

# *Agenda:*

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- 1. #JobSearch**
- 2. Self-Evaluation**
- 3. Action Plan**
- 4. Internship in China**
- 5. Visa for Expatriates**

# Company Introduction



- ▶ World's largest Human Resource Solutions Company
- ▶ Headquartered in Zurich, Switzerland
- ▶ Global Network of over 5,200 offices in more than 60 countries and territories
- ▶ Fortune 500 company with revenue of USD\$20.5 Billion (2012)
- ▶ 31,000 Adecco colleagues
- ▶ Over 100,000 clients served daily
- ▶ 650,000 Associates on payroll daily



北京外企服务集团有限责任公司  
BEIJING FOREIGN ENTERPRISE SERVICE GROUP CO.,LTD

- ▶ Founded in 1979
- ▶ 1st Chinese HR firm to provide HR solutions to foreign enterprises' representatives offices
- ▶ Focus on payroll services and staffing
- ▶ Present in more than 280 cities through branches and network partners
- ▶ Over 800,000 associates, 20,000 customers, 4,000 employees
- ▶ HR service partner of 2008 Beijing Olympic Games and the Official Partner of the Shanghai World Expo

FESCO · Adecco

better work, better life



The joint-venture, commencing in January 2011 combined:

- ▶ FESCO's leading market position, local strength and established customer base with both MNCs and private companies in China.
- ▶ Adecco's global network and expertise to deliver more international and sophisticated services to Chinese and international customers in China, as well as its relationships with all the major global MNCs.

The joint-venture is also the first such cooperation between a multi-national and Chinese company in the staffing segment.

# #JobSearch

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*How to get ready for a successful  
Job Search*

# *First Steps*

WHAT?	HOW?
Professional self-evaluation	Focus on competence and abilities
Which market and industry	Narrow down the market and choose a suitable industry
Spread the voice	Production of Curriculum Vitae
Create a network	Get in touch with different people

## *Two stages:*

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### **1. Self evaluation**

- ✓ Professional self-evaluation
- ✓ Definition of professional objective

### **2. Action Plan**

- ✓ Job Advertisement
- ✓ LinkedIn
- ✓ Networking
- ✓ Head Hunters
- ✓ Mailing

# *Self-evaluation*

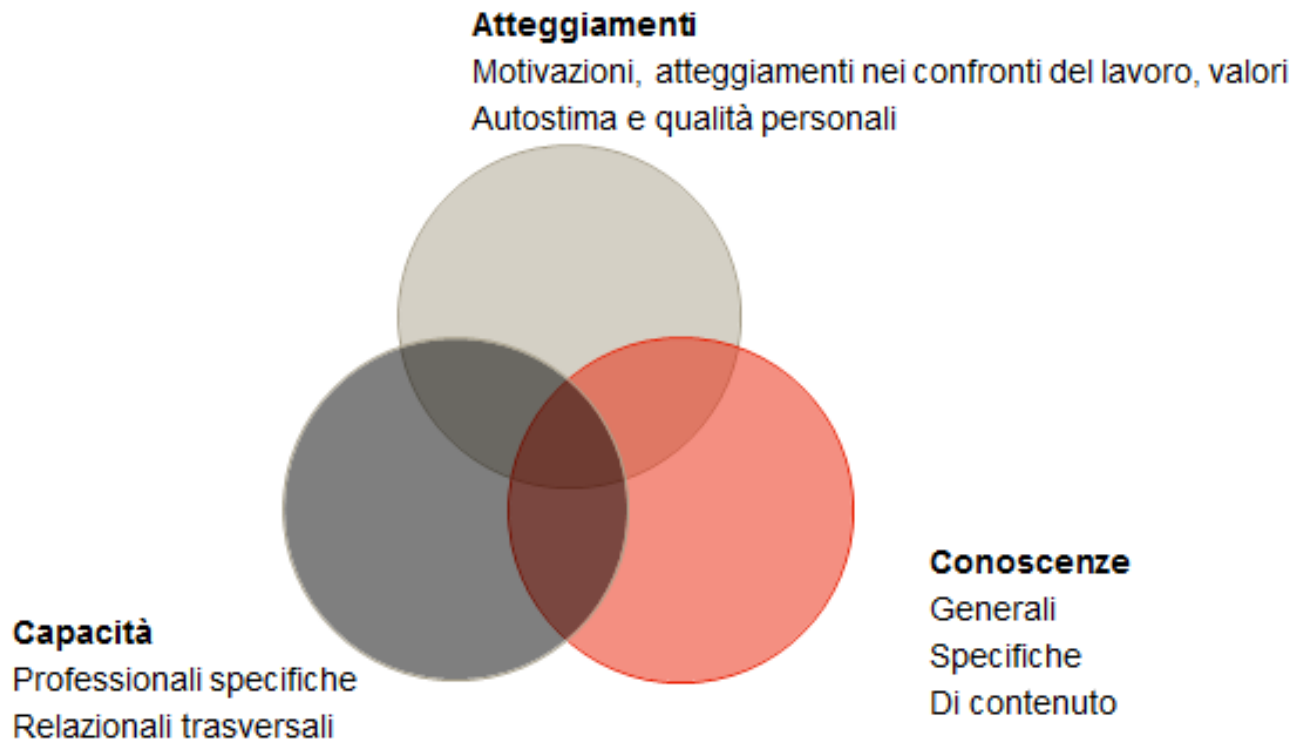


# Professional self-evaluation

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Initially it's necessary to be focused on our **competences**:

- Knowledge
- Talent
- Behaviour



# Professional self-evaluation

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✓ Define *the direction* and the objective of our search, analyzing:

- our **values**
- our **personal characteristics**
- Our **knowledge**
- our **talents**
- Our **personal interests**

✓ Choose the preferred industry, *collecting information* about:

- specific **industry**
- professional **roles** into a specific field
- specific **competencies** required
- **organization** and company **culture**



# *Action Plan*

# Action Plan

## Job Advertisement

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### WHERE

- Website: LinkedIn, Monster, InfoJobs, 51Job, Zhaopin, Indeed, JobsDB, companies' websites

### STRUCTURE

- **Company characteristics** (industry, dimension, position in the market)
- **Open position** (tasks and objectives)
- **Profile of ideal candidate** and requested skills (education, working experience, personal characteristics, knowledge and competences )
- **Offer** (salary, benefits, kind of contract)
- **Information** about the recruitment process and how to apply

# Action Plan

## LinkedIn

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- **LinkedIn** is nowadays one of the most popular Website for Recruiters looking for candidates; for this reason your *LinkedIn Profile* is important as much as your CV.

**Objective:** *Catch the attention of the Recruiter.*

- *Active* search – apply to Job Advertisement,
- *Passive* search – filling my profile with Key words, in order to attract the attention

- **Profilo**

Simple and efficient

Show the necessary information

Use a simple and professional picture

# Action Plan

## Network & Networking

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**Network** : all the people that we know or we are in touch

- Family, friends, neighbours, etc.;
- Colleagues
- Classmates, teachers and professors

**Networking**: the activity to **expand** the net, getting in touch with new people. The main objective is that to collect as much information as we can.

**COME?**

- *Networking Events*,
- Confidential information
- Referral program

# Action Plan

## *Head Hunters and Recruitment Companies*

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- *Head Hunters* and *Recruitment Companies* facilitate the match between candidates and employers.

They provide screening, evaluation and assessment services to different kind of companies, supporting them on their recruitment needs.

They offer a range of free of charge services for Job-seekers:

- The registration into a database accessible for the companies
- The possibility to check and apply for job offers
- The possibility to receive information regarding the job market and the labor law

# Action Plan

## Mailing

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Objective: spread the voice between the companies and have an interview.

The job search through mailing needs **three steps**:

- Define a **target list** of companies;
- Write and send **customized** *Cover Letters* and CV
- Try to get in touch with the decision maker into the company's organization and get an appointment.



# #Internship in China

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# *Internship in China*

## *General information*

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It's very important to be aware that:

- It is **illegal** for foreign students to work **without authorization** or **beyond the scope authorized**.
- The anticipated national framework **has yet to be published**, but local policies give further information (e.g. Shanghai).

# *Internship in China*

## *General information*

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### Procedure for applying to internship

- The student needs a **residence permit X1** as short-term students with X2 visas do not have such opportunity, this means the student needs to be **enrolled in a Chinese university**;
- The student needs **the approval of the school**, an **agreement** between the school and the student allowing the latter to intern off-campus or have a part-time job;
- The student then needs to apply to the **exit-entry administration** for **notation** on the residence permit showing location and period of internship.

# *Internship in China*

## *General information*

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### ***Visa problems and lack of clarity***

- Both the “**work-study**” in accordance with school’s regulations and the **F visa** previously including “internships lasting less than six months” have been **deleted** from current regulations.
- The internship status is a **legal ambiguity** as to which visa, if any, is appropriate for an internship. M or F visa are no longer allowed as they served as **employment in disguise** for people ineligible for work visas (lack of degree or experience). Yet, they are still used. All parties involved should be aware of the **legal risks** of these arrangements.

# *Internship in China*

## *General information*

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### ***Visa problems and lack of clarity***

- Employers will not be able to escape **liability for unauthorized employment** where the facts establish that there is a labour relationship.
- This topic will remain unsettled until a **clear statement of policy** is provided by immigration authorities.

# #Visa for Expatriates

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# Visa for Expatriates

## General information

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- The **C visa (“crew visa”)** is issued to foreign crew members of aircraft, trains and ships, motor vehicle drivers engaged in cross-border transport activities, and also to the accompanying family members of the above-mentioned ship’s crew members.
- The **D visa (“permanent resident visa”)** is issued to those who are going to reside in China permanently.
- The **F visa** is issued to those who are invited to China for exchanges, visits, study tours and other activities.
- The **G visa (“transit visa”)** is issued to those who are going to transit through China en route to a third country.
- The **J visa (“journalist visa”)** is issued to resident foreign journalists/media staff of foreign news organizations stationed in China for a long-term period (J1) or a short-term one (J2).
- The **L visa (“tourist visa”)** is issued to those who are going to travel to China for tourism.

# Visa for Expatriates

## General information

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- The **M visa** (“**business visa**”) is issued to those who are invited to China for commercial and trade activities.
- The **Q visa** is issued to those who are family members of Chinese citizens or of foreigners with Chinese permanent residence and intend to go to China for a long-term family reunion (Q1) or short-term one (Q2).
- The **R visa** is issued to those who are high-level qualified talents or whose skills are urgently needed by China.
- The **S visa** is issued to relatives of foreigners working or studying in China for the purpose of long-term visit (S1) or short-term one (S2), or to those who intent to visit China for other private reasons (same distinction of time on the Chinese territory).
- The **X visa** (“**student visa**”) is issued to those intending to study in China for a long-term period (X1) or a short-term one (X2).
- The **Z visa** (“**work visa**”) is issued to those taking up a post or employment or giving commercial performances in China

# Visa for Expatriates

## General information

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### ***Procedure to change from a student visa to a working visa***

- In order to change a student visa (X) to a work visa (Z), the type of X visa needs to be taken into account
- If the student has a **X1 visa** (long-term studies, more than 180 days), he **can stay in China**, go to the Administration and apply to a working visa
- If the student has a **X2 visa** (short-term studies, no more than 180 days), he **has to leave China** and apply from abroad to a working visa.

To **change** from a **M visa (business)** to a **work visa (Z)**, the procedure is the same as with the X1 visa : **no need to leave China**.

# *Visa for Expatriates*

## *General information*

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### ***Necessary documents to obtain a working permit and residence permit without leaving China***

- Passport copy and current visa copy
- CV (in English or Chinese) and copy of bachelor or higher degree
- Copy of the Business License, of the Organization Code License and of the company Approval Certificate
- Copy of a reference letter from any foreign company to prove 2 years full-time working experience (after graduation) in current field and position
- Original Labor bureau's card
- Request form
- Employment contract
- Registration Form of Temporary Residence
- Health certificate
- Passport photographs

# Contacts

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