

The Job Application Process

Taryn Mungur, HR Consultant

My Background

- 8 years experience working as an HR Consultant
- Coordinator / speaker for approximately 500 workshops in professional development

My Background

- 2001 – 2007 Services SETA, South Africa
 - Involved in skills development, education and training
 - Assisted and consulted with training providers on the accreditation process

My Background

- 2007 – 2008 IQUAD, South Africa
 - Responsible for auditing, consulting and evaluating stakeholders on legislative requirements regarding black empowerment

Presently.....

- Established my own consultancy providing training and workshops in professional development

The Job Application

- Advertisement for a biomedical engineer
- Cover letter
- CV
- Selection criteria
- Job interview

The Advertisement – Biomedical Engineering

- Websites:
 - www.seek.com.au
 - www.careerone.com.au
- Newspapers, recruitment agencies
- <http://search.jobs.wa.gov.au/print.?advertID=83323>
- Position: Senior Biomedical Engineer –
Clinical Systems, Royal Perth Hospital,
Perth

About the position

- The workplace: About SMAHS
 - The South Metropolitan Area Health Service (SMAHS) is the fastest growing health service in Western Australia.....
- Employee benefits: range of benefits which include....
 - 9% employer contributed superannuation....
- Job Description:
 - An excellent opportunity has become available within the Medical Engineering.....

About the position

- Selection Criteria
 - Experience in the presentation of technical lectures and training sessions

How to apply for the position

- A cover letter
 - A half to one page overview of your application for the position
- Curriculum Vitae
 - A two / three page description of your skills and experience
- Selection Criteria
 - A set of questions / statements that the employer is asking of each job candidate

What is a cover letter?

- To introduce yourself to the company
- Summarises why you are a strong candidate for the position
- Allows the reader to take notice of your resume
- Connects your skills and work experiences to the key competencies in the position description

What are the benefits of a cover letter?

- To shape your credentials to the position
- Connections between the requirements of the advertised position, and your skills and abilities
- To showcase the information not depicted in your resume
- Enhances your chances
- Demonstrates your writing skills and ability to communicate

How do I format my cover letter?

- A return postal address
- A dateline
- The recipient's address

Introduction

- Introducing who you are
- Your reasons for contacting the recipient
- How you came to know about the position
- A synopsis of your background
- Why you want the position

Synopsis can be depicted as follows:

- I am (your identifying characteristics and professions)
- I have(your years of experience and or/education)
- I am interested in ...(the position, including the vacancy reference number and preferred locations)
- (Example: I have an eight year background in....., I completed my four years honours degree in))

Body

- The correlation between your skills, abilities and work experiences listed in the position description
- Include examples that demonstrate your achievements
- Provide an overview of why the employer should select you
- **(Example:** I acted as a senior consultant to over 80 companies in education, training and general business activities)

Close

- Summarise the key points raised in the introduction and body
- Indicate your availability to attend an interview
- Indicate the best way to contact you
- (EXAMPLE: I look forward to discussing a such a proposal with you..... I can be contacted on.....)

Sign off

- Yours faithfully ("Dear Sir / Madam")
- Yours sincerely ("Dear Mr Smith")
- Regards ("Dear Bob")
- (EXAMPLE: Dear Mr Smith
Yours sincerely
Taryn Mungur

Copy of cover letter

- Mr Smith
 - Human Resources Manager
 - XY Training
 - Brisbane
-
- Dear Mr Smith
-
- I am writing in regard to the advertised position as a Human Resources Officer, Reference 12301, with XY Training.
-
- I have an eight year background with MTN Consulting in Education, Training and Quality Assurance where I acted as a senior consultant to over 60 companies in skills development, education and training and general business activities. I completed my four year honours degree in human resources management at the University of Port Elizabeth, and subsequently completed two workplace training certificates IV in the assessment and moderation of learning outcomes. Being based in Brisbane, I am eager to form strong links with the staff at XY Training. I would also like the opportunity of bringing my skills, experience and personality to this dynamic, fast-paced environment.
-
- I look forward to discussing such a proposal with you at your earliest convenience. I can be contacted on my mobile on 0411 397 130, by email at tarynmungur@yahoo.com and by post at 24 Lucas Road, Mansfield, 4122.
-
- Yours sincerely,
 - Taryn Mungur

- 24 Lucas Road
- Mansfield, 4122
- Australia
- 27 July 2009

Additional suggestions for writing a cover letter

- Length no more than two pages
- Be clear, concise and target your content to the advertised position
- Highlight your relevant skills
- Articulate your enthusiasm
- Double check for spelling and grammatical errors

Sections of a CV

- Contact details
- Introduction
- Key skills and attributes
- Employment background
- Achievements
- Academic Background
- Additional Skills
- References

Taryn Mungur
Human Resources Management

0411 397 130

23 Lucas Road
Mansfield
Brisbane, 4122

tarynmungur@yahoo.com

I am an eager and enthusiastic leader with eight years consulting experience as a generalist human resources management. During this time I consulted on projects for over 100 different companies and organisations in skills development, education, and training and general business related activities. I am currently looking for employment where I can be playing a pivotal role bringing in modern human resources methods into a state-of-the-art company.

Key Skills and attributes

- Ability to provide consultative direction and support to internal management (and candidates both internal and external as required)
- High level of interpersonal skills with a broad range of management, project and head office employees

•Date: 01 September 2001 – 31 October 2007

•Organization: MTN Consulting

•About the Organization:

•Position: Human Resources Consultant

•Responsibilities:

Consult with training providers and stakeholders on the accreditation process

Facilitate, initiate and coordinate training interventions

Design and develop learning materials

Develop quality management systems

Implement and manage ISO 9001 quality management system within the regional office

Mentor and coach existing staff members

Achievements:

Accredited 40 training providers, having their learning programmes aligned to registered unit standards and qualifications, designed and developed quality management systems, registered constituent assessors, moderators and verifiers against industry and sector targets.

Academic Background

2003 University of Port Elizabeth, South Africa

Honours Degree in Human Resource Management

Software Packages

Microsoft Word, Excel, PowerPoint, Internet, Outlook Express, Oracle, Status Tracker, MS Lotus Notes, SAP, Document Management Systems (DMS) and DocTrak

REFERENCES:

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Selection Criteria

- Is a list of skills contained in the job advertisement
- The job candidate is asked to provide evidence to demonstrate that they have the specific set of skills
- For this, the STAR Approach would be the preferred way for responding to the selection criteria.

STAR Approach

- SITUATION

- Describe the situation
- Explain what happened
- Use the most recent and suitable example

- TASK

- Outline the task you had to achieve
- Describe your role and responsibilities

Continue....

■ ACTION

- Detail the steps you took to resolve the situation
- Explain the thinking behind your decisions

■ RESULT

- Outline the benefits or consequences of your actions
- Explain what you learnt from the experience

Selection Criteria

- Experience in the presentation of technical lectures and training sessions
 - **Situation**: In 2009, I established a consultancy offering workshops and training in the field of professional development. During an informal conversation with a member of the IEEE, we identified a mutual interest in holding a professional development day.

Continue.....

- **Task:** To present a 35 minute talk on how to apply for a position as a Biomedical Engineer.
- **Action:** In consultation with Mark Griffin, a member of the IEEE, we fleshed out a skeleton draft of the talk.
- I contributed my experience and knowledge in HR gained from working with many professional industry clients over an eight year period.

Continue.....

- **Result:** Everyone in the IEEE audience applied for a high paying job in the subsequent week and they were all successful in their applications.

Selection Criteria

- Direct experience in the organization, management and supervision of professional and/or technical staff
- Experience in emergency and disaster response planning and the deployment of biomedical equipment
- Experience in the presentation of technical lectures and training sessions

The purpose of a face-to-face interview

- To provide evidence that you are the best person for the job
- To verbally express your ability to meet the requirements in the position description

Why have interviews?

- The essential skills, qualifications, abilities and achievements
- Suitable knowledge and experience
- An appropriate career development path
- Sufficient consistency and stability of employment

Type of questions

- Structured questions relating to key competencies in the position description
- Probing questions raised by responses
- Behavioural questions in previous positions
- Questions relating to specific examples

Examples of some questions

- Provide an example when you used good judgement and logic in solving a problem?
- Describe a time at work that was stressful and tested your coping skills?
- Give an example of a project you managed and the process you went through?

Ten Interviewing Rules

- Look Sharp
- Be on Time
- Do your Research
- Be Prepared
- Show Enthusiasm
- Listen
- Answer the Question Asked
- Give Specific Examples

Continue...

- Ask Questions
- Follow-up

Expert Quote

- Attitude is important: Things like interest, commitment and pride in one's work need to come over in the interview
 - Maggie Fellows, Project Manager, South West, TUC

THANK YOU!