

SFU X CBCC

# Career Handbook

2024/2025 EDITION




# MEET OUR TEAM

The Career Centre is the bridge between quality education and successful career for students in Saint Francis University (“SFU”) and Caritas Bianchi College of Careers (“CBCC”).


Whether you’re looking for a new part-time or permanent job, or looking to enhance your CV or interview skills, we’ll help you get there!




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(Career Services)




**Derek CHAN**  
Career Services Officer



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Career Services Officer



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Career Services Officer



**Jasmine LUI**  
Career Services Officer

# CAREER COACHING

## ADDRESSING DEVELOPMENT NEEDS



# CAREER COACHING

Career Centre provides career coaching to students to identify their **short-term and long-term career goals**.

Our career-and-life planning approach guides students to independently seek their own **career pathways**.



Book your session now!



## RESUME REVIEW

Get personalised feedback and polish your resume. A well-made resume increases your chance for an interview!



## MOCK INTERVIEW

Prepare your self-introduction, enhance your communication skills, and improve your confidence in your future interviews!



## APPLICATION CHECK

Seek professional advice in filling in online and offline applications, and have your supplementary documents checked by our advisors.



## CAREER CONSULTATION

Chat with our career advisors to understand yourself, and where you could go. There's a world of options for you to explore.

# CAREER TRAINING

## ENHANCING CAREER READINESS



# TRAINING SERIES



## CAREER EXPLORATION

- Personality Dimensions®
- Career Dimensions™
- Build Your Career Plan



## THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE®

- Signature 4.0 Version for post-graduate students
- College Version for undergraduate students
- Teens Version for sub-degree students



## EMPLOYMENT PREPARATION

- Resume and Job Search Workshop
- Interview Workshop



## CAREER SKILLS

- Professional Mini-Series
- IT Mini-Series
- Business Law Mini-Series

# CAREER EXPLORATION SERIES



## PERSONALITY DIMENSIONS®

Personality Dimensions®(PD) is an easily understood method for **building self-awareness, self-esteem and effective communication strategies**. It uses the self-discovery method to select the temperament that is most like you, and helps to determine your preferred **work style, work environment, strengths, challenges, and career fit**.

*3 hours per session*



## CAREER DIMENSIONS™

This workshop focuses on exploring your **work preferences**. Unlike many career assessment instruments, Career Dimensions™ helps you to explore the actual work environment in which you are most comfortable by examining a variety of areas, including the **natural talents** you bring to work, your **values**, your major **job stressors**, your **work philosophy** and your **definition of success**.

*3 hours per session*



## BUILD YOUR CAREER PLAN

Build Your Career Plan is a self-exploring activity designed to find students' own **career paths**. With instructions and guidance, students are expected to determine their **short-term and long-term career goals**, making detailed action plans.

*30-mins Briefing; 15-mins for each Presentation*





# THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE® SEIRES

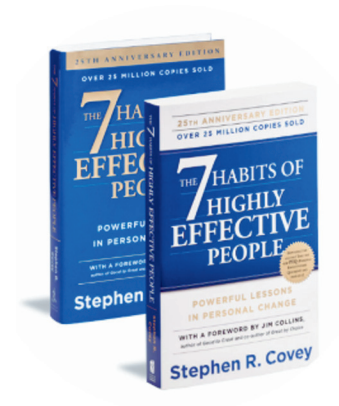
Based on the proven principles found in **Dr. Stephen R. Covey's** best-selling business book, The 7 Habits of Highly Effective People® workshop helps to achieve sustained superior results by focusing on **making individuals more effective.**

It helps participants gain hands-on experience, apply timeless principles that yield **greater productivity, improved communication, strengthened relationships, increased influence,** and laser-like focus on **critical priorities.**

Signature 4.0 Version for post-graduate students  
16 - 18 training hours

College Version for under-graduate students  
12 - 14 training hours

Teens Version for sub-degree students  
6 - 8 training hours



# EMPLOYMENT PREPARATION SERIES



## RESUME AND JOB SEARCH WORKSHOP

Resume and Job Search Workshop aims to train students to:

- Acquire techniques to create an **effective and structured resume**;
- **Customise resumes** for specific jobs;
- Create **presentable cover letter(s)**; and
- Practice various **job search techniques**

Students are required to complete their resumes and submit them for Career Advisors review.

*3 hours per session*

## INTERVIEW WORKSHOP

Interview Workshop aims to train students to:

- **Strengthen knowledge** of different interview settings;
- Enhance techniques to effectively **tackle interview processes**; and
- **Improve confidence and first impression** at job interviews.

Mock interviews are conducted in the workshop, and Career Advisors will provide immediate feedback.

*3 hours per session*



# CAREER SKILLS WORKSHOP SERIES



## MINI-SERIES

### PROFESSIONAL MINI-SERIES

## ACTIVITIES / WORKSHOP

- Sign Language Workshop
- “Certificate in First Aid” Course
- Art Therapy Workshop
- Image Enhancement Workshop
- Workplace Etiquette Workshop

## SESSION DURATION

- 12 hours
- 30 hours
- 12 hours
- 3 hours
- 3 hours



### IT MINI-SERIES

- Adobe® Photoshop®
- Adobe® Premiere Pro®
- Intermediate Microsoft® Excel®

- 5 hours
- 5 hours
- 5 hours



### BUSINESS LAW MINI-SERIES

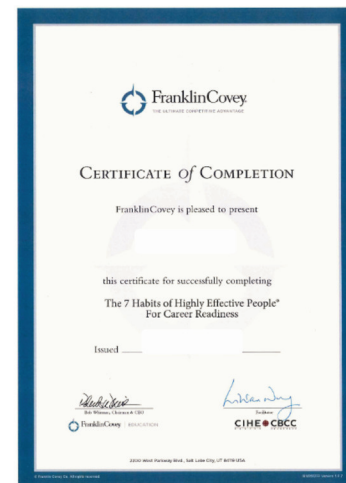
- Intellectual Property Rights Workshop
- ICAC Workshops
- MPF and Financial Planning Workshop
- Taxation Workshop
- ERP and Start-up Business Training

- 1 - 2 hours
- 1 - 2 hours
- 3 hours
- 1.5 hours
- 1.5 hours

# CERTIFICATIONS

Students who complete a training series will be awarded a Certificate\* of Completion, respectively.

Certificates\*\* for Personality Dimensions® and The 7 Habits of Highly Effective People® will be issued by the corresponding licenser.



\*Students who complete any courses in Career Skills can apply for a Certificate of Completion that lists all the completed courses in the series

\*\*A Certificate of Attendance will be issued to students to complete the PD course, regardless of whether they complete the Career Exploration Series

# JOB PORTAL AND JOB SEARCH PLATFORM

## BROADENING CAREER OPPORTUNITIES



# JOB PORTAL

The Job Portal serves as a steady, content-rich, and convenient platform that encourages students to browse the latest job opportunities from entry-level positions. Students could access updated news:

- **Job opportunities** including full-time, part-time, internships or placements and partnered events
- **Career-relevant activities** including career fairs, recruitment talks, company visits, and others
- Training provided by **internal and external partners**



Full-time Jobs



Part-time Jobs



Internships/Placements



Partnered Events



Register Now!

## JINESS

Joint-Institution Network for Student Success (JINESS) aims to develop a “one-stop shop” by way of a **platform** for both students and employers in offering solutions to **searching career opportunities** and **recruiting talents** respectively.

It provides a wealth of information on career development, including **job talks** and professional **training courses** that expose students to:

- broadening career and experiential learning opportunities
- develop their potential to the fullest
- prepare them for challenges in life

# WEEKLY UPDATES ON JOBS AND CAREER EVENTS



You can catch up the updates on jobs and career events from Job Portal by a **weekly email** every Friday, which includes:

- Additional job postings, recruitment talks, speed networking, online Information Days, online seminars, career-related competitions, and outreach
- Signature jobs and events will be shared in separate emails, with **special highlights** of recommended jobs

All students are included in the mailing list. No sign-up is needed.

## 重點 / This Week's Highlights:

佈日期 Date	機構名稱 Organiser Name	最新資訊 News
2024	香港藝術發展局 Hong Kong Arts Development Council	「藝術人才見習職涯計劃 2024/25」 (88個全職見習名額，見習期為18個月)
ers:	平台 Platform	網址 Website
	eFinancialCareers	<a href="https://www.efinancialcareers.com">https://www.efinancialcareers.com</a>

# EVENTS AND ACTIVITIES

## ENRICHING CAREER LIFE







## CAREER FAIR

Career Fair is our signature annual event, it aims to allow our students to meet with employers and explore career opportunities. The fair typically includes workshops, career activities, talks, and participation of employers:

- **Workshops** provide practical advice on job search strategies
- **Talks** feature industry leaders and key opinion leader who share insights on industry trends and career paths
- **Participation of employers** allows attendees to learn about job opportunities and company culture.



# SAVE THE DATES!



## CAREER TALKS

The Career Centre holds Career Talks with individual employers to provide students with opportunities to learn more about various industries, familiarise themselves with **organizational structures**, and **screening requirements**, and explore **career development opportunities** with prospective employers. Attend our Career Talks to **gain valuable insights** into potential employers and their offerings.



## COMPANY VISITS

Company Visits provide hands-on opportunities for learning by exposing participants to **diverse working methods**, **unfamiliar industries** and **organizational structures**. These visits offer a chance for **interactive learning** and **gaining practical experience** in a real-world setting.

# STUDENT HELPER PROGRAMME

"LEARN AND EARN"



A "Learn & Earn" platform is designed for students to be recruited and challenged, leading them to **explore their career interests**.

Students are selected through a structured and standardized **interview process** and would be matched with available jobs accordingly. Students were compensated with **allowance, certificates, and recommendation letters** for good performance!



# STUDENT HELPER

## OBJECTIVES

- To broaden students' vision about **the world of work**
- To strengthen students' **career-related and transferrable skills** required by future employers
- To **provide additional workforce** and support to departments and individuals in the Institutes
- To create a **supportive work atmosphere** for SFU&CBCC staffs and students to develop **a sense of belonging** towards the Institutes
- To provide a trusted workplace as **an extra source of income** for students

# SEPTEMBER 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Second day following the Mid-Autumn Festival	19	20	21
22	23	24	25	26	27	28
29	30					

# OCTOBER 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1	2	3	4	5
		National Day				
6	7	8	9	10	11	12
				Chung Yeung Festival		
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# NOVEMBER 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

# DECEMBER 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Christmas Day	The first weekday after Christmas Day		



# JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			Luner New Year 's Holiday			

# FEBRUARY 2025



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

# MARCH 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



# APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 	2	3	4 Ching Ming Festival	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Easter Monday	22	23	24	25 Good Friday	26 The Day Following Good Friday
27	28	29	30			

# MAY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Labour Day	2	3
4	5 Buddha Holiday	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Tuen Ng Festival

# JUNE 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# JULY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 HKSAR Establishment Day	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# AUGUST 2025



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						











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6421 9367 (WhatsApp / Signal)  
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New Territories, Hong Kong