Job Hunting Tips

Quick tips to help you to make a great impression

Your Application

Ensure that your resume is up to date. This includes your most recent position.

Update your application letter to match each position you apply for. Check that each letter has the correct job title and date on it.

Keep track of the jobs that you have applied for, by cutting the advertisement out of the newspaper or print/screenshot the advert from the job board. This will be helpful when you are going for an interview, as you will know exactly what job you are interviewing for and the relevant skills and experience that the employer is seeking.

Keep your referees updated about the jobs you have applied for, and let them know if an employer asks to make contact with them.

Contacting You

Make sure that your contact details on your resume and application letter are up to date.

Ensure that the email address you provide is professional. It can be useful to set up a separate email address for your job search.

Return any calls from employers promptly. Don't assume that they will call again!

Check your emails regularly to see if you have received any responses to job applications. If any actions are required do it as soon as possible.

Common Interview Questions

Please tell us about yourself?
This is your chance to talk about your career, outlining your strengths and achievements, and specific skills relating to the role you are applying for.

Why are you interested in this role?
The hiring manager wants to understand why you think that this is the role for you not that you just want a job or any job.

Questions where you have to use an example (behavioural questions) – Often you will be asked to tell the interviewers about something you have done.

You should base your answer by:

1. Outlining the situation
2. Specifically stating the actions that *you* took
3. Stating the outcome.

Some of the behavioural questions may include:

- Customer focus
- Priority setting
- Teamwork
- Working to deadlines

Usually behavioural questions will begin with:
"Tell us about a time when …".

Your
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