



Applications, Resumes & Interview Skills for the Public Sector

(Full Day Program)

Global economic events have created additional pressure for job seekers to ensure that their applications and interviews are 100% effective. With many organisations reporting up to 300% increases in the number of [quality] applicants for a specific vacancy, this means job seekers simply can't afford to waste opportunities. Now, more than ever, you must put your best foot forward. We'll show you how!

This hands-on workshop explores the typical selection methods that you may encounter in the Public Sector and presents contemporary approaches to equip you to effectively apply for your next job. You will learn the importance of detailed job analysis, including techniques to access valuable 'secret' information. This course also considers the role of the resume including how best to prepare them for the various contexts in which they may be read. You will have an opportunity to develop and practice the all important interview skills and we'll explore what not to do so you can avoid the common and not so common mistakes many job seekers make.

This workshop has been tailored specifically to help you identify and communicate your key competencies and increase your chances of success.

Learning Objectives

- How to analyse job requirements effectively
- Understanding the various selection techniques used today
- How to respond to selection criteria and competencies
- Preparing effective resumes for the Public Sector
- Tips and tricks to perform better at interview

Workshop Overview

- Job Analysis - how it helps you stand out from the crowd
- Responding to Selection Criteria - how to make this process as pain free as possible
- Writing and Reviewing Resumes
- Behavioral Interviews - how to overcome stress and perform at your best
- Understanding and Blitzing Common Selection Techniques
- Avoiding Common Mistakes - in your application and at interview

Workshop participants will receive their own workbook containing a range of tools and materials allowing them to develop their own application and resumes. Participants also have easy access to all course content and activities ensuring that all future applications are 'winning applications'.

