

Job Application and Interview Skills (full day)

Course Outline



This course will involve half a day examining job application skills and half a day exploring interview skills.

This course provides a solid foundation and indispensable skills for effective job applications which will get you to interview. The latter part will explain how to best present the experience you have so the selection panel has a clear picture of your relevant skills, experience and attitude.

Course participants will learn about the essential elements to consider in the preparation of a quality job application. The session will then explore the interview process and the skills critical to being a successful interviewee.

The curriculum covers the resume, addressing of selection criteria, language, style, use of references, and explanation of your relevant experience. The session will then cover planning and preparation for interview, knowing what the questions are likely to be, presentation, examples to take to interview, language, and what to ask at the end.

Content modules:

- Understanding the shortlisting process
- Your application – what to attach and what to leave at home
- The resume – effective for the job or not?
- Understanding the job you are applying for
- Addressing selection criteria – how much to say, what to say and ensuring you address the criteria
- Preparing for interview – what to do

- Put yourself on the panel and identify the likely questions you'll be asked
- Preparation of what to say and your best examples
- The types of questions commonly asked at interview
- Presentation at interview
- Integrity and honesty
- Attitude at interview
- Referees – can they get me to the top?
- Seeking feedback – why bother?

Learning outcomes:

- Understanding the shortlisting process that will assess your application
- Understanding of the essential elements to considering your job application
- Ensuring your resume is effective and interesting
- Understanding how to address selection criteria
- Understanding of the interview process and how to prepare for the interview
- Understand how to develop the likely questions that will be asked
- Use of your interpersonal skills as part of effective communication processes

Learning styles:

- Lecture/seminar
- Large group participation
- Small group break-outs

"The course was informal and relaxed with a clear focus on the participant."

"What I enjoyed most about the session was how the presenter involved those present with activities and group discussion."

"[Shai] was well prepared, enthusiastic and knowledgeable"