

Housing Diversity Network

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Agenda



- CV Writing
- Online Job Searches
- Preparing for Interview
- Types of Interview
- STAR
- Dealing with Nerves
- Q&A Session

What would you like to cover today?

Please use the Chat Box to ask any questions you may have.

Tips for CV writing



- Stick to 2 pages
- Keep work experience to the last 10 years or last 3 jobs.
- Add your roles in date order starting with your most recent job
- Use bullet points and avoid long paragraphs
- Spell check your CV
- Explain any gaps in employment
- Don't share unnecessary details about yourself.
- Ensure you provide up to date contact info.
- Cover main skills and focus on achievements.

Writing A CV



Can you tell us your thoughts
on these CV's?

HELLO
I am applying
for the
Graphic Design
position

graphicdesignre

Online Job Searches



Where?

LinkedIn, Indeed, Reed, Total Jobs, CV Library, Jobsite, Monster, specialist job boards (inside housing, HDN) Company websites of interest (Riverside, Magenta, Regenda etc.)

How?

1. Upload your CV to the websites you feel best fit your profile.
2. Work out what device is best to use e.g. smartphone, tablet, laptop etc.
3. Set yourself up for Job alerts or register with agencies.
4. Do a regular search of new jobs that have been posted each week.
5. Think about what your job could be called somewhere else.



Preparing for Interviews



Do

- Research the position and company.
- Prepare more than one question for the interviewers.
- Prepare for possible questions and practice them out loud.
- Ensure you know how to get to your interview or how to log on if remote.
- Practice saying 'I' instead of 'We'.
- Use the STAR Method.
- Be enthusiastic and smile.

Don't

- Assume the interviewer knows anything about you.
- Arrive late.
- Answer questions with yes or no answers, ensure you provide evidence and refer back to the STAR Method.
- Go in blind - make sure you're aware of the structure of the day.
- Say your nervous, practice sounding confident even when you're not.
- Speak negatively of past employers.

Types of Assessment



- Competency Based Interview
- Assessment Days
- Group Discussions
- Work Based Assessments
- Online Assessments
- Scenarios



STAR Example



“Talk us through a time when you have failed to deliver on a commitment.”

Situation – Think of a time when something went wrong but you were able to solve the problem.

Task – What was the aim of the task and how did the problem affect the situation?

Action – What did you do to solve the problem?

Result – What happened? Did the problem get resolved? What did you learn? Would you do anything differently?

Employers want to know how you would deal under pressure and if you have the capabilities to solve a problem.

STAR Exercise



Pick a competency / behaviour from the list opposite

Think of one achievement / example which you believe demonstrates your ability in this area

Fully describe the situation using the STAR acronym below focusing on what YOU did

- **SITUATION** - describe the achievement and context
- **TASK** - what was your aim?
- **ACTION** - how did you carry it out?
- **RESULT** - what was the outcome?

In groups talk through this example and ask the rest of the group whether it is clear what took place and your contribution

- **Competencies / behaviours**

- Attention to Detail / Quality
- Commercial Acumen
- Communication
- Creativity and Innovation
- Influencing
- Ownership
- Planning & Organising
- Problem Solving / Analysis
- Relationship Building
- Resilience
- Results Driven
- Self-Motivation
- Specialist Knowledge
- Team Working

Dealing with Nerves



- Being nervous at interview is completely normal and expected.
- Take a deep breath and think of all the preparation you have done.
- Accept a glass of water if offered.
- Take notes and your CV in with you to keep you on track.
- Take the lead from your interviewers.
- Come back to questions you can't answer





Questions?

