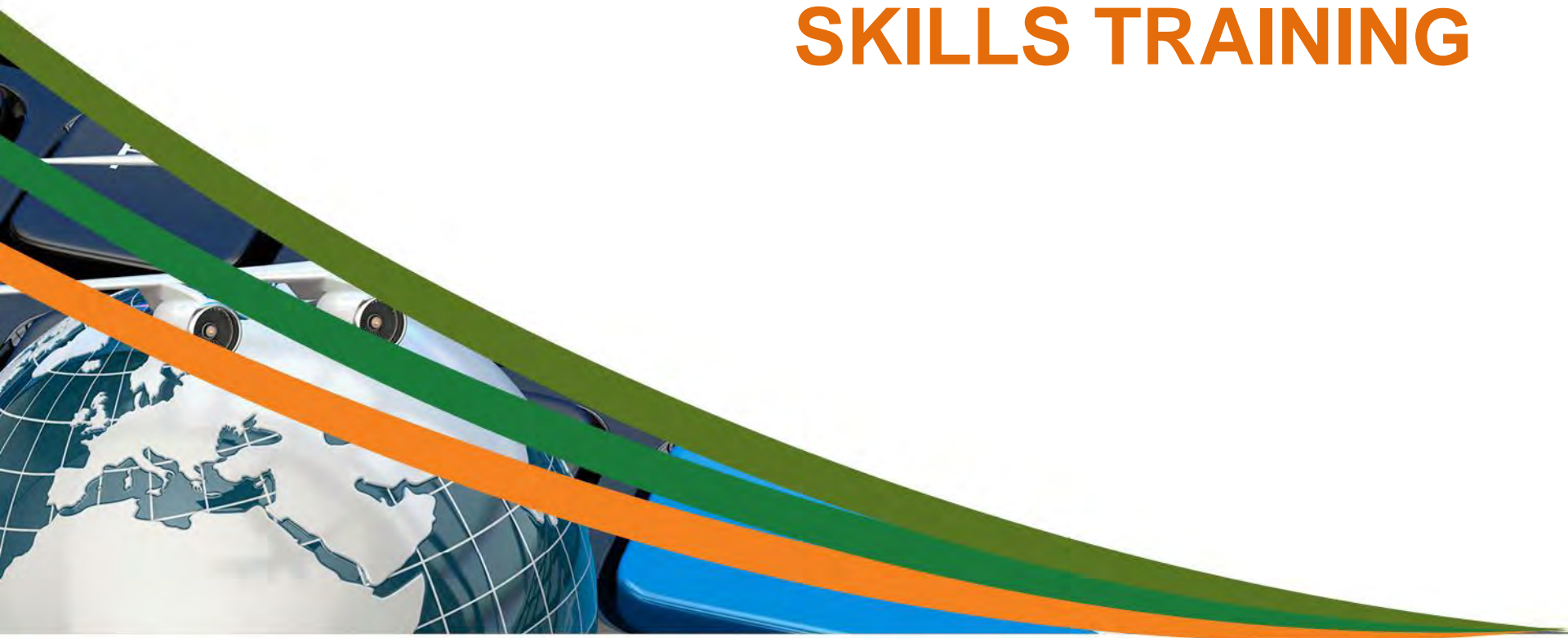


CV WRITING AND INTERVIEW SKILLS TRAINING



the dtic

Department
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

the dtic - together, growing the economy

the dtic Customer Contact Centre: 0861 843 384

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Section 1: Before you apply

- ❖ Know and understand where your career is headed.
- ❖ Carefully consider which positions you apply for and avoid applying for all available positions.
- ❖ Read all the requirements and duties and make sure that you are a good fit for the position



Section 1: Before you apply (continued)

- ❖ Read the full job advert and make sure you are not missing key instructions on how to apply or what to include with your application.
- ❖ Following all instructions shows you are serious about your application and shows how you will be as an employee.



Section 2: How to improve your Curriculum Vitae



- ❖ Why is your CV so important ?
 - It is what the employer's first impression and decision to short list you is based on.
 - Your CV is what will get you an interview.
 - It is your personal sales portfolio, so it's worth taking some time to perfect it !

Section 2: How to improve your Curriculum Vitae

- What to include in your CV:

- ❖ Personal details

- Most important is your contact details. Give more than one contact number as well as an e-mail address.
- Do not include personal details regarding your CV such as family and health status.



Section 2: How to improve your Curriculum Vitae

❖ Educational details

- List your qualifications in chronological order starting with Highest Qualification.
- Include the year obtained and institution obtained from.
- Clearly indicate if the qualification is complete or incomplete.

❖ Training courses

- Only include details of relevant training courses.
- Also include details of professional memberships.

Section 2: How to improve your Curriculum Vitae

❖ Professional experience

- List your experience in reverse chronological order starting with your current position first.
- Make sure you indicate the dates you were employed in each position – this is very important to determine years of experience
- Indicate the job title of each position.
- List duties and requirements - use bullets rather than paragraphs
- Highlight your key achievements .
- Avoid using acronyms and jargon.

Section 2: How to improve your Curriculum Vitae

- ❖ The way that you present your CV says a great deal about you.
- ❖ General tips when preparing your CV:
 - Keep it short – quality and not quantity counts. 3 pages is advised.
 - Print a clear new copy for each position applied for (of submitting manually)
 - Ensure that the CV is clean
 - Avoid loose pages or untidy stapeling
 - Only attach documents requested (If attaching qualifications, only include formal qualifications and not short courses)
 - Do not include a photo, unless required
 - Check your spelling !
 - Use online application option as it shows you are computer literate and has many other benefits for you as applicant.

Section 2: How to improve your Curriculum Vitae

❖ Very important

- Tailor your application to the skills and experience outlined in the job advert for each position applied for.
- Without making things up, change you your CV to highlight relevant points by subtly changing words or sentences. Eg. If management experience is required, make sure you highlight any managerial experience you have gained.



Section 3: Completing the Application Form

- ❖ Take time to complete the form, it shows that you are serious about the position.
- ❖ Complete all areas and rather indicate n/a for not applicable than leaving blank spaces.
- ❖ Sign and date your application form.



Section 4: Preparing for an interview

**By failing to
prepare, you are
preparing to fail.**

DIRTYYYOGACO.COM

BENJAMIN FRANKLIN



Section 4: Preparing for an interview

- ❖ Why is it important to prepare for an interview ?
 - Not preparing for an interview is the number one mistake made by candidates.
 - Being prepared shows the interview panel that you are serious about the position.
 - Being prepared will make you less nervous
 - Spending time thinking of some possible responses will assist in avoiding long uncomfortable pauses. It will also help you to reflect on your achievements in order for you to select those most appropriate for the position.
 - Your competitors will be coming prepared !

Section 4: Preparing for an interview

❖ How should you prepare for an interview ?

- Research , Research, Research !!
- Read up on the organisation/division/unit. What is its vision, goals, values, etc.
- Read the job advertisement and identify possible questions that relate to the position.
- Look at your experience and see how it fits in terms of the position.
- Think of examples of projects you have managed and reflect on lessons learned.
- Recall your most memorable interactions with customers (good and bad)
- List your biggest achievements that could reflect your skills and experience related to the position.

Section 4: Preparing for an interview

❖ Common mistakes in preparing for an interview ?

- Rehearse answers to possible questions too much as it will come across as rehearsed instead of sincere.
- Include your prepared responses in unrelated questions
- Not preparing for the 'obvious' questions, eg. Tell us about yourself, what makes you suitable for the positions, etc.
- Thinking that the selection panel know you and your knowledge, skills and experience because you are an internal candidate.

Section 5: Interview etiquette – Do's and Don'ts



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Section 5: Interview etiquette – Do's and Don'ts

- ❖ Rest well the night before to make sure you are feeling and looking refreshed.
- ❖ Practice stress relief techniques
- ❖ Be professional and courteous to everyone you meet.
- ❖ Dress smartly but be comfortable.

Section 5: Interview etiquette – Do's and Don'ts

- ❖ Watch your body language
 - Don't slouch and sit up straight
 - Lean slightly forward
 - Loosely clasp your hands
 - Don't fold your arms
 - Maintain eye contact

Section 5: Interview etiquette – Do's and Don'ts

- ❖ Do not schedule meetings on the day of your interview, this is a common mistake by internal candidates. If the interviews are running late this will add to your stress.
- ❖ If your interview is on **the dtic** campus, leave your desk 30 minutes before the interview and go sit in the gardens.
- ❖ Arrive 10 min early for your interview.
- ❖ Make sure you turn your cell phone off before going into the interview room. Don't wait to do it inside.

Section 5: Interview etiquette – Do's and Don'ts

❖ Common opening question pitfalls:

- Never spend more than 2 minutes on the opening question.
- If asked to give an overview of your career – do not repeat your CV. Talk about your most recent position and highlight how your previous experience that is relevant to the position.
- If asked why you are the most suitable candidate for the position, avoid listing attributes such as hardworking, fast learner, etc. Rather focus on what skills, experience and knowledge you bring to the position as well as how the position fits into your career plans.

Section 5: Interview etiquette – Do's and Don'ts

❖ General interview tips:

- Listen carefully to the question and make sure you answer it. Do not give a prepared answer that does not address the question.
- Write down questions, especially if there are more than one being asked at once.
- If you do not know an answer, rather say so than try and make something up. Rather explain that you are keen to learn more and what you would do to get up to speed.

Section 5: Interview etiquette – Do's and Don'ts

❖ General interview tips:

- Read the facial expressions of panel members as cues on whether you are on the right track with your response.
- Smile and make eye contact with panel members.
- Do not focus on what panel members are writing as it could distract you from what you are saying.
- Remember to thank the panel for the opportunity to be interviewed for the position.
- Avoid familiarity with panel members.
- Do not ask the panel how you did in the interview

