

ADVERTISED POSITION- SHOULD I APPLY

How do you know which jobs to apply for?

Job advertisements usually have information on the company, job, working conditions, preferred applicant background and experience, and skills sought.

1. Analyse the advertisement (ad)

= Note the following key information -

Company Name	Job Title
Company Information	Location
Position Information	Working Conditions
Description of Business	Preferred background or experience
Contact Person's Name	Skills required
Address	Skills desired
Telephone number	Application process and closing date

2. Research the company/business

= Telephone the contact person.

Ask them direct questions about the position and company/business

(*Don't* ask for information already provided in the advertisement.)

Is there a position description and selection criteria available?

Is there any information about the company that they can send to you?

= Look up the company on the Internet.

Find out as much as you can about the company/business.

= Look up the business/company in the *Yellow Pages*.

Find out what they say they do.

= Visit the Business/Company. This could be to walk in and have a coffee, look in the reception area, or drive past the work place. You can learn a lot this way.

Where are they located in relation to getting to and from work ie public transport, parking, walking etc.?

How do the staff dress?

What is the layout of the workplace?

Do the staff look happy?

Is it a formal or informal work environment?

What are their hours/days of business?

Is there any printed material about the company that you can have?

= Ask your network.

Do they know anyone who works there that you can speak with?

Do they know of the company/business and what do they think?

3. **Decide - Is this the Job/Company for you?**

= After considering your research are you still interested in the position?

Do you meet 70% of the requirements? It is unlikely that an employer will find someone with exactly everything they need.

Must be experienced? Don't be put off. Work experience and volunteering is experience. Remember all of your interests and activities and check for relevant experience and skills. Be realistic. If you are a new job seeker, you should look for jobs that do not require too much industry experience. (At the same time try building up your industry experience with work experience and volunteering.)

If you are still interested, go to Step 4.

4. **Apply**

= What is the application process? Check your notes.

= Application form

You should collect this form and send it in completed. See if you can get two copies in case you make any mistakes.

Personal Presentation - remember they are seeing you for the first time. Even though you are just picking up a form you should be neat and tidy.

Application Form - complete it neatly and tidily. Fill out all the questions with as much detail as you can. Check your spelling.

Make sure you return the form in good condition - no coffee stains, scribble or marks.

Avoid folding the form.

Return it promptly by post or in person.

= Application letter

See Letter of Application - Advertised Position and Application Letter Examples

= Address Selection Criteria

See Selection Criteria and Selection Criteria Examples

= Resume

See Developing Your Resume and Resume Examples

You should always send a covering letter with your resume. It should be prepared under the same guidelines as for the application letter.

You should adjust your resume to reflect your skills, experience and suitability for each job.

= Telephone

In this case you are usually being screened for an interview.

Review your research about the position/company

Review your resume to remind yourself of your skills, abilities and experience

Write a list of questions you want answered

Have your diary at hand so you can note any interview arrangements

Have pen and paper by the phone

Turn off radios and televisions and ensure you won't be interrupted

= "Apply in person"

This is a great option for many people who don't feel confident with their written skills. It is a common practice in some industries eg. Hospitality.

See Interview Guidelines for further information.