



CERTIFIED
LOCALISATION
PROFESSIONAL

Jobs in Localisation and the CLP programme

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Localisation people – what's so special about us?

- Technical AND linguistic – both sides of the brain are used and stimulated
- International – culturally stimulating
- Introverts and extroverts
- Unlimited career opportunities



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Work permits and international careers today

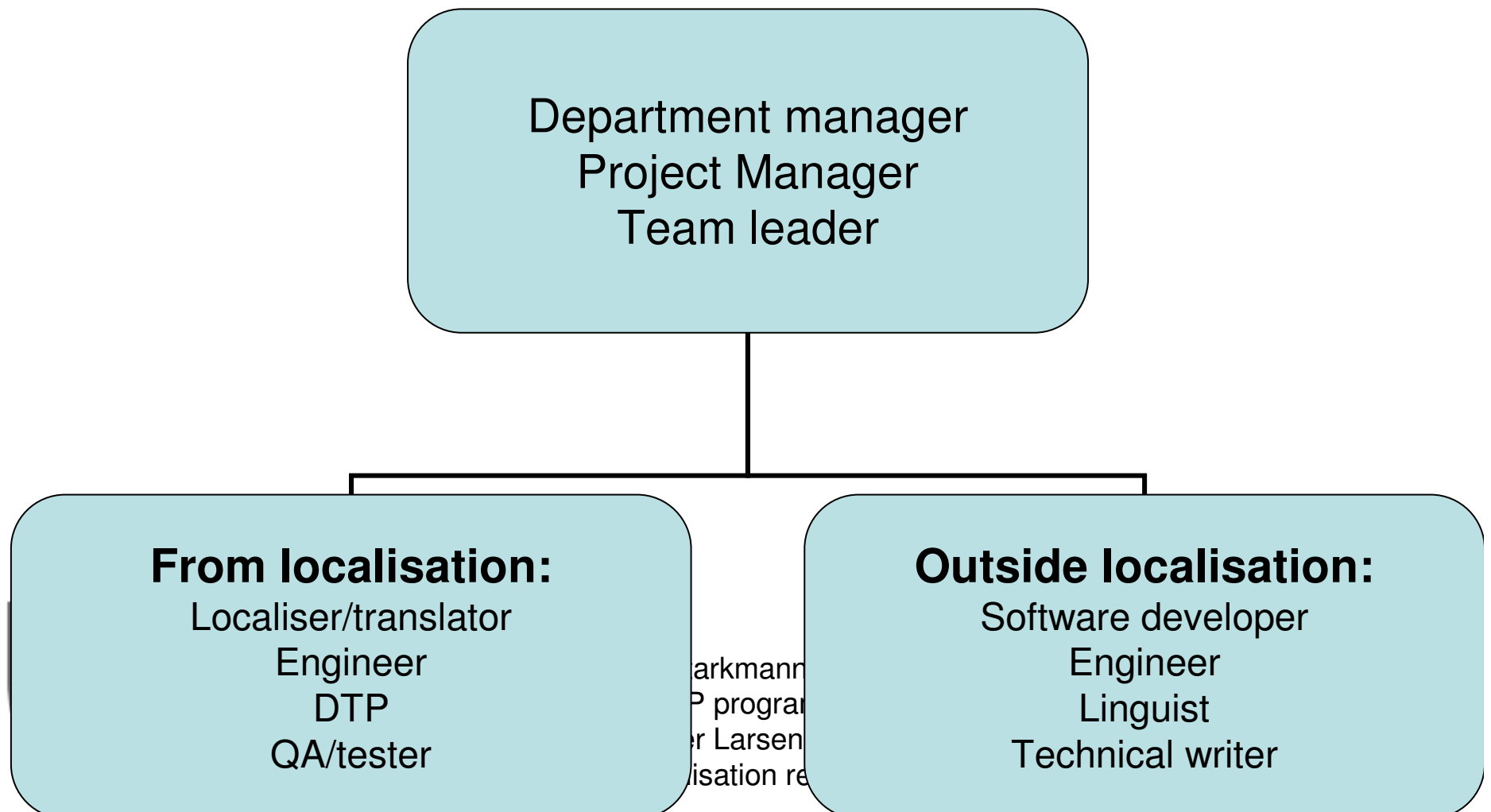
- The localisation industry used to have more vacancies than qualified job seekers
- Now: a fair balance between the two
- International experience a huge advantage
- Vendor and client side experience
- Technologies: software and documentation
- You need a valid work permit for the country you are applying for – unless you are a localiser with specific mother tongue skills



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Typical career paths



Why people look elsewhere and where they look

- Reached the ceiling in current company
- Want to experience another culture/new technologies
- Want to move geographically
- Where:
 - Friends in other companies
 - Research companies – approach directly through web site
 - Recruitment agencies



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Retention schemes

- Sources of dissatisfaction to pre-empt:
 - Boredom
 - Lack of appreciation – a simple “thank you, well done” can do miracles
 - Lack of training and investments in people and technologies
 - Lack of career paths and promotion
 - Salary and incentives



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The graduates coming onto the job market

- Translators (BA and MA)
 - Shortage in certain languages, e.g. Nordic and Dutch
 - Surplus in others, e.g. Spanish
 - 75% fail translation test pieces (verified by e.g. Xerox GKLS and American Translators Association)
 - Why? Basic mistakes (spelling and punctuation), lack of subject-matter knowledge, poor research techniques, too little practice in working into mother-tongue language, many students not interested enough in technical subjects and not enough knowledge about CAT tools.
- Software engineers and QA testers
 - Generally good software and programming knowledge, localisation is most often learnt on the job



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How to improve your career prospects

- Understanding of company objectives
- Become good at your job and show that you can and want to do more
- Mentoring – find a good one and be one too
- Training/further education
- Internal promotions
- Change companies



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A good CV

Job Seeker's First and Last Name

Street Address, City, Postal Code, Country • Telephone Number • Email Address

PROFESSIONAL SUMMARY AND OBJECTIVE

Your professional summary is your persuasive sales pitch that introduces you to potential employers and allows them to place you in context based on their hiring needs.

Compose three to five sentences touting your key capabilities and unique experience, with an emphasis on results. This section focuses on a combination of hard and soft skills. Tie your qualifications to the type of position you're seeking.

EXPERIENCE

Most Recent Job Title, Employer City, State/Country

(Month Year to Month Year)

Brief over view of the position's responsibilities, including an explanation of the organization if it's not well-known.

Outline your most impressive accomplishments using bullet points. Focus on the results of your actions, not just your responsibilities. Include industry buzzwords and tangible numbers to support your experience. The eye is drawn to figures, especially on a sales resume.

Focus on leadership roles and demonstrate how you've found solutions to challenges.

Start every bullet with an impressive action word, and vary words throughout your resume.

Avoid fancy fonts.



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CV part 2

Previous Job Title, Employer City, State/Country

(Month Year to Month Year)

Keep position summaries short and relevant. A potential employer is scanning your resume to see if you merit an inter view—clear and concise is ideal.

Don't try to include your whole life story. Outline your most important and impressive accomplishments, not a complete menu of every task you've ever performed.

As a general rule, the amount of information—both summaries and bullets—beneath each position should decrease as you move toward older assignments.

Earlier Job Title, Employer City, State/Country

(Month Year to Month Year)

Earlier jobs require less information, though they are important to demonstrate career advancement.

EDUCATION

MBA, University (most recent degree goes on top)

BA, College, 2002 (date is optional, but usually included especially if it's recent)

GPA only if it is above 3.5, Honors Received (e.g. magna cum laude or Dean's List)

Leadership roles and impressive recognition



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CV – part 3

SKILLS/QUALIFICATIONS

This optional section can be used to enhance your summary and experience while highlighting specific qualifications that are either required for a particular job or are unique about you.

(Note: If you're in a technology field, this section should appear at the top under professional summary.)

You can expand this section when posting your resume online to increase the number of keywords.

MEMBERSHIPS/AFFILIATIONS

Professional memberships and volunteer work show your commitment to your industry and community. Mention leadership positions and briefly note relevant achievements.

This is especially valuable for recent grads and career changers to demonstrate that you're making an effort to establish yourself in a new field.



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How do a good interview

- Read the job spec well and prepare your questions
- Research the company and think about why you would want to work with them
- Prepare for some difficult questions, like difficult projects, people and areas for improvement
- Give good and convincing examples
- If you want the job and you like the company, then don't forget to say so
- If the job and the company isn't for you, then be honest with yourself and the company



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Overview – for hiring managers

- the importance of a good job and person specification
- the selection process
- sources of candidates
- training and development
- retention schemes



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The selection process and sources of candidates

- Internal candidates
 - Promoting people sends out positive messages – or do job swaps
- External candidates
 - New skills, fresh blood, new broom
- Sources: word of mouth, finder's fees, direct applicants, advertising, recruitment agencies



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The interview process

- Predefined, fair, involving colleagues on different levels
- Methods for success – from 0 to 10 (Pilbeam & Corbridge)
 - 0: Graphology and astrology
 - 1: References
 - 3: Unstructured interviews
 - 4: Personal assessments
 - 5: Work sampling and ability tests (verbal and written)
 - 6: Skilful and structured interviews
 - 7: Assessment centres for development, including psychometric testing



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The ideal recruitment process

- Personal interview with competency-based questions (HR or HR function/consultant or hiring manager)
- Psychometric testing (online, quick, affordable and reliable), typically verbal and numerical reasoning tests and an Occupational Personality Questionnaire (OPQ)
- Second personal interview with managers and future peers
- Advantages:
 - find out as much as possible about the candidate, their working styles and personal attributes – and them about their prospective employers
 - the candidates have worked hard to earn their new position – and anyone not really interested are likely to drop out
 - Support from key people having given the thumbs up for the candidate will continue when the new recruit starts



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Training and development

- Plan for people leaving or moving up
- Training is an excellent motivator as well as improving the skills sets of your team
- Ask people to share what they have learnt



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Challenges to finding the right short training courses

- Generic, local training: not localisation-specific (e.g. project management)
- People know very little about what localisation training courses are available and where (but watch this space...)
- There are too few affordable and flexible training schemes in localisation... The Localization Institute, Limerick, Localization World seminars – and soon – CLP!



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CLPC1LT1MS

Code	Module	Main author	Co-author(s)
CLPC1LT1MS	Windows-based user interface localisation tools	José Ramón Biau Gil	Laura Ramirez-Polo, Balasz Kis-Eoin and Romina



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CLPSQ1IN

Code	Module	Main author	Co-author(s)
CLPSQ1IN	Introduction to test plans, scripts/cases, bug reporting & classification	Eoin McNamara	Tim Altanero



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CLPSE1AN

Code	Module	Main author	Co-author(s)
CLPSE1AN	Analysis, Pre-translation & Kitting Process & Methods	Angela Starkmann-Lehr	



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CLPPM1PF

Code	Module	Main author	Co-author(s)
CLPPM1PF	Introduction to localisation project management	Julieta Coirini	Cathy Hyland, Astrid Borgmann



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CLPLI1TA

Code	Module	Main author	Co-author(s)
CLPLI1TA	Introduction to terminology, term bases and how to create/set up terminology resources	Gabriela González	Jo Drugan

CLPC1LT2

Code	Module	Main author	Co-author(s)
CLPC1LT2	MS Windows-based computer assisted translation (CAT) tools	Romina Marazzato	Jost Zetzsche



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CLPC10V

Code	Module	Main author	Co-author(s)
CLPC10V	Localisation & the software engineering lifecycle	Tom Connolly	Eoin McNamara



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CLPC1WB

Code	Module	Main author	Co-author(s)
CLPC1WB	Introduction to website localisation	Laura Ramirez-Polo	Jésus Maroto



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CLPC1IN

Code	Module	Main author	Co-author(s)
CLPC1IN	Software i18n enablement and coded character sets	Eoin McNamara Rita Ishita	



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CLPC1CF

Code	Module	Main author	Co-author(s)
CLPC1CF	Introduction to Information Technology	José Eduardo De Lucca	



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CLPC1R

Regional module,
taking place in diverse locations (Egypt,
India, Argentina, Europe and US)
Moderated by local experts.



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MORE INFO?

Are you a TILP member already?

Join the Institute of Localisation Professionals
and contribute to the success
of this important programme.

Sign up for the newsletter or contact me at
[angela.starkmann<at>t-online.de](mailto:angela.starkmann@t-online.de) for details.



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Thank you for your attention,

...the CLP team is looking forward
to meeting you next year
in the CLP programme.



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