'll have to adapt to different ways of working and, through it all, stay 100% committed to delivering work of the highest quality. Therefore, you must be able to think on your feet and adjust to different situations - without compromising the standards. With an open mind and logical thinking skills you will be able to find the best way to proceed in case of last-minute obstacles. How do you prove this? Maybe you've covered for a colleague at work unexpectedly. Maybe you coped well with an unexpected piece of schoolwork. Or taken part in some kind of youth programme that put you in a completely new environment.



**A candidate who leads projects
and cash management processes**



Have you looked after an organisation's finances?



Have you taken **on board** suggestions from others when you got hired?



Have you ever put a back-up plan into action?



Have you picked up a shift at work unexpectedly?



Have you ever been happy to stay longer at work to get a job done?

8

A candidate who
is open-minded,
practical and
flexible



?

Have you adapted to changes at work?



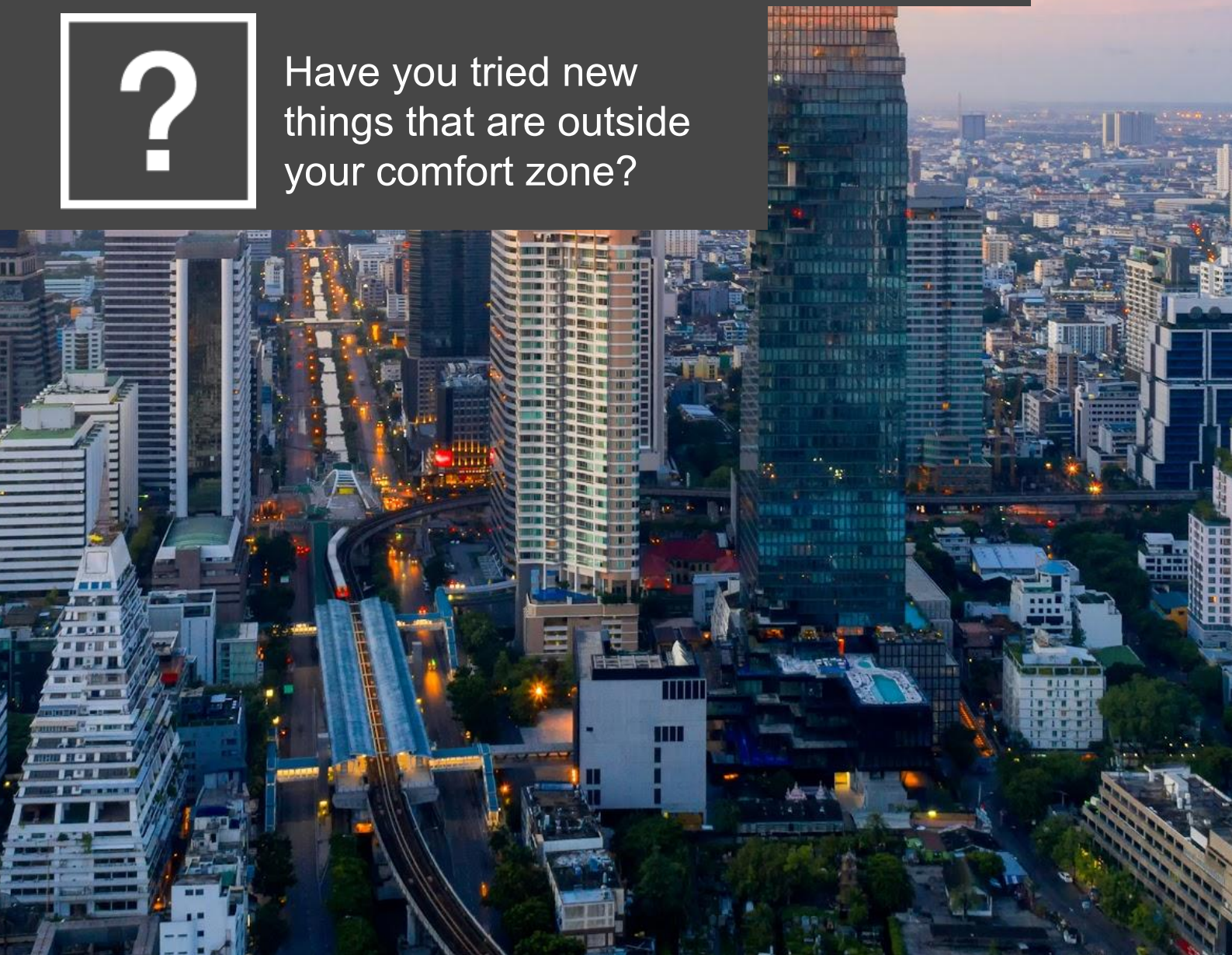
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Have you ever put yourself in a position you are not used to?



?

Have you tried new things that are outside your comfort zone?



9

A candidate with
an
entrepreneurial
mindset

At PwC, you'll always be building your commercial and technical skills - mostly on the job and through training courses. But you'll also go looking for opportunities to develop your know-how and think about where you could use it. So, we want to make sure that you will do your research properly, that you will not cut corners when it comes to developing your skills and that you will always learn from your experiences. As a starting point, investigate the professional qualifications you could gain in our company. And find out more about our different business areas, and how you could add value to them.



Have you looked into the professional qualifications you can gain in our company?



Have you thought about who your dream client would be or what it would be like to be a CEO?



Have you gone the extra mile to understand how a company, or an industry operates?



Are you interested in business and current affairs?



Are you curious about what makes a business successful?



Do you know how your education would help to make a difference in our business?

A candidate who builds and applies business and technical know-how



Have you come up with ways to do things differently?

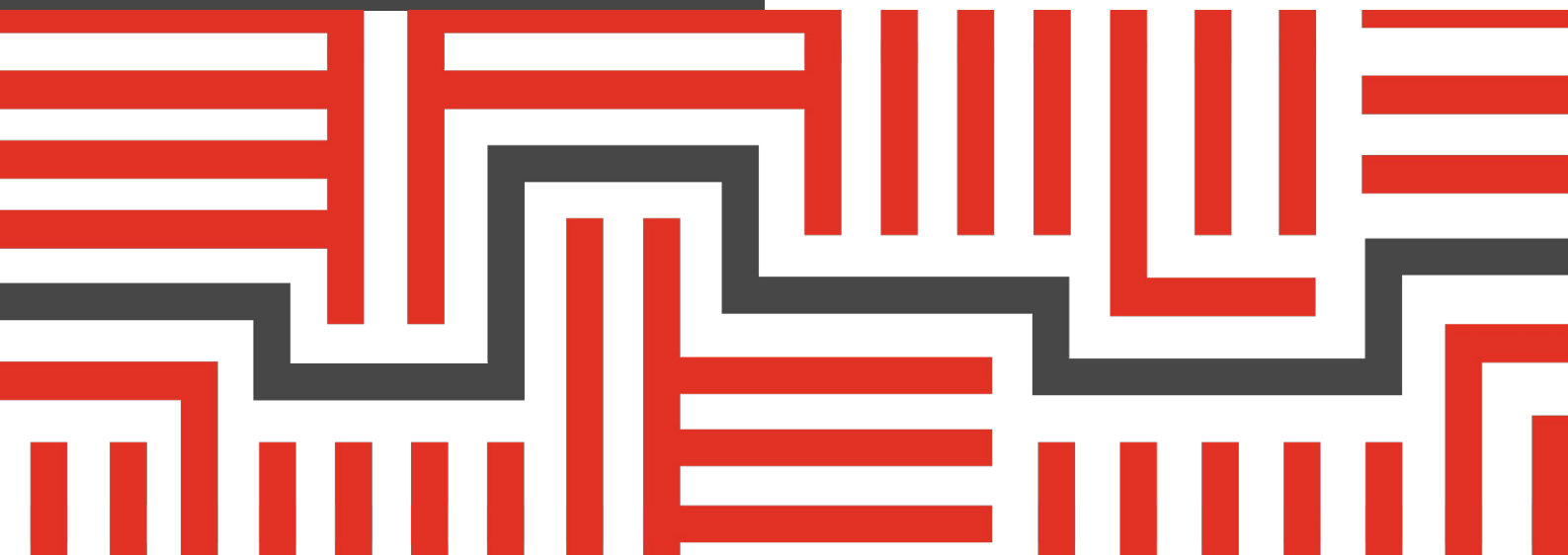


Have you thought about how you can make a club or a society better?



Are you truly interested in your part-time job, how the company works and who its main competitors are?

Being passionate about your work will help you deliver the results your clients want. That is why you need to be someone who goes out of their way to come up with the right solutions. So, what sort of skills and experiences are we looking for? You might have gone above and beyond expectations in a part-time job or tried to truly understand the company, its target customers, and competitors. Or perhaps you have had some ideas on how to make a company more successful. Perhaps you made a major contribution to a society or a sports club or perhaps you organised a popular social event? The key thing to remember is that your examples should convince us you'll always go the extra mile for our clients.



A candidate who looks at things differently

10

A candidate
who takes care
of customer
services



Have you looked into how PwC operates as a business?



Do you work hard to make things better?

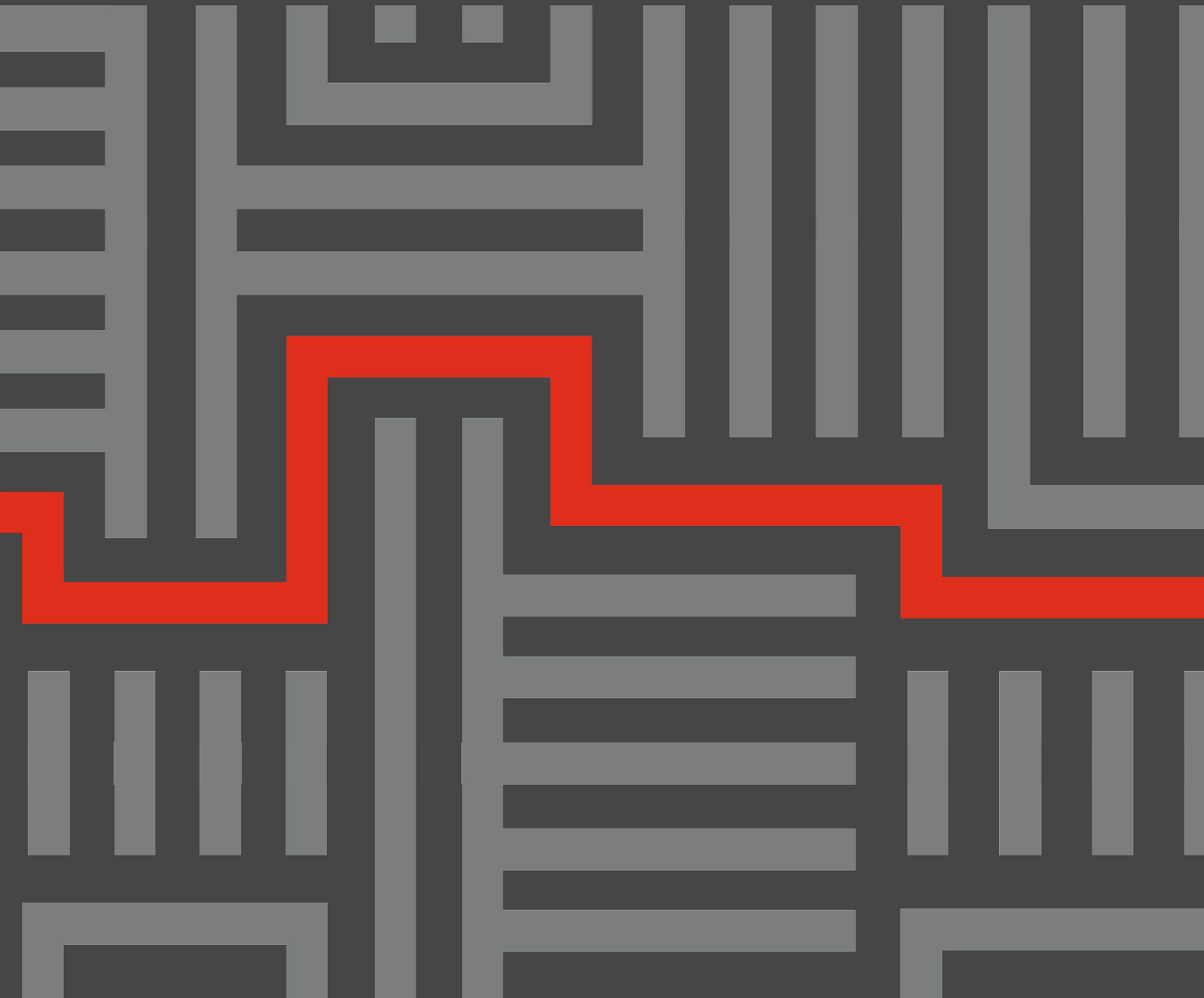


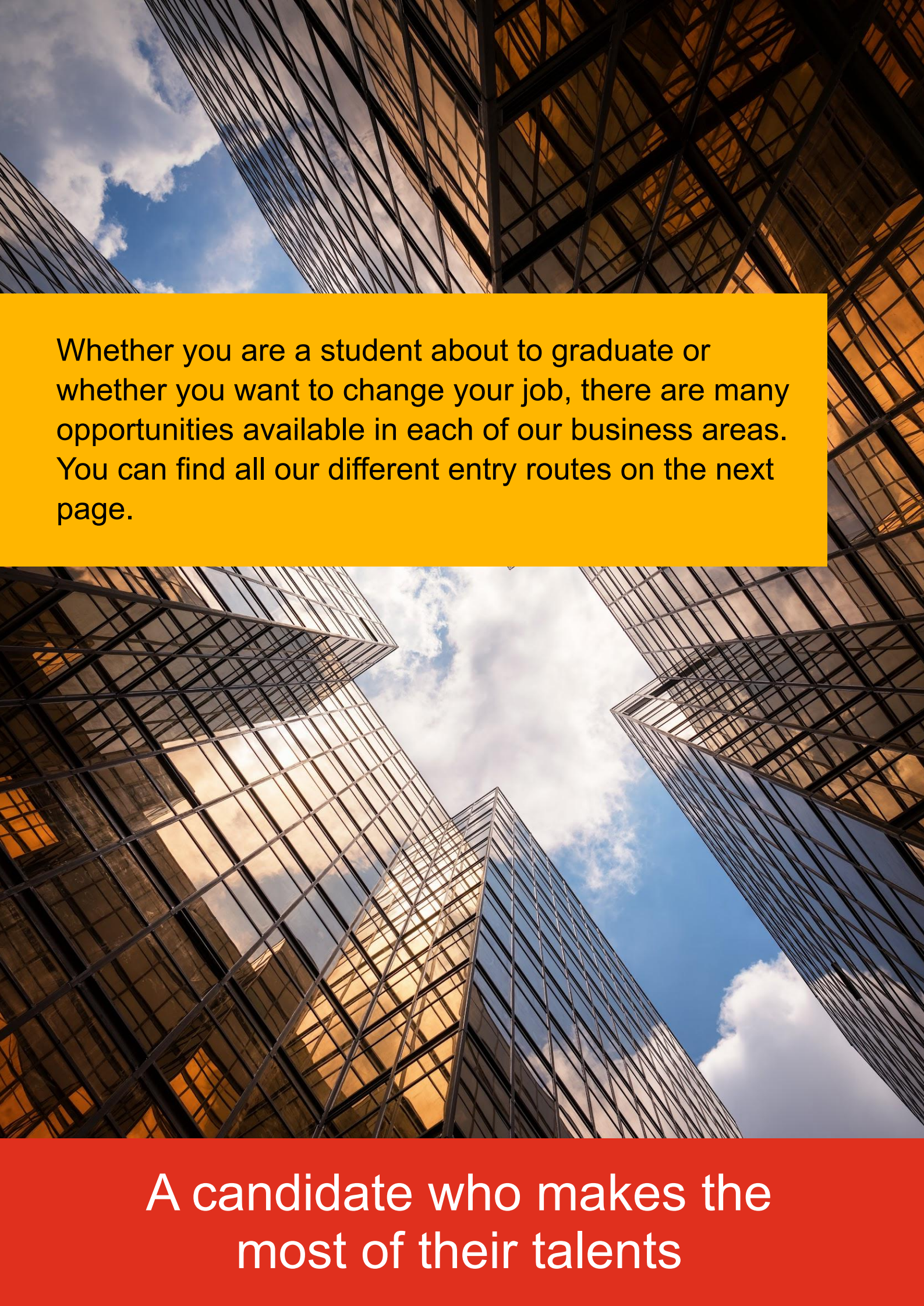
Have you ever gone out of your way to do good things for others?



Making the most of your employability

We're a world-leading professional services firm with expertise and experiences in different areas. So, there will be a lot of opportunities for you to make the most of your employability skills. Whatever your background, you can find plenty of interesting and tempting information in the following pages of this guide. Please visit our [Career Page](#) for further details.





Whether you are a student about to graduate or whether you want to change your job, there are many opportunities available in each of our business areas. You can find all our different entry routes on the next page.

A candidate who makes the most of their talents

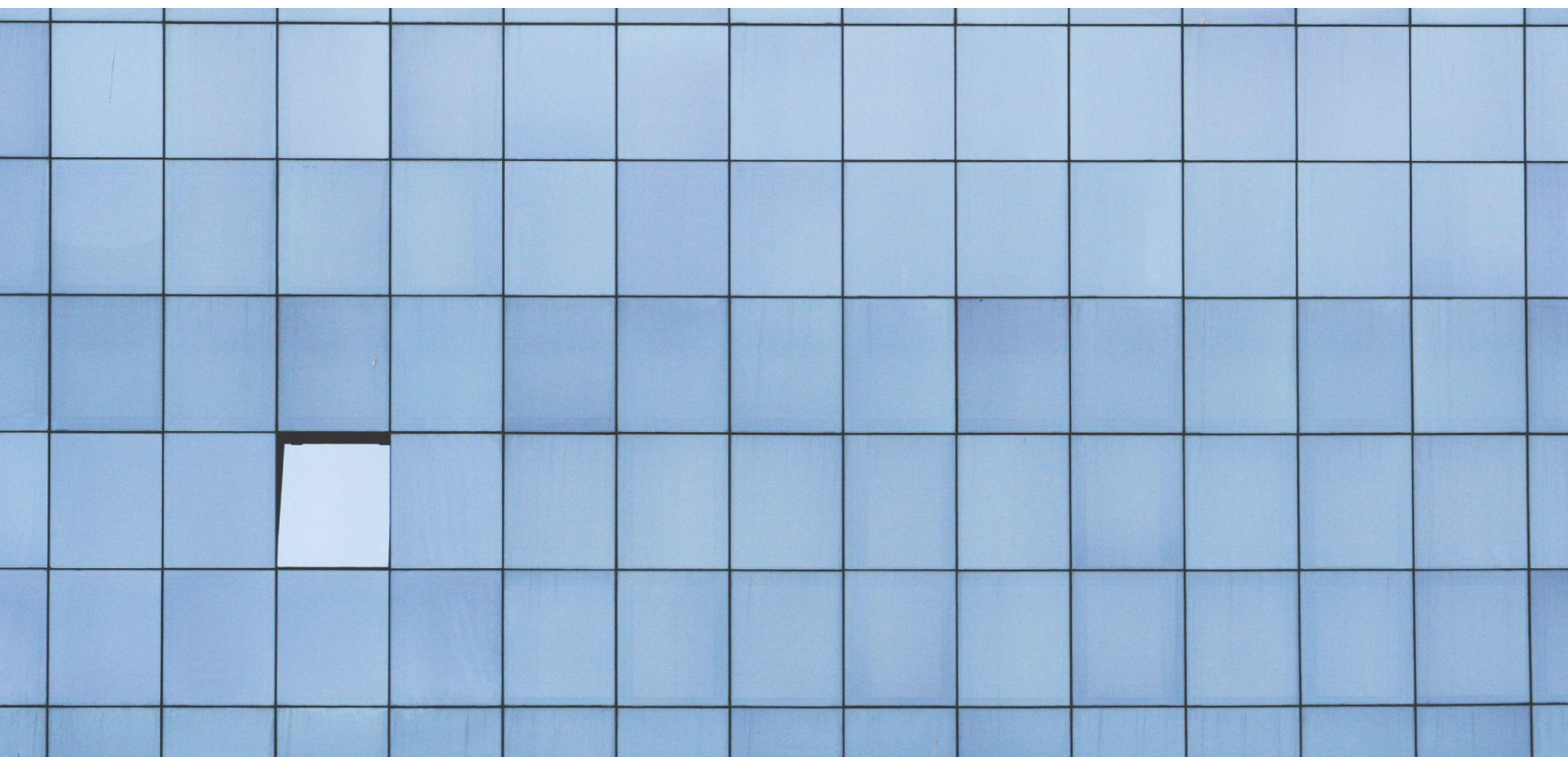
Your options

PwC Slovenia offers a variety of employment opportunities both for experienced employees and those who are just finishing their studies and are looking for their first career opportunities. Follow our job adverts on the website www.pwc.com/si/sl.

Why choose PwC Slovenia for your first job?

- Learn from experienced professionals,
- Meet the largest, most important and most successful Slovene companies,
- Gain further international career opportunities,
- Gain numerous opportunities for a promotion,
- Have limitless opportunities for personal development and growth.

This is what it looks like to work in the audit, tax or consulting department of PwC Slovenia, which is part of the best consulting company in the world, ranking among the most recognizable brands in the world!



Put your skills to work

We work with our clients to assess, protect and improve the things that matter most to them. We help our own people to learn, discover, develop, and make a real difference all the way through their working lives. And we have high ambitions to grow. So, if you have plenty of spark and initiative, you will learn and contribute more at PwC than you thought possible.

The only question remains: Where do you start?

Audit

Join the market leader in the field of audit and you will learn how to analyse clients' business activities and tell them whether their operations are profitable, sustainable, and legal. You will also benefit from arguably the best general business training going.

Taxes

Learn everything that one of the leading tax consulting companies has to offer. Then apply your know-how to anything - from preparing annual reports to the restructuring of the multimillion property portfolio and the purchase of a company.

Consulting

You will give clients the practical and far-sighted advice that helps them grow faster and work smarter. And whether you are assessing new markets or recommending a new strategy, you will be building your career in the fastest growing area of our firm.

Financial Advisory

Guide all sorts of clients through major deals, organisational changes, and strategic decisions. You will see close up how different businesses work, learn how to tackle all kinds of business problems and build a range of core skills.



Decide where you want to shine

Our people make us stand out as a firm. We want to hire and invest heavily in the best people. But we also want you to be sure we are the right choice for you.

So, take a good look at our website. And once you've found a business area you think you'll thrive in, apply online - making sure you highlight all those employability skills we're so interested in.



Weigh up your strengths

On the following pages you can jot down what your current employability skills are. List examples that show you already have the competences we are looking for or come up with a plan that will help you develop them. And remember, you could have gained the skills we are looking for in all sorts of different situations.

1

You act as a mentor and develop yourself and others

No Almost Yes

2

You communicate effectively and empathetically

No Almost Yes

3

Be curious: learn, share and innovate

No Almost Yes

4

You lead and help the team succeed

No Almost Yes

5

You build and maintain relationships

No Almost Yes

6

You can prove you have courage and integrity

No Almost Yes

7

You lead projects and manage finances

No Almost Yes

8

You are open-minded, practical and flexible

No Almost Yes

9

You build and apply business and technical know-how

No Almost Yes

10

You take care
of customer services

No

Almost

Yes



Good luck in finding the right job for you!

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