

BASIC EMPLOYABILITY TRAINING



This presentation accompanies the Trainer's Manual as part of IOM's Migration for Development in the Western Balkans (MIDWEB) project, co-financed by the European Commission under the IPA Multi-beneficiary Programme 2009.

Why a training on CV writing and interview preparation?

To facilitate the labour insertion and employability prospects of potential migrants, migrants and returnees.

MODULE A

**Conducting a personality quiz:
What type of job suits you?**

Personality Quiz Exercise

MODULE B

Self-assessment / Personal 'Selling' Points Exercises

My Personal Qualities Exercise

MODULE C

Advertising Role-play

Advertising My Personal Skills Exercise

MODULE D

**Searching for a job through social
networking/advertisements**

- **What is a Hidden Job market?**
- **Informal Job Search Networking**
- **Formal Job Search Networking**
- **Direct Approach to Prospective Employer**
- **Using Social Networks**
- **Searching for jobs through advertisements**

MODULE E

Communicating with Employers, Preparation of Cover Letter / Curriculum Vitae and other Job Application Forms

Preparation of a Cover Letter

- An essential part of any job application
- Should always accompany the CV or resume
- Specifically tailored for the position
- Highlights particular information from the CV

Cover Letter Format

Applicants information

Name

Address

Telephone

E-mail

Date

Company (you are writing to)

Address

Dear name (if the name is not known ..use Sir/Madam)

Introduction

Content section

Conclusion

Elements of the Cover Letter

- **Applicant' Address**
- **Name, Position and Address of Hiring Person**
- **Introduction**
- **The content section**
- **Concluding paragraph**

What is the CV for?



To get you an interview with the employer.

The CV should be written from the employer's perspective, the applicant should:

- Know the skills that he has to offer
- Analyze the needs and requirements of the employer
- Efficiently match skills with the employer's needs

Elements of the CV

Personal Details

- ☐ Name
- ☐ Address
- ☐ Telephone number
- ☐ Email address

■ **This section should be brief, not more than a quarter of a page. The applicant should ensure to be easily contactable at the provided contact details.**

Personal Profile

One paragraph that immediately captures the attention of the employer and triggers him/her to find out more about the applicant.

Example: “Very successful Construction Engineer with a wealth of skills acquired through the university education and 10 years experience within the construction sector. I work to the highest standards and have an eye for detail with skills in external design.”

Employment history/work experience

In this section the applicants should list the employers they have worked for.

- **Matching work experience with targeted vacancy**
- **Convinces a potential employer of the applicants suitability for the position advertised.**

- Reverse chronological order
- Include the name, location, website and dates of employment for each company
- Job title / Describe the position and responsibilities
- Further details - quantify the achievements in previous employment
- Evidence of career progress

Education

This section should include information on schools or universities attended and degrees gained.

- **Information on recent school and university attendance and the certifications gained**
- **Recent graduates need to elaborate their education in detail**

Training / Development

Employers actively look for evidence of professional development

- **Include the training courses attended after completion of the formal education**
- **Include only the training courses that are relevant for the specific employment position.**

Skills

State the skills which are relevant for the job position and match the intended job description

- **Knowledge in computer programmes, languages and other skills**
- **The presented skills should be backed up with examples**

Other Information

Includes any other information which is not included in the other segments of the CV (driving license, hobbies, achievements)

- **This segment should be inserted in the CV only in a case of recent schools leavers than for somebody with extensive working and training portfolio.**

References

Refers to persons that can be contacted by the employer with an aim to obtain any work related information on the applicant

- **References with recommendation letters signed by the previous employers strengthen the applicant's chances to get the job.**
- **Choose references that will give positive remarks**
- **Make sure that the stated persons are easily contactable by the potential employers**

EUROPASS CV

- Europass CV is a formulary set up at European level-its a standard CV format people can use to detail their qualifications and skills
- It aims to enable European citizens to present their qualifications more effectively, thus easing access to training or employment in Europe
- It presents skills and experience comparably, and aims to enable employers to make decisions about applicants based on equal information

CVs – Perspectives from Different Countries

- In Europe, the Middle East, Africa, or Asia, employers expect to receive a CV
- In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions
- The primary differences between a resume and a curriculum vitae (CV) is the length and purpose.

“Bad CV” Exercise

MODULE F

7 STEPS OF INTERVIEW PREPARATION

Introduction

- If the applicant's resume/application is sufficiently interesting to the employer, he/she will be called and invited for an interview
- Getting to an interview is a success, even if the candidate doesn't get the job.
- Going through an interview is also good practice for other interviews.

Making a good first impression

Research shows that employers often decide if they want to hire a candidate in the first two minutes of an interview

Step 1. Advance Preparation

- Attend a course on how to conduct interviews
- Learn as much as possible about the company before you go
- Learn about the position so you can tell the employer why you are the best person for it
- Dress as well or better than the people in the office; be clean and very neat

Step 2. Getting There

- Never come late!
- An employer will think that if you cannot make it to the interview on time, you will not make it to work on time
- If you must be late, phone and explain why

Step 3. Making a Good First Impression

The first 30 seconds the interviewer will notice:

- Cleanliness
- Body odor!
- Shined shoes
- SMILE!
- How one walks (confidently)
- How one sits (straight)
- Arrive on time!
- Self introduction
- EYE CONTACT!

Step 4. The Warm-Up

- Shake hands warmly; greet the interviewer by name (that means you must learn his name!).
- Be aware of your body language. Sit straight, don't cross your arms or legs, and don't fidget. If you are nervous, don't show it.

Step 5. The Body of the Interview

- Try to see yourself from the employer's point-of-view; show the interviewer that you are the solution to his company's problems
- The employer wants to know how you can benefit the company. Remember that you are there to help him, not for him to help you
- There is basically only one interview question: "Why should I hire you and not somebody else?" Each and every answer you give should answer this question

Step 6. The Wrap-Up

- After the interviewer has asked all his questions and asks if you have any questions, say “Yes” and ask! It shows the interviewer that you have an active mind and are interested in the company.
- Do not ask about salary and benefits until the employer offers you the job; ask about the job duties, the chances for advancement, etc.

Step 7. After the Interview

- When you get back home, sit down, and evaluate your interview
- Write a letter to the employer; thank him for the interview, repeat the reasons you can help the company, and add a few more good things about yourself that will help him to choose you for the job
- Deliver this letter by hand or by fax within 24 hours. The more contact you have with the employer, the better. He has likely interviewed many people, and after a few hours will not even be able to remember who you are. Help him remember! The letter will remind him of you and show him that you are serious about the job

The Rejection

- You didn't get the job? No problem. Use what you learned in the interview to help you with the next one
- Ask if the employer if he can recommend someone else for you to contact. If he can, go there and make sure you tell them who sent you. They will be impressed that you were referred by another employer

MODULE G

**Role-play / How not to do a job
interview**

Job Interview Role-play Exercise

**THANK YOU FOR YOUR
ATTENTION**