Cooping at Hikvision

2020 Fall(Sept10-Dec 20) /

Selina Liu

ABOUT HIKVIISON...

Hangzhou Hikvision Digital Technology Co., Ltd., is a Chinese partially state-owned manufacturer and supplier of video surveillance equipment for civilian, traffic and military purposes.

ABOUT THE CO-OP…

- International Co-op

  - Due to the pandemic, I decided to go back to my home country and Co-op in a company located in the city I was living in.

  - I went through the job-hunting process for a local job in Boston with Lisa (which got canceled) Trust me, those skills Lisa said are useful Internationally!

- Self-Designed Co-op

  - The only problem with designing a co-op in a non-English-Speaking organization is that I have to translate all the materials into Chinese.

THE CO-OP ROLE

1. HRBP Job Recruiter

   - Review resumes

   - Call candidates for interviews

   - Search talents on the Internet

   - Talk to the professionals to better understand the requirements for recruiting

   - Present weekly report/data

   Results: Recruited 41 new employees for the department

2. Data Analyst of HR Evaluation

   - Collect annual evaluation results from 32 departments

   - Calculate the threshold score for each department

   - Conduct data cleaning and visualization, present the result

CHALLENGES...

- Training /Ask A LOT of Questions
  - My supervisor spent a total 10min teaching me how everything works. However, it took me a whole week to learn about all the online systems and the rules.
  - It is understandable that the supervisor had been doing the job for a long time and did not realize how hard it was for a new-comer---- that is why we need to initiate the training from OUR END
  - I asked A LOT OF questions, too many that I felt embarrassed about, but they turned out to be crucial to my work
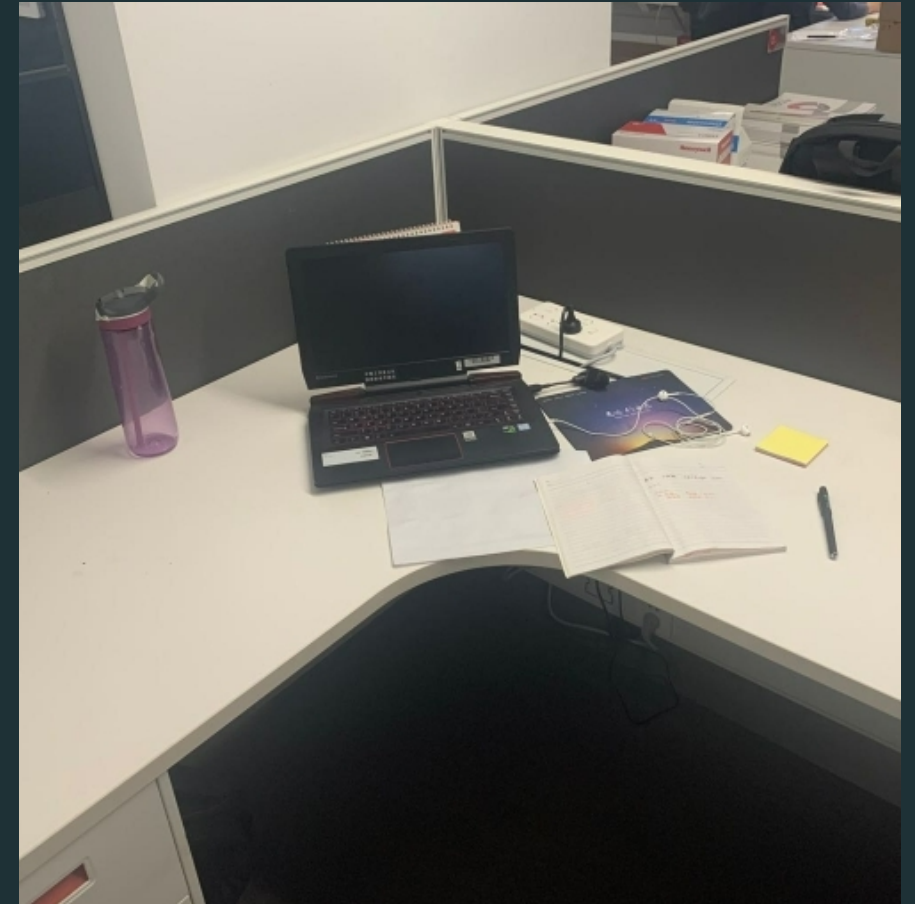
My table for work 󰱫󰱫

CHALLENGES...

- Know all the jobs
  - To recruit, I needed to be familiar with all the jobs, but most candidates were engineers(e.g. FPGA engineer) and I am a CSSH student!!

- Visualization Aesthetics
  - Aesthetics might directly affect one's absorption of information presented--- but they did not tell me what kind of charts they like to see
  - It took me a long time to understand their tastes

Recruiter Team□□ & my supervisor Lingyun Ji

WHAT I LEARNED...

What are GOOD resumes

Communication skills

Hard-Core Excel Skills

Speak Up

Managing Up

Interview skills

Collaboration

SUPRISES!

- Outings!

- Secret Santa!

- Birthday Cake!

- Intern friends!

  - I met four social sciences kids who shared their opinions about future careers. They inspired me a lot!

- Database for self-development

  - For large tech companies like Hikvison, usually have a database that helps employees to self-study. It includes coding, business, politics and useful office skills.

  - Interns have access to the database as well!

Secret Santa🎁🎁

THINGS YOU SHOULD KNOW BEFORE CO-OP…

- **Don't Panic**

    - Try your best at work, but remember, the colleagues are usually very understating to interns

    - don't be afraid of making mistakes, as long as you correct them and do not repeat making the same mistake.

- **Your relationship with your supervisor directly affects your co-op experience**

    - Talk to them about your feelings!

    - Get close!

    (I tried to share snacks with her and it worked well!)

GLOBALIZATION

Something I noticed during my Co-op is that Globalization has permeated the tech company:

- Zoom for International Business

  - Employees drink coffee with their client on Zoom, distance and laptop screens are no longer barriers for business

- People using different languages in the same working space--- Sales department

- Tech communication, running tests together with people from another time zone --- Research and Development Department