

TOP TIPS TO GET YOU NOTICED 12TH AUGUST WORKSHOP



TODAY'S AGENDA

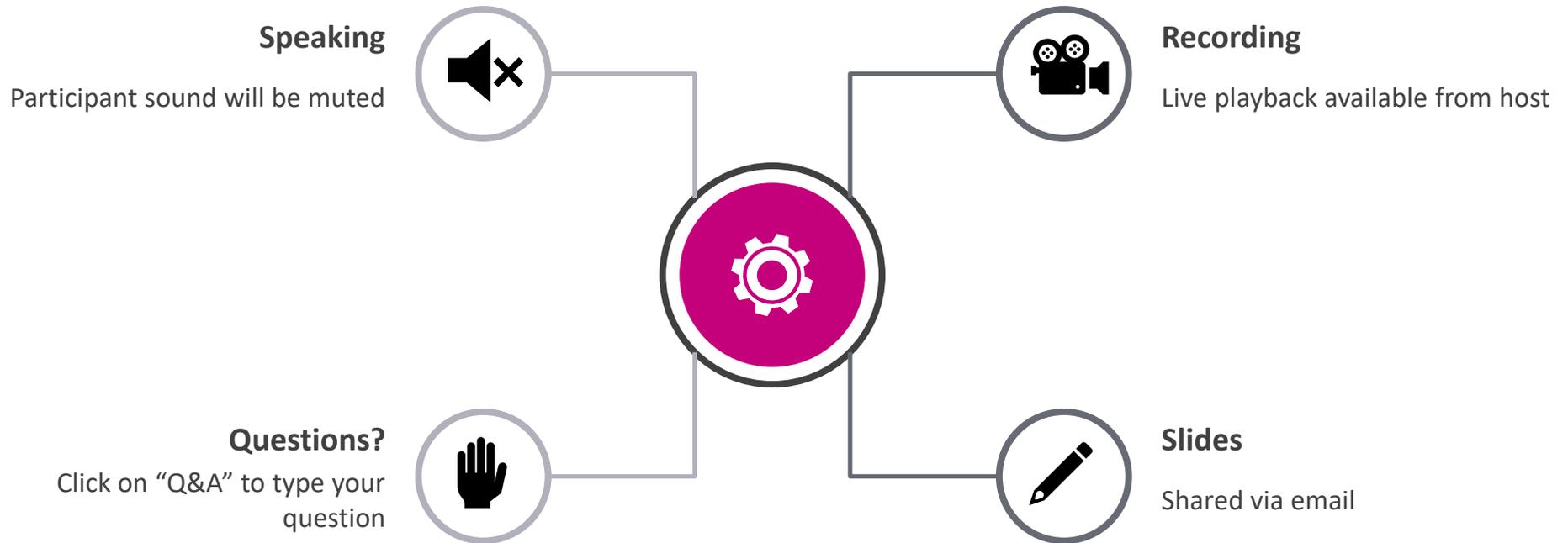


5 essential things you need to land your next role:

- ✓ A Resume that gets you noticed
- ✓ Interview Skills that set you apart
- ✓ Be clear on what you're looking for
- ✓ Know your strengths and prepare your stories
- ✓ Where to find the job that's right for you
- ✓ Live Q & As with you



HOUSEKEEPING



1. HUMAN-VOICED RESUMES



Not everyone gets the human voiced resume. That's okay.

It's kind of like writing how you would speak. A Human-Voiced Resume and Cover Letter tells the reader much more about you than a traditional resume does.

When we write Human-Voiced Resumes, we recommend to write it and sit on it for a few days before reacting to it. Within about three days the unfamiliar resume language starts to feel normal, and then it starts to feel really good.

People say "I can finally see myself in my resume!" That's what we're shooting for.

RESUME WRITING TO CAPTURE ATTENTION



ZOMBIE SPEAK

Motivated Administrative Professional skilled in all MS Office applications, detail-oriented and looking for a new challenge.

HUMAN VOICED

I'm an Administrative Assistant looking for a busy office to organize. My strength is in managing an overbooked CEO's schedule and commitments so that he or she can focus on leading.



RESUME DOS AND DON'TS



DOS	DON'TS
Keep resume 3-4 pages max	Show home address
Keep job history to previous 10-15 years	Attach photo (unless Singapore, Malaysia)
Explain gaps in job history (Study, Travel, Career Break)	Include DOB (date of birth)
Use 11pt font size	Have more than 5 bullet points for work responsibilities
If you're changing industries or job families, use the entire first page to summarise your key capabilities and achievement stories (or if you've had employment gap)	Show PHD (in Australia people are put off)
Do list achievements for each job	Show any salary info
Save long version of your resume for memory/master	Show religion
No need to provide references on resume any more	Use font that's hard to read

2. INTERVIEWS



Ways to Stand Out	What to Say
Tell me about yourself	Tell your personal story – not a summary of your resume
Your strengths – with examples	Organised – I often arrange family gatherings and events for up to 50 people.
Prepare your STAR stories: <ul style="list-style-type: none">• Team Work• Communication• Technical• Problem Solving• Leadership	<p><i>“Describe a time you dealt with a difficult person.”</i></p> <p><i>“Give me an example of when you have helped bring the team together.”</i></p> <p><i>“Tell me about when you solved a problem at work.”</i></p>
Great questions at the end	Do you have any reservations about me fulfilling the role?

TIPS ON AUSSIE JOB CULTURE



You are your last job



Credibility - proof



Achievements



Ask good questions

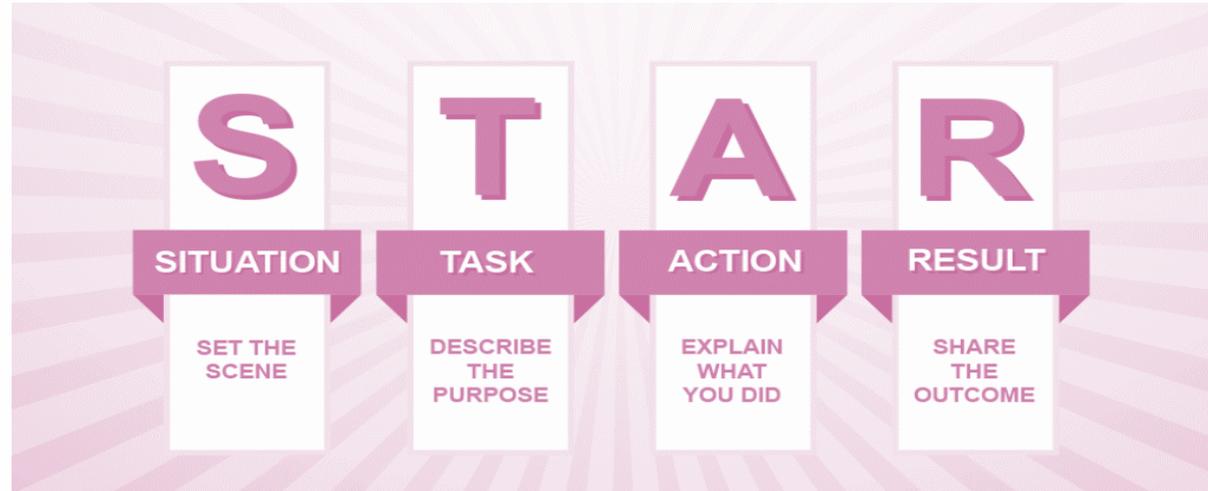


Persistence

PRACTICE YOUR STAR STORIES



Use the STAR (Situation, Task, Action, Result) method, to respond to interview questions



“Tell me about a time when you worked with someone you didn’t like”.



Situation	I was newly hired as an all rounder, to work at a café in a shopping centre.
Task	On my second day, I was asked to fill the orders to make sandwiches, which I had never done before.
Action	I asked one of the ladies some questions, but she was not helpful and yelled at me. I found another person to ask, and after she helped me I was able to make and deliver the food order to the customer.
Result	I learned I should minimise my interactions with this lady, as I observed she was not very patient with younger employees. I was always polite when she asked me to do something but I asked for help from other people and tried to stay out of her way to avoid conflict.

INTERVIEW DOS AND DON'TS



DOS	DON'TS
Dress for the part	Misrepresent your previous experience
Prepare your STAR achievements/stories	Diminish your value or the benefit you bring to the company
Research the company, person as much as you can	Forget to bring, good thoughtful questions with you
Show self awareness by sharing stories of how you've learned from your mistakes	Forget to do STAR pose to combat nervousness
Be yourSELF	Ramble – 2 minute response per question unless they ask more probing questions
Send a Thank You note, via email or mail	Be afraid to say “Sorry, I’m nervous” – this sets a more relaxed tone with the interviewer

What about video interviews? **TURN OFF YOUR SELF CAMERA VIEW!**

3. KNOW WHAT YOU WANT



Honesty – self awareness, know your limitations, don't hide stuff (gaps)



Body language - Eye contact, SMILE!, posture



No waffling, confidence is important

HOW TO CONVEY PASSION



If you know you're trained in multiple areas, you need to show passion for the job you're applying for.

This means you're prepared to answer "Why do you want this job?" or "Why should I hire you?"

Employers don't want to take a risk on you, if they have any doubt you're committed to the job.



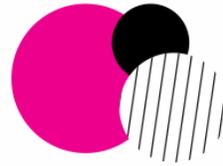
4. KNOW YOUR STRENGTHS



Robin's Top 5 Gallup Strengths:

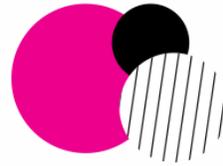
- **Relator** – good with people, regular check-in with job seekers
- **Positivity** – always smiling! “Good morning to everyone.”
- **Arranger** – organize travel plans and daily calendar months in advance
- **Responsibility** - reliable, trusted to deliver volunteer workshops
- **WOO** (Winning Others Over) – love being the greeter at events

GALLUP STRENGTHS DOMAINS



EXECUTING	INFLUENCING	RELATIONSHIP BUILDING	STRATEGIC THINKING
<p>People with dominant Executing themes know how to make things happen.</p>	<p>People with dominant Influencing themes know how to take charge, speak up, and make sure the team is heard.</p>	<p>People with dominant Relationship Building themes have the ability to build strong relationships that can hold a team together and make the team greater than the sum of its parts.</p>	<p>People with dominant Strategic Thinking themes help teams consider what could be. They absorb and analyze information that can inform better decisions.</p>
<p>Achiever Arranger Belief Consistency Deliberative Discipline Focus Responsibility Restorative</p>	<p>Activator Command Communication Competition Maximizer Self-Assurance Significance Woo</p>	<p>Adaptability Connectedness Developer Empathy Harmony Includer Individualization Positivity Relator</p>	<p>Analytical Context Futuristic Ideation Input Intellection Learner Strategic</p>

STRENGTHS FINDER ONLINE SURVEY



<https://store.gallup.com/p/en-au/10108/top-5-cliftonstrengths>

Carly Strengths Insight | X

file:///C:/Users/robin/Documents/Personal/Family%20Strengths/Carly%20Strengths%20Insight%20Feb%202020.pdf

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GALLUP CliftonStrengths

Carly De Lucia

SURVEY COMPLETION DATE: 02-12-2020

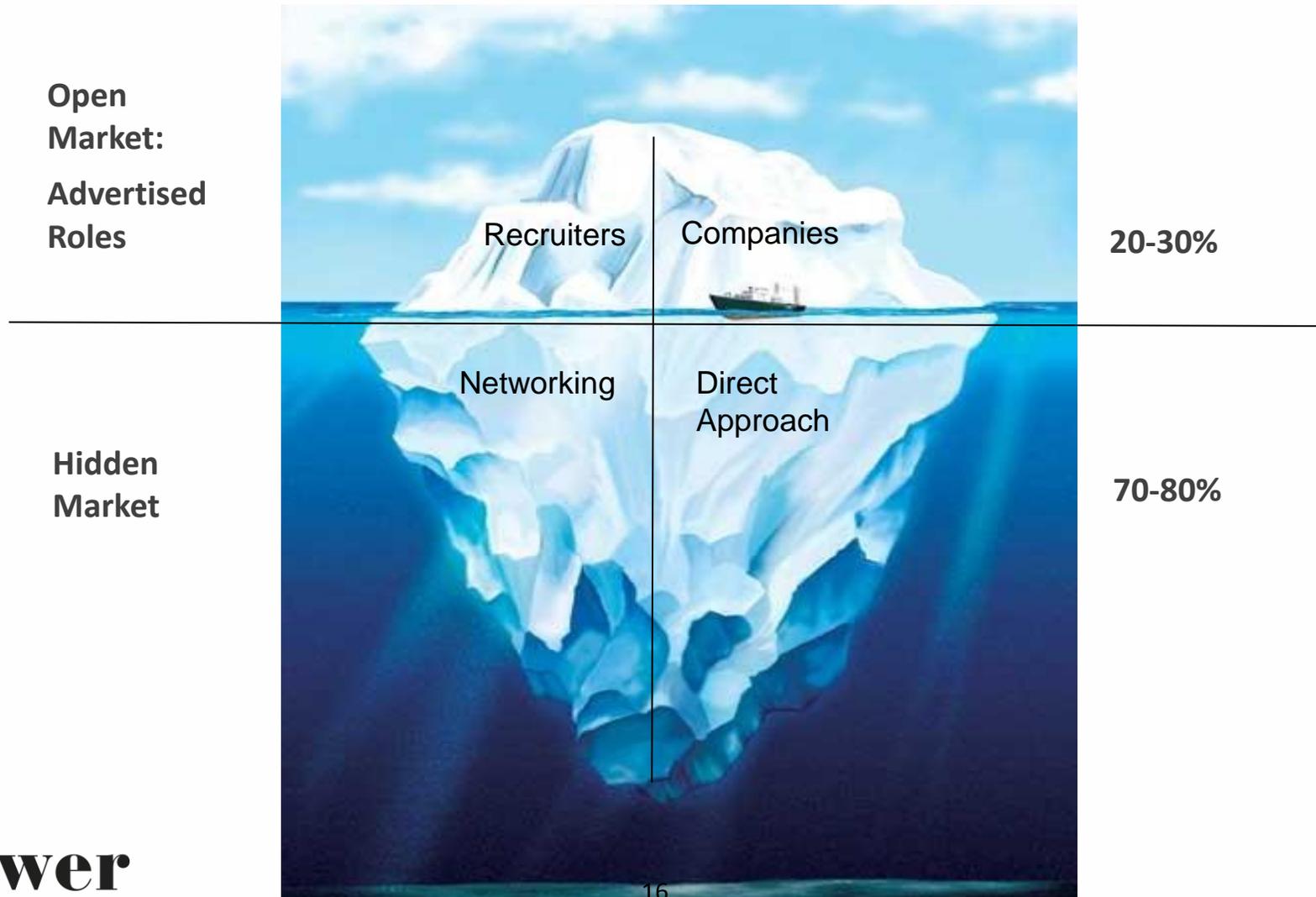
Depending on the order of your themes and how you responded to the assessment, some of your themes may share identical insight statements. If this occurs, the lower ranked theme will not display insight statements to avoid duplication on your report.

Your Top 5 Themes

1. Individualization
2. Discipline
3. Developer
4. Empathy
5. Futuristic

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5. JOB SEARCH THE ICEBERG ANALOGY



CHANGING FACE OF EMPLOYMENT

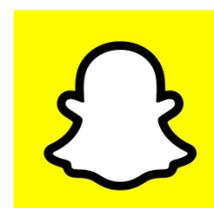


THE RECRUITMENT PROCESS & PERSONAL BRANDING NOW DEEPER

BUSINESS NETWORKING: LINKEDIN

ONLINE PROFILE **RECRUITMENT SITES:** SEEK & INDEED

NEW **SOCIAL MEDIA RECRUITMENT PLATFORMS:** FACEBOOK & INSTAGRAM



HELPFUL JOB WEBSITES



WEBSITES	TYPE
Flexcareers.com.au	Flexible jobs and employers
Indeed.com.au	Tradies and hospitality
Seek.com.au	Any jobs
LinkedIn.com.au	Professional jobs
au.jora.com	Trades, office and government jobs
Counciljobs.com	Australian local council jobs database
Ethicaljobs.com.au	Not for profits – charities
theinnerwestmums.com.au/jobs	Part time mums job ads
work180.com.au	Equity in the workplace
Beamaustralia.com.au	Part time jobs for women
Justmumsrecruitment.com.au	Specialising in female placement
Puffling.com.au	Job sharing

LINKEDIN HOW IT CAN HELP YOU



- Organise your network
- Keep track of past colleagues
- Create a new network
- Improve your business intelligence
- Find opportunities
- Get visible - through your skills opportunities will find you!
- Be well prepared for job interviews



TED TALKS



SPEAKER	FABULOUS TED TALKS
Carol Fishman	How to get back to work after a career break
Sheryl Sandberg	Why we have too few women leaders
Brene Brown	The Power of Vulnerability
Amy Cuddy	Your body language shapes who you are

RECAP OF TODAY



- WHY IT'S IMPORTANT TO KNOW YOUR STRENGTHS
- HOW TO WRITE A CV/RESUME THAT GETS YOU NOTICED
- WHY IT'S IMPORTANT SHOW PASSION FOR THE ROLE YOU'RE APPLYING FOR
- WHERE TO FIND JOBS THAT ARE RIGHT FOR YOU
- HOW TO ACE AN INTERVIEW

