

# WRITING JOB APPLICATIONS AND INTERVIEW SKILLS



## Delivery:

Face-to-Face or Virtual  
Can be split into 2 separate half-day sessions



**Duration:** Full day



**Maximum Participants:** 15



## Recommended audience:

Job applicants at all levels wanting to improve their success rate



## Fully Pre-qualified on:

buy.nsw Supplier Hub, VendorPanel and AusTender



## Take control of the application process to accelerate your career

Securing your next career move can be as stressful as it is important. This program helps applicants improve their performance and increases their chance of success by focusing on the knowledge and skills required to secure a role within the NSW or Australian Public Service. This workshop can be tailored to NSW, Local Government or APS.

### WORKSHOP CONTENT

Through interactive learning and practical techniques, this workshop provides strategies to ensure all applicants can present their skills and experience with maximum impact, in both a written application and an interview setting. The workshop analyses the principles of merit selection, gives an overview of the relevant Capability Frameworks and unpacks the language of role descriptions. Live discussions, skills practice and exercises ensure the skills are honed and ready for use.

### LEARNING OUTCOMES

This workshop is designed to address the specific requirements of Public Sector recruitment practices. Upon completion, participants will be able to:

- Identify the different recruitment and selection requirements set by various Government Agencies

- Critically examine job advertisements and decode requirements
- Understand the relevant Capability Framework and its role in recruitment and selection
- Utilise step-by-step techniques to help construct a written application including cover letter and resume/CV
- Leverage the 'STARR' technique
- Prepare for an interview, building confidence and managing nerves
- Master interview response techniques
- Understand and prepare for the different types of assessment processes

### IMPROVE YOUR SUCCESS RATE

Being the best fit for a role is no longer enough. Make sure the hiring panel understand your value with this practical workshop.

### NSW CAPABILITY FRAMEWORK ALIGNMENT

- Personal Attributes
- Relationships
- Results

### RELATED WORKSHOPS AVAILABLE:

- Writing Cover Letters and Resumes
- Individual Interview Skills Coaching
- Merit Assessment for Hiring Managers

*“ Proved very useful in reaffirming some things I already knew, but also suggested a range of new ideas. Detailed discussion about the NSW Capability Framework was particularly useful as this is new to me. Historic Houses Trust ”*