

FIVE SECRETS OF SECURING A JOB OFFER

<p>1. Ability & Suitability</p>	<ul style="list-style-type: none"> • Itemise your useful/transferable skills and match them to the requirements of the job. • Think of examples of situations and recall evidence to illustrate your skills. • If you are familiar with the industry you have applied to, make sure you demonstrate that knowledge. • Preparing both these things adds to your value to the employer.
<p>2. Willingness</p>	<ul style="list-style-type: none"> • Employers these days look for willingness and may ask if you are prepared to do something outside the job description – they are looking to see if you are a flexible team player with the right attitude. • Have ready an example of your willingness to help your company.
<p>3. Manageability & Teamwork</p>	<ul style="list-style-type: none"> • Employers will be keen to see how you fit in with a team and the organisation. • They are looking to see if you can work alone, with others, can take direction or criticism and use initiative. • Think about the approach you take to team working and what strengths you bring to a team. • Try to demonstrate that you are a team player who gets along well with others, and has no problem tolerating other opinions or beliefs.
<p>4. Professional Behaviour</p>	<ul style="list-style-type: none"> • Professional behaviour is one of the universally admired skills of successful people. • Use examples during the interview to demonstrate your professionalism and support this view of yourself with your behaviour and attitude.
<p>5. All organisations employ staff to make them more effective.</p>	<ul style="list-style-type: none"> • In all jobs the most important skill the employer wants is the ability to problem solve. Solving any problems which arise keeps things running smoothly and you will help your employer to be more effective. • Think of a problem you have solved, how you did it and how you could bring those skills to a new problem.