

# Selection Criteria and Interview Skills

This 1 day workshop covers writing a job application which meets selection criteria and helpful interview techniques.

We all need to apply for jobs from time to time.

This can be a daunting and stressful experience but if you know what you are doing you will reduce the stress and give yourself a much better chance of success. In this practical workshop, attendees examine staff selection criteria in order to define the tasks and information required by them in written response.

Participants will mind map their ideas and responses in order to create a logical and persuasive resume.

They will then participate in an interview both as an applicant and as an interviewer.

This will give them the experience and confidence to approach their interviews in a positive frame of mind. As a one on one or in small groups this take ½ day.

The full day workshop is run in manageable classes of 12-15 people. The interview session in the afternoon is conducted in groups of four. You will be given feedback on your demeanour, response to questions, asking of questions, ability to relate to the panel and other issues important to gaining a position.

## Selection Criteria

- How to research the position
- Generic selection criteria
- The structure of a winning resume
- How to write a cover letter • Marketing yourself
- Use of referees
- Choice of content – accentuate the positive
- Appropriate language
- Appropriate tone
- Writing in Plain English
- Presentation – use of pictures, references

## Interview Skills

- Making a good first impression
- Speaking slowly, clearly and projecting your voice
- Making eye contact with all panel members
- Addressing the questions asked

- What to say and what not to say
- Emphasising your good points
- Keeping to the point
- Overcoming nerves
- How to appear more confident
- Projecting a “can-do” attitude
- What questions to ask
- Finishing the interview

In the interview session, attendees will act in the role of applicant and board member. This will give them the opportunity of understanding the process from both sides. Please bring your resume with you and if relevant, your own selection criteria.

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