

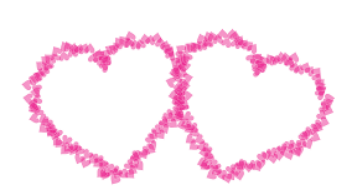
LOVE YOUR CAREER



PRESENTER: Christiane
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DATE: 11th February

WORKSHOP TITLE:
**How to impress on application
forms**



What we will cover

Prep Before

- Employer / College
- Job Role / Programme
- Yourself
- Practice

Tips for completing

- Answering questions
- Additional Information
- Before you hit “send”



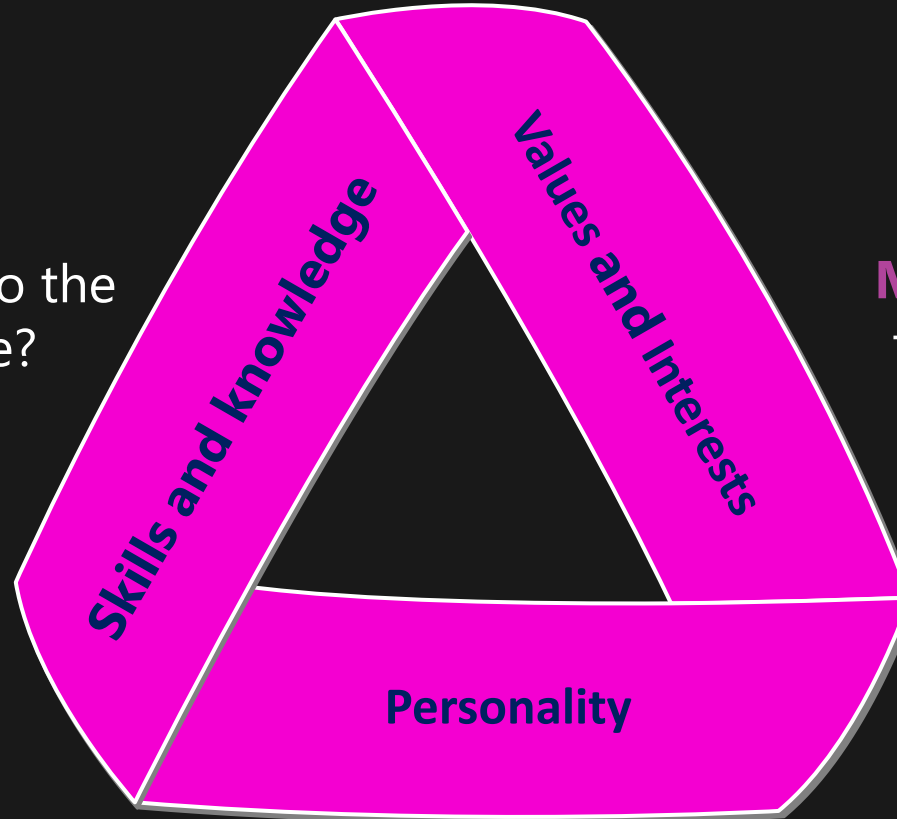
“By Failing
To Prepare,
You Prepare
To Fail”

How Employers / Colleges Prepare

- Talk to people in the organisation
 - Establish what skills, personal qualities, technical abilities, etc. are required
- Establish criteria
- Devise application form and questions to check criteria will be met
- Compare candidates ability to meet criteria against evidence they provide

WHAT THE RECRUITER WANTS:

ABILITY: Can you do the job / programme?



MOTIVATION: Do you want this job / programme? Do you sound keen and interested in it?

BEST FIT: Will you fit in with the team and have the right personality fit for the role / programme?

Do your research!!



Employer and Industry Research:

Check their website, core principles, projects, clients, values, recent projects....

Set up a google alert for the company - have they been in the news recently?

Know what's happening in the sector / industry



The Job Role

Read the job description very closely – identify the skills, qualities, knowledge and abilities they are looking for

If possible talk to someone who does a similar role to get a much better insight into the position



Yourself

- How do your skills, personality and experience match their requirements?
- How can you highlight your relevance to the role / programme?
- Refer to examples that prove you meet their requirements
- Think of CARR technique when describing your examples
- Practice writing your answers out before you input them

Types of Questions

Factual – List your qualifications

Motivational – Why do you want to work for us / study with us? What attracts you to this role / programme?

Competency & Strength – Describe a time when you dealt with conflict within a team. What is your greatest achievement?

From the Top

- Print form and read the application form from start to finish before starting
- Plan which examples to use for which answers
- Follow all the instructions and answer all questions
- Take your time: it could take several hours
- Write N/A if not applicable
- Make your answers relevant, specific, interesting and personal.





Answering Questions

- Think about what's behind each question: what are they looking for?
- Read questions carefully and answer all questions including any sub-questions.
- Keep your answers clear and to the point – answer question being asked.
- Use examples that demonstrate your ability to carry out the role / complete programme. Use CARR technique to keep you on track
- Stick to the word count

Context

- what was the challenge, task to be done, where, when etc - detail needs to be provided here

Action

- what did you do, what was your **rationale** for your decisions - 'because' is a key word; Use active verbs - organised; planned; (dis)assembled; calibrated; managed; arranged; oversaw; researched; gathered; undertook; observed; etc

Result

- what was the outcome of you acting in the way you did; good bad or indifferent; what were the key factors that led to that outcome. What did you do, what was your rationale for your decisions - '**because**' is a key word;

Reflection

- what did you learn from the experience - about yourself; the skill (teamwork; problem) solving; structuring a project) - what would you do differently next time - again because is a key word to use

Additional Information...

- Invitation to show how you meet requirements.
- Refer to all aspects of your life.
- Include new information
- Be specific – include metrics



Before you Finish



Save as Draft
Think Twice
before you hit the
**SEND
BUTTON**

- Check for spelling, grammar and punctuation.
- Save a copy
- Are your personal details, grades, employment dates correct?
- Have you filled in all the fields?
- Have you provided any documents or identification (scans, attachments etc) they ask for ?

Summary - top tips

Summary Tips

- Be clear of their criteria and tailor your answers
- Show interest in working for them and in the role
- Be specific and give detail in your answers – do not waffle and don't be vague
- Use the CARR technique with your examples and competency based questions



Useful Resources



www.tudublin.ie/careers

www.gradireland.com