

JOB SEEKING IN 6 PARTS!



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JOB SEEKING IN 6 PARTS!

- 1. MARKETABILITY** - Do the work up front to make yourself as marketable as you can!
- 2. SALES & MARKETING** - Think of your Job Seeking journey as a Sales & Marketing campaign!
- 3. PREPARATION!** - Prepare, role-pray and practice everything!
- 4. INTERVIEWS!** - The most important spoke in the wheel we know as the recruitment process!
- 5. SELF-AWARENESS** - Reflect on and critique everything that happens along the way..
- 6. PROCESS** - Relentless activity with a positive approach!

MARKETABILITY

- The more marketable you are the more choices you will have!
- Do the work up front to make yourself as marketable as you can!
- Focus on building your personal brand (reputation) - online and offline
- Work on your communication, interpersonal, listening and questioning skills!
- Make sure your LinkedIn profile and resume are very strong and position you properly!
- Apply for jobs that are a “fit” for you - not just anything - how you are perceived is SO important!



SALES & MARKETING

- Think of your Job Seeking journey as a **Sales & Marketing campaign!**
- You are selling and marketing **YOURSELF!!**
- Your resume is a sales & marketing tool - not an encyclopedia - its job is only to generate interest for more information - how you use it is more important than every word..
- Make sure your LinkedIn profile is very strong and positions you properly!
- REMEMBER that in every interaction - professional and personal - you are always building brand!
- “Swim against the recruitment tide!” - research and proactively build relationships with recruiters, hiring managers and anyone else that can help you..

PREPARATION!



No such thing as luck, only preparation!

- Prepare, role-play and practice everything!
- Practice makes perfect - practice selling yourself constantly - role play and prepare scripts initially if needed
- Have a “30 second commercial” always perfected and ready to use when anyone asks you “Tell me about yourself?”..
- Don’t ramble and go off in detailed tangents - KISS - keep it simple and clear! Extremely important when speaking to recruiters or hiring managers!

INTERVIEWS



The job interview is by far the most important spoke in the wheel we know as the recruitment process. YET, even though it has been around for decades, there are STILL so many interviewees not having the slightest idea how to perform well..

REASON: It takes lots of work!

REMEMBER: Particularly for fresh graduates - recruiters and employers are looking for “soft skills” even more than “hard” skills!

- **PREPARE**
- **ENGAGE**
- **QUESTION**
- **SELL!**

PREPARE

- **Research as much as possible!** Study the job add, job description and company website. Search for any relevant information you can find on the web. Speak to people who might know of the organisation or even work there..
- **Practice** articulating answers to the different styles of interview questions - role play so that you can perform more confidently and give the interviewer as much useful insight as possible into your thought process, ethics, style, philosophy, attitude, skills and experience!



ENGAGE

If you're not engaging your audience it's a monologue NOT an interview!

- Articulate with confidence, conviction and passion
- Use the volume and tone of your voice to engage the audience
- Pay attention to your diction and speed - slow down!
- Give as much RELEVANT information re. skills/experience - don't ramble or go off in tangents!
- Use your eyes and expression
- Be enthusiastic
- Be yourself!
- Mirror the body language of your audience
- A little humour
- A friendly smile

REMEMBER: The interview is about you selling yourself and your skills!

Good roles are hard to find - it's not good enough to go through the motions without **ENERGY, PREPARATION, ENTHUSIASM, PASSION AND CONFIDENCE!** You must paint the absolute best picture possible to ensure that you **DIFFERENTIATE** yourself from the rest!

QUESTION

- Questioning is EVERYTHING. If your questions aren't effective at drawing out what you need, how can you gather insight, sell yourself effectively or make an informed decision?
- The key is to prepare and practice your questions in advance!
- Intelligent questions are a fantastic way to build rapport, credibility and differentiate yourself from your competition!



SELL!

The interview is about you selling yourself and your skills!

- After gathering the information needed you must sell your agenda to the max. Think in terms of what THEY want!
- Good roles are hard to find - it's not good enough to go through the motions without **ENERGY, PREPARATION, ENTHUSIASM, PASSION AND CONFIDENCE!**
- You must paint the absolute best picture possible to ensure that you **DIFFERENTIATE** yourself from the rest!
- **REMEMBER:** Particularly for fresh graduates recruiters and employers are looking for “soft skills” even more than “hard” skills!

QUESTIONS YOU MAY BE ASKED..

Traditional Interviews

Traditional interview questions tend to focus on your beliefs, professional or management style, your preferred ways of interacting and how you would handle hypothetical situations. The employer will ask open-ended and broad-based questions. The key to successfully responding to these questions is to ensure you are giving the level of detailed information to demonstrate your skills and experience without rambling.

Sample traditional interview questions:

- Tell me about your career journey?
- What are your career achievements to date that have given you the most satisfaction?
- What would key stakeholders in the business say about you?
- Is there anything about your style that you need to be aware of so it doesn't become an issue?
- What are your short and long term goals?
- How would you evaluate your ability to deal with conflict?
- How do you determine or evaluate success?
- In what kind of work environment do you feel most comfortable and productive?
- What interested you in this role and our organisation?

A FEW MORE..

- Tell me about yourself..
- What are your strengths? Weaknesses?
- What causes you to become stressed and how do you handle it?
- What do you consider your greatest accomplishment?
- How do you define success?
- What style of management do you feel you respond to best?
- What are the most important features you are looking for in a job/company?
- How would your co-workers/supervisors describe you?
- Give me 3 reasons why I should hire you..
- What did you like the most and the least about your last place of employment?

BEHAVIOURAL QUESTIONS!

Behavioural Interviews

Behavioural interviewing is based on the assumption that that past behaviour is the best predictor of future behaviour. This style of interviewing can also be known as competency-based or situational interviewing. Employers identify skills, competencies or success factors they are seeking and ask for detailed examples that will provide insights into your thoughts, feelings and actions in past situations to see whether you match the qualities they are seeking. Instead of asking how you would behave, they will ask how you did behave.

In answering behavioural interview questions, the **STAR Technique** is the advised method.

S ituation or T ask	Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalised description of what you have done in the past. Be sure to give enough detail for the interviewer to understand.
A ction you took	Describe the action you took and be sure to keep the focus on your own personal involvement. Even if you are discussing a group project or effort, describe what you did - not the efforts of the team. Don't tell what you might do, tell what you did.
R esults you achieved	What happened? How did the event end? What did you accomplish? What did you learn? Wherever possible, quantify your results. Numbers always impress employers.

How to prepare:

- Prepare yourself with a small number of examples that could be adapted to a range of behavioural questions – try to align them with the competencies of the role and the company that you have identified through your research. Think in terms of examples that will exploit your top selling points.
- Go through your resume to refresh your memory about your professional history.
- Aim for half of your examples to be totally positive, such as accomplishments or meeting goals.
- The other half should be situations that started out negatively but either ended positively or you made the best of the outcome.

Sample behavioural based questions:

Client Service Orientation:

- What does client service excellence look like in your role? Describe an occasion where you delivered client service excellence.
- Describe a situation when you have had to deal with a dissatisfied stakeholder. How did you deal with the situation? If you were in a similar situation again, what would you do differently?
- For service excellence, it is important to keep up-to-date with your clients' requirements. How do you keep up to date with their needs and pain points?

Time Management / Planning & Organising:

- Give me an example of when you have been stretched to achieve a crucial deadline. What did you do to ensure the deadline was met and what could you have done better at the planning stage?
- Describe a situation where things have not gone to plan. What steps did you take to address the problem?
- Tell me about a time when you had to balance the demands of several competing deadlines. How did you plan and allocate your time?
- Provide an example to illustrate how you balance the demands of your short and long term objectives to ensure they are completed by their deadlines?
- Give an example of when you have set yourself an ambitious goal. What did you do to try and achieve this goal?
- Tell me about a time that you didn't achieve an objective that you had agreed? How did you feel and what would you do differently next time?

Leadership

- Give me an example of when someone came to you for support or guidance.
- Can you recall a work experience where a problem arose and your manager was unavailable? How did you handle the situation and how did things turn out?
- Describe a time when you conveyed a sense of urgency to others with regard to a particular task. What did you do to express this urgency?

Teamwork / Relationship Building

- Give me an example of when you have worked with another area of the business to achieve common objectives. What issues arose and how did you overcome them?
- Tell me about a recent disagreement you have had with a colleague? What action did you take?
- Provide an example of when you have identified a better way of doing something and initiated a process or system improvement or similar?
- Tell me about a time where you had to adjust quickly to changes in organisational priorities. How did you adapt the way you work to incorporate the change?

Communication:

- Within your role, who are the key stakeholders you need to influence? Provide an example of when you have influenced one of these people and how you did it.
- Tell me about a time when you had to convey complex information to someone. How did you ensure their understanding?
- Describe a situation where others you were working with disagreed with your ideas. What did you do?
- Tell me about a time when you anticipated resistance to a course of action you were proposing. What steps did you take to counteract that resistance?

Employee Relations / Learning & Development:

- Please talk me through a complex performance management case that you have managed from start to finish.
- Is there an example you can provide to demonstrate your experience in conflict resolution / grievance handling? Please talk me through the process.
- Tell me about a time when you have been facilitating a training session and have had a disruptive participant. How did you manage this?
- Please provide me an example of a more complex TNA that you have worked through.

A FEW QUESTIONS TO ASK..

- How would you describe the corporate culture?
- How would you describe the management style?
- Why is this position available? Is it a newly created role or a replacement and why?
- What seem to be the qualities that stand out in individuals that have flourished working in this department/organisation?
- What opportunities exist for training and certification?
- What opportunities exist for advancement in the next few years? Why?
- What does a typical day look like in this position?
- Is there anything else I should know that would help me understand the position better?

SELF-AWARENESS



- Reflect on and critique everything that happens along the way..
- Try to analyse everything that happens throughout the Job Seeking process to know how to perform even better next time!
- Before blaming external factors critique yourself and work on the areas that need improvement!
- Even the smallest of improvements made along the way add up to massive results in the end! This can be the difference between securing the opportunity you want and not!
- Remove ego! Self-awareness and humility are your ultimate superpowers!!

PROCESS

“YOU BECOME WHAT YOU THINK ABOUT ALL DAY LONG!” Ralph Waldo Emerson

- Relentless activity with a positive approach!
- SUCCESS can be defined as the PROGRESSIVE achievement of a desired goal. Human beings are most HAPPY when they are on track to achieving a goal, NOT when they reach it..It is the JOURNEY, then, that really brings us what we want! **Enjoy the Job Seeking journey!**
- A POSITIVE ATTITUDE is something that you must work on every day. Unfortunately negative thought is a reflex whereas positive thought is a lifelong challenge. And the answer lies within us!



THANK YOU!

- Loads of free resources and info on my site and LinkedIn – feel free to connect!

www.saulrecruitment.com.au

0414659800