

WRITING JOB APPLICATIONS AND INTERVIEW SKILLS INDIVIDUAL COACHING



 **Delivery:** Virtual

 **Duration:** 2 hours

 **Recommended for:** Individuals seeking one-on-one development

 **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 one-on-one coaching session can be tailored to NSW, Local Government or APS.

■ CONTENT

Individual coaching sessions with one of our specialist trainers can assist you in successfully preparing your written application and for an interview for a Public Sector role, tailored to the NSW Government Capability Framework or APS Process.

Before your 2-hour individual session, completing a short survey provides us with detail on your background experience and the role you are targeting. At this time, we request that you email your current CV, draft application and the specific job advertisement and role description for the position for which you are applying. Our trainer then tailors an individual coaching plan to ensure specific focus areas are covered. These may include:

- How to critically examine the job advertisement and understand

requirements

- How to concisely convey your experience relative to the requirements of the role – including responding to behaviourally based questions and aligning to the capability framework
- Prepare for interview questions using the STARR technique
- Practice your interview responses specifically in line with the role requirements and the NSW Capability Framework
- Techniques to improve your presentation at interview
- Strategies to manage interview nerves.

Through interactive learning and easy-to-follow practical techniques, our coaching sessions provide sound strategies to confidently present information about your skills and experience at the interview for maximum impact.

■ NSW CAPABILITY FRAMEWORK ALIGNMENT

- Personal Attributes
- Relationships
- Results

■ RELATED COACHING AVAILABLE:

- Individual Leadership Development Coaching
- Interview Skills Coaching
- Writing Cover Letters and Resumes

“ Understanding how to concisely prepare my application and practising my responses was extremely valuable. The coach provided great feedback and tips on personal presentation and how to address questions. ”