

Career Support – Women’s network

‘a talk around career development and planning. The topic covered will be around

- How is your CV shaping up?
- How to prepare a winning job application
- Preparing for that all important interview – making the first impression count’



**How equipped are you right now to apply
for a new job?**

Session

- Check in – How equipped are you right now to apply for a new job?
- Deal Breakers – what does that new role mean for you?
- What is your USP
- How is your CV shaping up?
- Presence on Linked
- Best routes to market
- How to prepare a winning job application
- Preparing for that all important interview – making the first impression count
- Q&A

What does that ‘new role’ mean for you?



What are your deal breakers?



**A 2 or 3 sentence summary
of you.**

**Your unique selling
proposition (USP):**

- **Introduce yourself; where you are from?** (Country if relevant/role etc...
- **Your main responsibilities (headlines)?**

CV

- It is your selling tool
- Interview prep!
- When did you last review your CV?



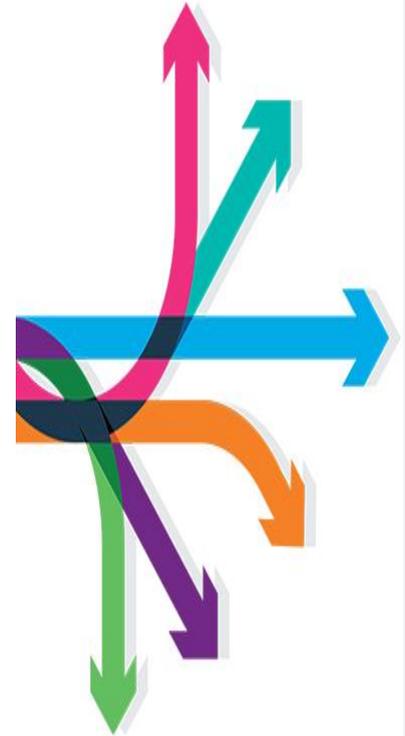
LinkedIn?

Have you got a LinkedIn profile?



Routes to market

- Job boards
- Agency
- LinkedIn
- Job Centre
- Friends/Network
- Careers pages on company websites



Preparing for a job application

Top tips!

- What does the advert ask for
 - CV?
 - Covering letter?
 - Application form?
 - Supporting statement?

Match yourself to the person specification

Make it easy for the shortlisting panel

Get a friend to proof read your application

Interview preparation

- Re-read your application
- What questions will be asked (cover that in a minute)
- What to wear?
- Online or in person? Does it make a difference
- Background research
- What questions do I ask?

Effective Behaviours Framework



It's safer to...

- Assume that your interviewer **hasn't** read your application/CV as meticulously as you have written it.
- Accept that they are human too, and will make judgements about you (your style; your dress; your shoes etc)



What are you wearing



for that interview?



INTERVIEWER = HOST

YOU ARE THE GUEST

YOUR 'BRAND'



This helps to introduce you and enable you to start the conversation confidently. They may then ask:

Some specific questions about your current role and/or:

Tell me about yourself?

What skills do you bring?

What makes you suitable for this role

– why now?

What do people admire in you?

Or may then ask:

How would you describe yourself in *3 words*?

The power of 3, or 3 pairs...

e.g. I'm committed; a good team leader; I'm a good decision maker

or

- ❖ I'm committed and hard working
- ❖ I'm a good team leader and team player
- ❖ I have good communication and interpersonal skills

If you could tell me *one thing* about yourself what would that be?

S U C C E S S

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30 SECS

60 SECS

30 SECS

**How equipped are you
now?**

