



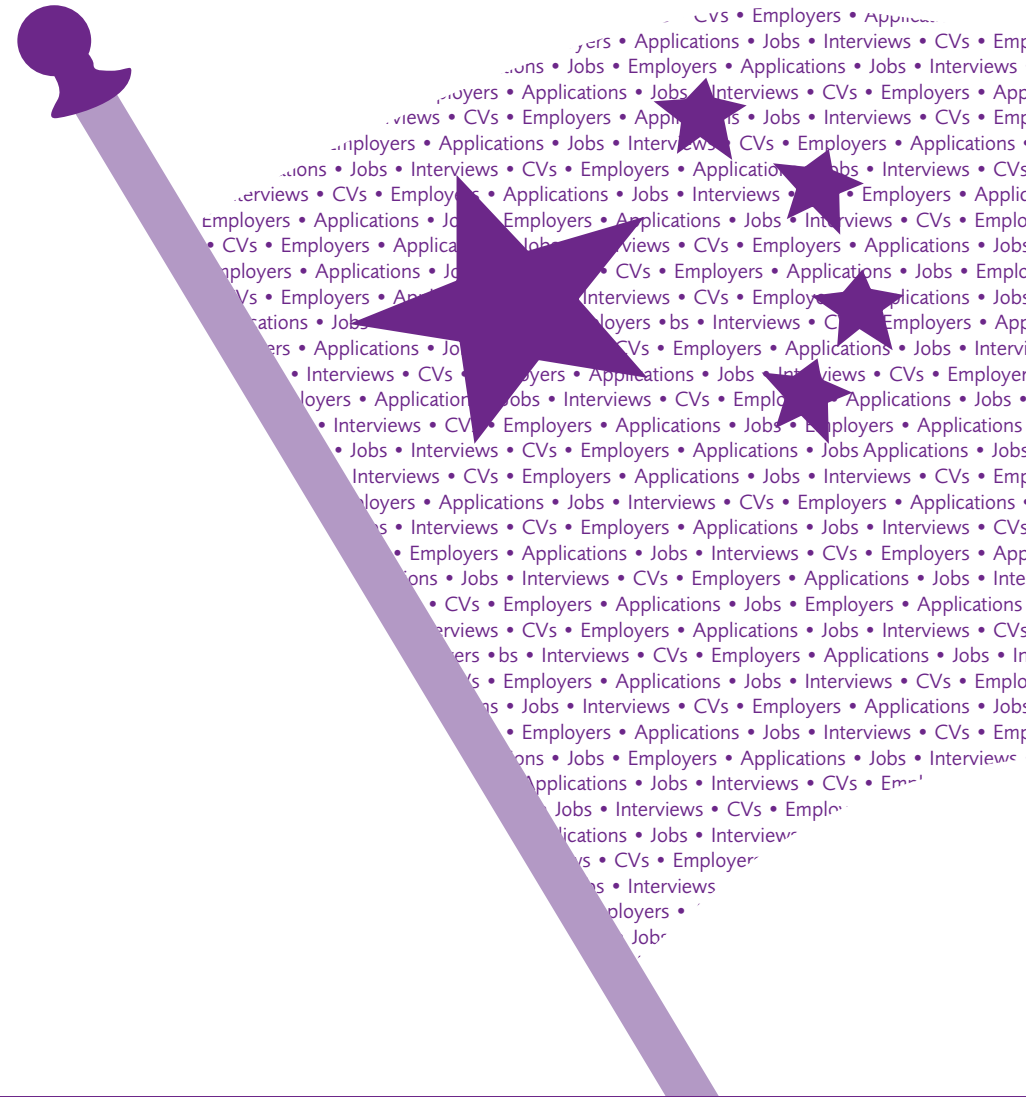
# China

## Country Overview

China has a population of over 1.3 billion and stretches some 5026 kilometres across the East Asian landmass.

With almost 4000 years of recorded history, China is one of the world's most ancient civilisations.

Currently, it has the second largest economy (to USA) as well as the second largest trading nation in the world. Since the end of the 1970s, the Chinese economy has transformed from a planned economy (where government fixes prices and production) to a market-driven economy. A shift has taken place from state-owned to private companies, accelerating an annual economic growth at a rate of 10% for the past 30 years. Governed by the Chinese Communist Party, unemployment is currently 4%.





# Applying for Jobs

When looking for a job, it is important to extend your network of contacts. Let not only your relatives but also friends, former professors and teachers, neighbours and other acquaintances know that you are searching for a job and tell them what kind of job or position you are looking for.

In order to enhance employability, Students should be encouraged to maintain their networks in China whilst studying in the UK such as: maintaining contact with tutors from Chinese undergraduate university and classmates, Joining Chinese UG University Alumni Association (where UG completed in China), Joining the British Council Alumni Association or similar, e.g. Chinese Students and Scholars Association or Joining own UK University Alumni Association where possible. Additionally many Alumni volunteer to mentor students when job hunting in China and make visits home meaningful for employment & networking, not just a holiday.

Related work experience/ internships are essential for entry into a majority of graduate roles and positions. Career planning training must start as soon as possible, particularly for taught Masters students, as many deadlines in China mirror the UK recruitment cycle (ending around December to enable students to focus on their studies).

General observations from employers in China is that returning graduates need to have realistic salary expectations, therefore using their networks to discover appropriate salary levels is essential. Also, demonstrating loyalty /intention to develop a career within the company (particularly State owned) is a crucial tactic, as job hopping by returning graduates from overseas is perceived as a big problem by some employers who are therefore very wary.

Employer contacts in China have the following advice:

- To make an application stand out from the 1000s of others it can be useful to write a covering letter by hand in Chinese characters. This recommendation only applies if a student is confident that they can write Chinese characters well. Good handwriting symbolises diligence, patience and a higher level of general culture. Normally only used for Chinese companies and/or government owned companies.
- Including a summary or career objective at the beginning of a Chinese resume is essential. Resumes have only relatively recently been introduced into China.
- Social referrals and internet portals are the most popular methods of job searching. Many jobs never get advertised and positions are filled through personal referrals from friends or family (Guangxi).
- Where appropriate a student could include The Times World ranking of their institution in their application, to highlight being highly ranked. The institution's brand is essential; highlighting institutional accomplishments as well as personal achievements could help to distinguish an application.

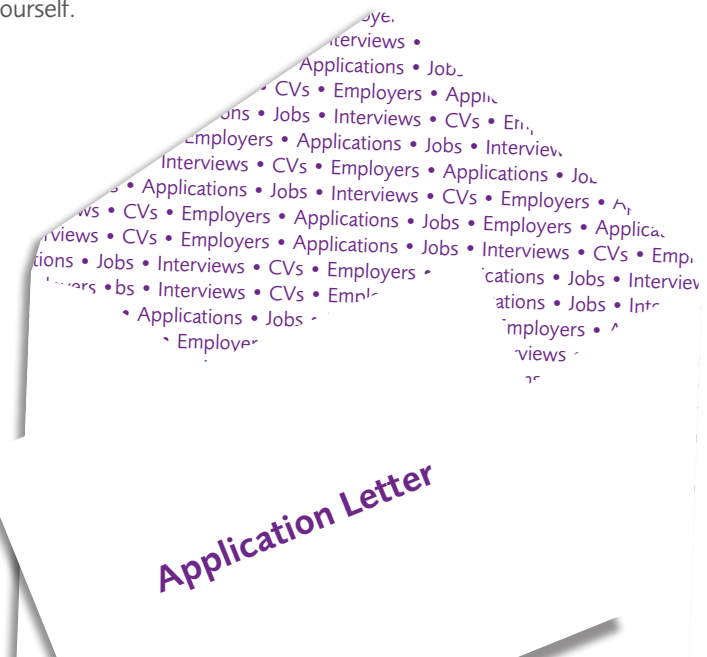
- Multi-national companies tend to view work experience, part-time work and volunteering in a similar fashion to UK employers. Companies (particularly State- owned) may have a preference for paid relevant work experience and allocate little importance to any other activities. Therefore a student must review and tailor how their work experiences and/or part-time work are presented in the resume.
- As in the UK, HR agencies tend to concentrate on experienced hires, therefore are not as effective for job-hunting by graduates with little or no work experience.
- Residency status is a complex issue: some government initiatives are encouraging returning graduates to settle in main cities (Shanghai, Beijing, etc), while other initiatives are encouraging graduates to work in smaller more rural environments. A student needs to explore how their residency status may affect their job hunting in the particular city where they wish to work. An organisation such as the Shanghai Overseas Talent Centre would be able to help a graduate apply for residency status and provide further information.

Skills that are most desired by Chinese recruiters are: A positive attitude; An outstanding educational record; Modesty, courtesy and a sense of duty; Strong communication and negotiation skills; Leadership qualities as well as the ability to work in a team and Time management and organisational skills.

### The application letter

Unlike other countries, application letters are not customary in China. Should you decide to enclose a cover letter with your application, it should reflect your motivation, explain your specific qualification and emphasise your achievements. Mention the added value you would bring to the organisation to which you are applying. It is helpful to address the letter to a specific person, not simply to a company or department.

When applying for a job, you should send the letter accompanied by your résumé and copies of your diplomas. If these are in English, it might be useful to have them officially translated in advance. It is also advisable to include a copy of your residence ID (Hukou) and a recent photograph of yourself.



### The curriculum vitae (CV) / résumé

In addition to personal information (name, contact details, date and place of birth, sex, marital status and children), your résumé should list your experience and information about your academic background (school name and address, university name and address, courses followed, degrees obtained and dates of attendance). If applicable, you should also list any work experience (name and address of employer, function, job title and brief description of your daily activities, dates of employment). Furthermore, you should state your career objectives and indicate the type of position you are aiming for, as well as listing your IT skills and languages competencies, strengths and special achievements or qualifications. The document should be typed on white paper of A4 size and should be approximately two pages long (sometimes even three to four pages, depending on your experience).

### Digital applications

Digital application forms have become more common. The Internet is considered a fast medium of communication but completing an application form online requires the utmost attention – always check your submission before pressing send.

If you are making your application via email, write a concise application email with your CV/résumé attached. Applicants should always remember to use formal language when submitting an online application or applying via email.

### The job interview

When invited for an interview is important to make a good impression in order to stand out from your competitors. Investment in a neat appearance and formal clothing will be appreciated by the employer. When meeting your interviewer, it has proven successful to follow his or her lead. Be modest, yet convincing, when answering questions about yourself and about your education, skills and experience.

### PREPARING FOR THE INTERVIEW:

Find out more about the objectives of the position and the skills required, ensuring that you research the organisation's background. Be articulate about your skills, abilities, personal qualities, experience and your future career goals.

Prepare your own questions to ask the employer. Make sure you arrive on time for the interview. If you are unfamiliar with the location it might be worthwhile checking it out in advance.

Decision making after an interview usually does not take much longer than a week and it is common for applicants to send a thank-you letter or email after having been interviewed.

# Vacancy Sources

## Online

[www.careers.lon.ac.uk/ijo](http://www.careers.lon.ac.uk/ijo)  
[www.51job.com](http://www.51job.com)  
[www.chinahr.com](http://www.chinahr.com)  
email alert service  
[www.cdbjob.com](http://www.cdbjob.com)  
[www.chinasplash.com](http://www.chinasplash.com)  
[www.cjol.com](http://www.cjol.com)

International Jobs Online  
Recruitment and training across China  
An online recruitment portal with job postings and an

An online vacancy portal for jobs in Beijing  
A bilingual job search engine  
A recruitment database for job seekers and employers  
with vacancy listings and an alert service

Employment China website  
An online vacancy portal  
Currently China's leading careers site on the internet.  
An online vacancy portal.  
Recruit.net

A recruitment service for bilingual talent  
A trilingual online forum for business news and  
sections on markets and companies

An online magazine covering current careers topics  
The online version of China Daily offers news and  
background stories of national and international affairs  
in a bilingual setting.

An online careers information and vacancy portal.

[www.epchina.net](http://www.epchina.net)  
[www.newchinacareer.com](http://www.newchinacareer.com)  
[www.zhaopin.com](http://www.zhaopin.com)  
[www.meijob.com](http://www.meijob.com)  
[www.china.recruit.net](http://www.china.recruit.net)  
[www.wang-li.com](http://www.wang-li.com)  
[www.ce.cn](http://www.ce.cn)

[www.jobmarket.com.hk](http://www.jobmarket.com.hk)  
[www.chinadaily.com.cn](http://www.chinadaily.com.cn)

[www.vault.com.cn](http://www.vault.com.cn)

## Local newspapers in China

Beijing Wanbao (Beijing Evening Post)	Renmin Ribao
Beijing Scene	Shanghai Daily
China Daily (Zhongguo Ribao)	Shanghai Star
Gongren Ribao	Sichuan Daily
Guanming Daily	The Sun (Taiyang Bao)
Liaoning Daily (Liaoning Riabo)	Xingmin Wanbao (Xinmin Evening News)

## UK companies in China

Working for UK companies who are in China such as Tesco and Marks & Spencer is one way to get into the Chinese Labour Market. Additionally, multinational companies offer China specific recruitment schemes such as PWC, KPMG, ICI

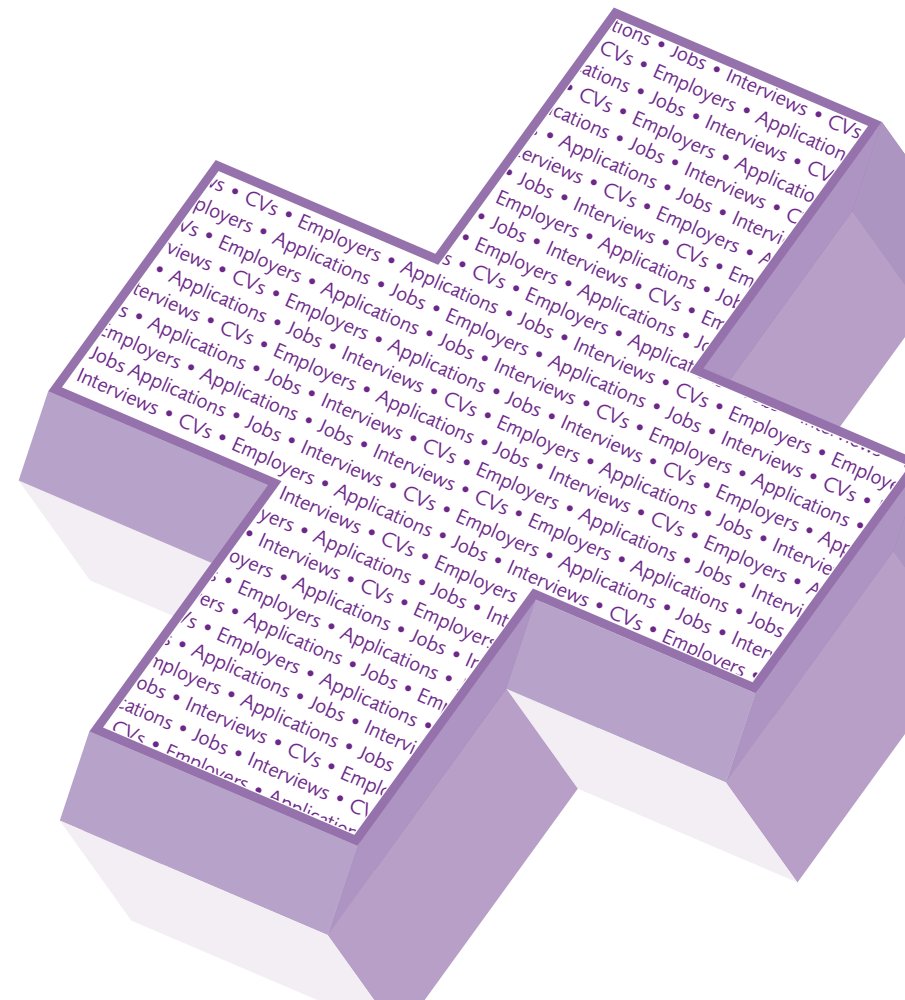
## Careers Fairs

In each major city, there are countless job fairs advertised every month. Graduates are advised to check local press but **Careers Fairs** are also advertised on the following websites:

[www.chinajob.com](http://www.chinajob.com)  
[www.zhaopin.com](http://www.zhaopin.com)  
[www.chinahr.com](http://www.chinahr.com)  
[www.51job.com](http://www.51job.com)

# Supplementary Resources

<a href="http://www.cbbc.org/">http://www.cbbc.org/</a>	China/Britain Business Council
<a href="http://www.china.org.cn">www.china.org.cn</a>	China.org.chn
<a href="http://www.chinatimes.com">www.chinatimes.com</a>	China Times
<a href="http://www.chinatoday.com">www.chinatoday.com</a>	China Today
<a href="http://www.cyol.net/node/indey.htm">www.cyol.net/node/indey.htm</a>	China Youth Daily (Zhonggou Qingnian Bao)
<a href="http://www.dmoz.org/Regional/Asia/China/">www.dmoz.org/Regional/Asia/China/</a>	Open directory project
<a href="http://www.prospects.ac.uk/china_job_market.htm">http://www.prospects.ac.uk/china_job_market.htm</a>	Prospects Country Profile
<a href="http://nases.org.uk/files/minisites/2745/china_country_guide.pdf">http://nases.org.uk/files/minisites/2745/china_country_guide.pdf</a>	NASES Country Profile
<a href="http://www.agcas.org.uk/search_tags?tag=china">http://www.agcas.org.uk/search_tags?tag=china</a>	AGCAS reports on China





# Where are the Opportunities?

## Agriculture

The improvement of quality and the decrease of production costs are high on the agenda of agricultural sector development.

## Banking, finance and insurance

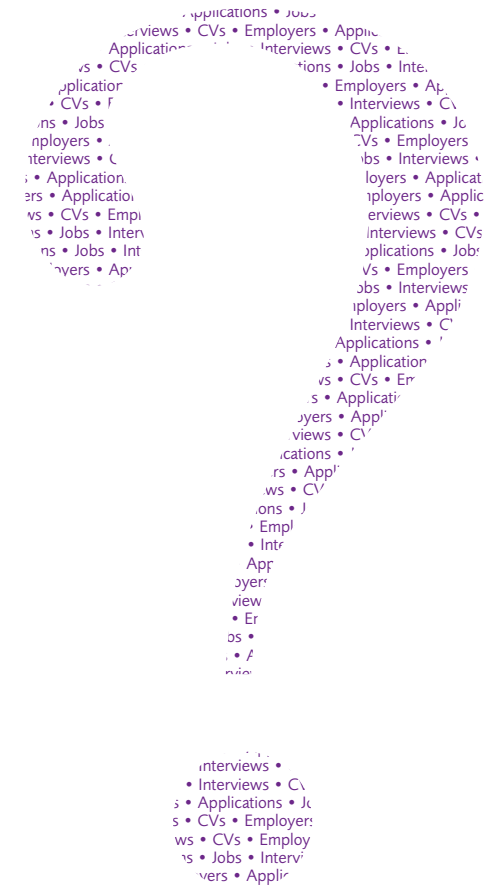
Joining the World Trade Organization (WTO) has enhanced a reformation process of the Chinese economy. Foreign competition has forced domestic banks to work more efficiently; traditional approaches have become more commercial and customer service has been enhanced. Corporate and retail banking as well as private sector banking have seen a rising demand for products and services. Also on the rise is the insurance sector. Currently, there is a shortage in experienced domestic management talent. There are work opportunities for accountants, business analysts, consultants, tax managers, sales managers, claims managers, etc.

## Architecture, planning and construction

The construction sector has been one of the main driving forces of the Chinese economy. In the past, developments in this sector have primarily focused on infrastructure, rail systems, ports and airports. Today, a higher living standard, the settlement of multinational companies and the liberalisation of the real estate market have created a growing demand for non-residential buildings (offices, malls, factories) as well as residential housing. Work opportunities lie in real estate development, urban planning, architecture and design and engineering.

## Biotechnology and biomedicine

Graduates with a background in biochemistry and biomedical research will find plenty of work opportunities in the Chinese labour market. Increasing numbers of patients, an aging population and growing numbers of Chinese citizens with health insurance have created huge potential for the pharmaceutical industry and hence for related research. Additionally, stem cell research now faces less controversy, allowing scientists to pursue pioneer research in this area of study.



### Energy

At present, China is still heavily dependent on fossil energy resources, in particular coal, which accounts for more than 60% of the national energy production. Given the rapid economic growth of recent decades, the need for an efficient, sustainable and environmental friendly energy production has become the main objective in the energy sector.

### Health care products and service

Government initiative has fostered a gradual expansion of the health care sector and support for the pharmaceutical industry, which has seen a recent increase in company start-ups as well as multinational enterprises investing more in research and development. To facilitate access to high-quality medical support for citizens, hospitals have increased their investments in medical devices and equipment.

### ICT

Slowly but steadily the Chinese software industry has been emerging as a diverse and highly fragmented market. There is still a notable lack of core technologies and skilled labour, leading to a comparatively high market share of about 70% by foreign products. Further investments in other business sectors are expected to improve the market for domestic ICT services and developments. Seeking to enhance their efficiency, service and production branches, the country will be requiring more IT and telecommunication solutions in the future.

### Manufacturing

Comparably low production costs have made China a favoured location for outsourcing, often referred to as 'the factory of the world'. China's largely export oriented manufacturing sector is facing growing difficulties in the course of the global economic downturn. Nevertheless, there is a growing national demand for domestic retail products. In addition to increased production, product innovation and the automatisisation of production are the future goals of the industry. There are work opportunities for planners, production managers, industrial engineers, but also for sales managers and marketing professionals.

### Mining

Due to the country's reliance on coal, China is expected to continue investing in the production of high tech mining equipment. In addition to the construction of new mines, safety management and research on clean processing and conversion technology are important fields of occupation in the mining sector.

### Research and development

Being still largely underdeveloped, the Chinese research and development sector strives to improve the mobility between multinational and local research departments. In most corporate research centres profit tends to be valued over innovation, whereas most government funded initiatives and universities focus on building their academic reputation.





