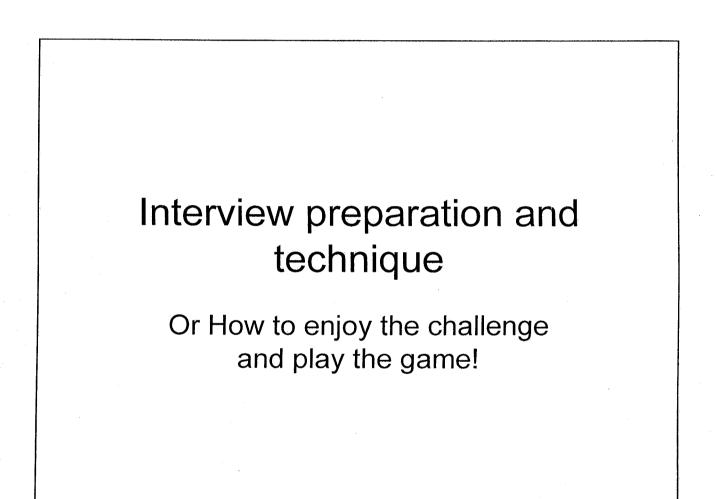
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Preparation for a job application

- Collect blurb from job adverts, see what they want, application forms.
- · Practice interview skills
- · Practice dealing with your nerves
- · Get some interesting career goals going
- Make a generic CV, run it past others.
- · Public speaking, video your self?

Job advert is seen

- · Speak to encumbant
- · Read the job application carefully
- List your questions in advance
- · Go to any tours they offer

For the interview day

- · Read your CV beforehand
- · Practice your answers to anyone
- Sort out the route, parking etc
- Talk yourself up, and get others too as well

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Selling yourself

Eye contact

- · Speak in a measured way
- Hands on your lap
- Smile!
- Get a dialogue going
- Do not be the victim
- If its tough that's good, you can demonstarte you can cope with difficulties
- · Calm nder attach, never argue

What helps your chances?

- · Planning and preparation
- Technique
- Practice
- Luck

How to answer questions

• " Given the task to start a child health clinic how would you do this?'

• Try this in 2s for 3 minutes each

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Try this

Answer in three parts

- 1. seek **information**; implication eg space, training, pros and cons, swot.
- 2. seek others advice; from experts, colleagues
- 3. make a **plan**; for consultation and taking to the partnership

Do it again with the three point plan

- · 3 mins each
- Info
- Advice
- Plan

answers

- · Rambling
- Too brief
- Too optimistic
- Too cautious
- Only your opinion
- · Sitting on the fence
- Or a well balanced answer that shows an openness to other views, but with a considered answer

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What have you demonstrated?

- Considered response
- Strategic management view
- · I am used to researching my options
- I am a team player
- · I realise others may have expertise I need
- I am aware of financial constraints
- I am aware that a written proposal would move things along.

Improving your technique

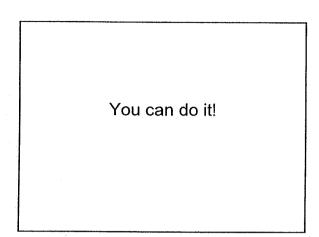
- · Video, dictaphone
- · Ask others for questions they have had
- Start a question bank
- Get others to interview you and give feedback
- Use 3 bullet points on your question bank
- Training in public speaking
- · A weekly group?

remember

It is competitive

- · This is a performance
- · Not just a great CV, but interview skills
- Shortlisting but no job?
 - Training?
 - Career Guidance?

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