



# Job Application & Interview Skills

**Over 4,000 participants have graded this course, on average, 90+% (4.5 out of 5).**

A practical and easy to understand Job Application and Interview Skills course that gives you the best possible chance of getting a job in the Public or Private Sectors.

*Every course is customised for each particular organisation and can be tailored to every group wherever possible. An Executive version is also available.*

*“The best CV/interview course I have attended” Participant, NSW SRWSD*

**This course has been widely presented to over 4,000 Public Sector participants across the country and metropolitan NSW.** Specific departments include; NSW Department of Premier & Cabinet; NSW SRWSD (WorkCover NSW); NSW FACS (Housing, ADHC, Businesslink, FACS Royal Commission); Department of Veterans’ Affairs; NSW Police & Fire Brigades; NSW Office of Environment & Heritage; NSW Parliament; Commission for Children and Young People; NSW LRCSSL-SS; Department of Education & Communities; QLD Transport & Main Roads; NICNAS, plus many others.

*“I usually interview very badly. However, as a result of this course, I have been successful and have been offered a position! This course and the trainer were great and I feel that if I did not attend this course, I would not have progressed as far as I did in the recruitment process. The trainer was very knowledgeable and thoroughly detailed all subjects, as well as providing great examples and having great answers to all questions asked, no matter how difficult.” Participant, NSW FACS*

## What does the Course Cover?

- Understanding the Public Sector selection process and what it means for your application
- NSW Government GSE Act 2013 compliant - explains and works through the post-GSE Act process
- How to effectively apply for almost any role/job under the NSW Capability Framework. This course can be adapted to any State or Local Government
- Tools to use when writing an Expression Of Interest or a limited length application
- Targeted Questions and Covering Letters for NSW Government (examples provided)
- Highly practical behavioural interview skills to improve interview techniques (Public and Private Sectors)
- Practical behavioural interview skills, techniques and tools to answer questions
- Overcoming anxiety and nerves
- How to make a good first (and lasting!) impression
- Referees – selecting and getting the best from them
- Using the Job NSW website and tips on how to tailor your searches
- How to prepare a Best Practice CV/résumé that works (Public and Private Sectors)
- Developing CV/resumes for Private and Public Sector applications
- Includes a best practice CV/resume template for all participants
- All skills are equally applicable to the Private Sector

*The course can easily be tailored to each organisation’s exact needs.*

**Making the world a better place through better leadership™**

Neuroscience-based: **EXECUTIVE COACHING TRAINING FACILITATION TEAM BUILDING 360° ASSESSMENTS**

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## Who should go on the Course?

- Anyone who hasn't applied for a job in a long time and/or those who think they're ok but who want to brush up on their skills - all will benefit from this course.
- Anyone who feels they need some help with their interviews or job applications, be it a brush up or complete overhaul!
- Anyone who wants to submit the best job application and interview they have ever done
- Anyone who is going through a restructure and needs to apply for a new position (or their current one), and wants to make sure that they're writing the best possible job application and have the best interview possible
- People taking a Voluntary Redundancy and who might be applying for a role outside of the NSW Public Sector
- Anyone who wants an easy to learn and remember technique that helps them to write better job applications and prepare for interviews
- Those who need help with applying the Capability Framework to a specific job application or interview

*"Southern Cross Coaching & Development delivered the Job Application and Interview Skills course several times to [over 200] of our staff. Feedback from participants from all courses was excellent. The facilitators know their content and provided great examples that people could relate to. I learnt a lot from the course that I will share with my colleagues." Organisational Development Specialist & Participant*



**"Instead of my r sum , I've printed out my daily horoscope for the past year. You'll see that I'm a special person who's destined for great things!"**

*"I have attended other similar courses, but I feel I got much more out of this course. The speaker was highly articulate, made the subject matter interesting and highly relevant." Participant, NSW OEH*

**For more information on our in-house courses for groups, please contact the team at Southern Cross Coaching & Development:**

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**W: <http://southerncrosscoaching.com.au/program/job-application-and-interview-skills/>**

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