



JOB INTERVIEW

- Each shipping company expects all crew members to act with the highest ethical standards and principles, and to comply with key policies that also convey the importance of mutual respect and tolerance of the differences among people.



○ RESUME TIPS

- • Always list employers in descending order (starting with your current employer)
- • Clearly state the name of each employer, and the nature of the business
- • If applicable, indicate the rating of the hotel or restaurant (stars, diamonds, rosettes)
- • Indicate the size of the organization
- • When indicating period of employment, always use this format: mm/yy - mm/yy
- • Note at least three achievements you accomplished within each role
- • Include the reason(s) for separation from each employer
- • If there are any breaks in periods of employment, explain why
- • Include relevant figures - like gross sales, cost avoided, size of team

○ INTERVIEW TIPS

- They know you're nervous... and that's perfectly normal, of course. But keep in mind that their initial perception of you is already positive - that's why they're reaching out to you, for an interview! Here are some helpful tips:
- • Be promptly available at your appointment time (or maybe even a couple of minutes early).
- • Be at your professional best. A conservative business suit is always a good choice. Nice tie for the gentlemen; minimal jewellery, for the ladies. Pay attention to the details - they will.

- Be prepared with a copy of your resume in front of you (and have ready access to an electronic copy you can send quickly - just in case)
- Speak clearly, and answer concisely the questions asked of you (use examples whenever possible).
- Be engaged in the conversation; listen carefully, and have a list of relevant questions to ask the interviewer, at the end of the conversation (you might find that most of them will be answered throughout the conversation, but it's good to have your own list ready, just in case).
- Most importantly, smile, be positive, and be **YOURSELF**... that's whom we really want to get to know!

○ REASONS TO WORK AT SEA

○ Good Wages

- - Wages earned by seafarers are normally very generous compared to similar professions ashore. Seagoing officers are assured a very comfortable standard of living, and are usually within the upper income bracket of their national populations.
- - In Europe, a recently qualified third officer can earn a "take home" salary that is comparable to what many shore-based university graduates might hope to earn in their early 30s.

- -In developing world countries, ships' officers working on internationally trading ships are amongst the very highest paid in their countries. Opportunities for accumulating savings, even when young, are considerable (unlike most people, officers have relatively few expenses when working at sea as accommodation, travel and food are met by the employer).
- -The real value of wages may often be substantially greater because they are often tax free. Officers at sea can be promoted rapidly, eventually progressing to Captain or Chief Engineer, with wages matching their responsibilities. Salaries obviously vary according to the country in which you live and the shipping company you work for. Some types of ship require specialised skills for which pay may be higher. More detailed information will be available from national sources.

○ Early Responsibility

- - Ships' officers enjoy considerable responsibility right from the start of their careers. They ensure the safety of their ships and their cargoes, the lives of their shipmates and the protection of the marine environment.
- - Officer trainees usually learn the professional skills required through combining education at specialist institutions and practical training on board ships and you can expect to qualify as either a Deck or Engineer Officer at the "Operational Level" within 3 or 4 years of starting maritime education and training. As a junior officer, reporting to senior officers, you will supervise the work of "ratings" - seafarers qualified at the "Support Level".

- -As a deck officer at sea you will be responsible for the safe navigation of a seagoing vessel, its passengers and crew. Alternatively you might be responsible for mooring or cargo handling, leading a team of seafarers using your knowledge and experience to ensure safe and successful operations.
- -As an engineer officer ,you will be responsible, during "watch periods", for the safe operation of the ship's engines and technical systems - enormous industrial machinery. The forces which the sea can exert on a ship mean that the full and proper functioning of engineering systems are vital at all times for the safety of the ship and the protection of the environment.
- -Within 10 years of commencing specialist maritime education and training, it is possible to qualify as a Captain or Chief Engineer with total responsibility for the operation of a ship and the management and safety of its crew.

○ Opportunities to Travel

- - Although modern ships spend less time in port than 25 years ago, a career in shipping still means that you can literally travel to almost anywhere in the world. This gives seafarers the chance to experience interesting and unusual places, rather than just the typical business or holiday destinations visited by many people.
- - Since shipping is such a unique international industry, it is common for seafarers to progress eventually to shore based work in shipping offices all around the world - from Los Angeles to Hong Kong, to Singapore or London, the opportunities are endless.
- - By embarking on a career in shipping you are joining a special international network of contacts and associates.

○ Good Long Term Prospects

- - There is a great need for more qualified ships' officers to meet the skills required by international shipping companies.
- - Industry predictions suggest that this requirement will increase in the next few years, especially if the world economy (and population) continues to expand, and thus the quantity of goods moved by sea continues to increase.
- - Many senior personnel are shortly due to retire so there are excellent prospects for fast advancement by new entrants to the maritime profession.
- - Career opportunities extend to thousands of shore-based management jobs, which require people with seagoing experience. A career at sea may not mean a lifetime at sea.

○ Doing Something Useful

- - Today's competitive world sometimes makes it difficult to fully understand the purpose and value of many jobs.
- - Shipping, however, is key to the global economy, responsible for carrying over 90% of the world's trade. Without shipping the world economy would collapse. It would be impossible to transport the vast quantities of food, raw materials and manufactured products the world currently takes for granted.
- - People working at sea have the satisfaction of knowing that shipping is also the safest and most environmentally friendly form of commercial transportation, and that they are playing a vital role in ensuring efficient global trade.

- **Career Flexibility and Job Security**

- - Shipping is an ideal occupation for young people seeking something exciting and different to just working in an office, which in the long run will also lead to an enjoyable and well paid executive career in a major international industry.
- - In the world at large, today's working environment is increasingly uncertain. A career in shipping can combine security of employment with flexibility and opportunity.



- - Merchant ships' officers hold internationally recognised qualifications meeting standards agreed by the United Nations International Maritime Organization. Many seafarers work for shipping companies based in the countries in which they live. But most officers are also qualified to work for the thousands of international shipping companies located all around the world, on ships flying the flags of almost every country.
- - Some ships' officers may decide, after only a few years at sea, to use their qualifications and experience to find employment in one of the large number of professional jobs servicing the shipping industry, for example shipping company management, marine surveying, maritime law and insurance, working as a broker finding cargoes for ships, or even buying and selling ships!
- - Skills and experience gained at sea are also readily transferable to other industries outside merchant shipping.

○ Long Holidays

- - In most jobs, it is often only possible to take a maximum of two or three weeks holiday at one time, and total annual holidays are of course far less than you might be used to at college or school.
- - In shipping, however, seafarers commonly enjoy generous leave or holiday periods. Exact terms will vary, but on "short sea" trades a system of one month working followed by one month paid holiday is often applied. On intercontinental or "deep sea" trades, leave periods of several months' duration are not uncommon.
- - So while seafarers may sometimes be away from home for extended periods, they also enjoy flexibility to pursue other interests at home, or spend long periods of time with their families and friends.

- **A Career that is Different**
- - **A ship is a unique working environment because it is also home to those working on board. Those working on board ship often develop lasting friendships with their colleagues and have a stimulating life which is different to the experience of many people working ashore.**
- - **Merchant seafaring is a civilian occupation. Although team work and strict adherence to safe working practices is critical, there are many opportunities for socialising, both on board ship and during visits to foreign ports. Life on board ship can be very cosmopolitan, with many different nationalities of seafarer working together. Joining the shipping industry is essentially like belonging to a special international club.**

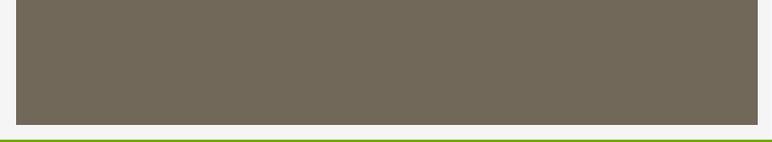
○ What do Trainee Officers Study?

- - Ships' officers must be qualified in the competence standards required by the UN International Maritime Organization's STCW Convention (the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers). Seafarers are normally only permitted to work on internationally trading ships if issued with STCW certificates in either the deck, engine or electrical departments. These qualifications are recognised internationally.
- - In order to be issued with an STCW certificate, officers must normally complete a year or more of on board training at sea, in addition to their shore-based education and training in college. Depending on the national system, most newly qualified officers typically have between 3 and 4 years training - including on board training which may occur at the end of a shore-based course or be taken at intervals between shore-based courses.

- - **Deck Officers**
- - **The following are some of the skills typically acquired by trainee deck officers, in accordance with international requirements:**
- - **• Managing a navigational watch (in effect taking charge of the ship at sea);**
- - **• planning a passage (using charts);**
- - **• using radar and high tech aids;**
- - **• radio communications (using maritime satellite systems);**
- - **• maneuvering the ship;**
- - **• cargo handling;**
- - **• crew management;**
- - **• pollution prevention;**
- - **• firefighting;**
- - **• lifeboat use; and**
- - **• medical care.**

- The company's own words
- - Before your interview, become familiar with the company's website and literature. Pay attention to the words used—what's important to the organization?
- - “In your interview, hit key words that appeared on the company website or brochure,” says Olivia Ford of Adeptio. “These key words might include team, leadership, simplistic, culture or growth.”
- - Mixing these keywords into your answers can provide a subtle hint that you are plugged in to what the organization is looking for.
- “That's a good question”
- - Use this phrase instead of blurting out “I don't know” if the interviewer stumps you with a surprise question. It can give you a few moments to come up with an answer and, in the meantime, strokes the interviewer's ego a little bit too.

- -Avoid the “I don’t know” answer when possible, but of course don’t lie about your experience or training.
- - “This is why I want the job.”
- - Knowing a job prospect’s motivations is important for managers who are hiring.
- - During your interview, talk about how this position fits into your future plans and the ideas you have about your career, how it fits with your values, and what you would like to learn from it. Talk about how you see yourself in relation to the company and what you believe you can bring to the position.
- - These kinds of thoughts show who you are as a person, and go a long way toward giving the hiring manager an idea about how you might fit in the company’s culture and values.



**BEST OF LUCK FOR ALL OF
YOU!**