

## How Not To Get A Job – This is meant to be funny...

| How Not To Get A Job   | How To Get A Job   |
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| Don't pay any attention to the Person Specification – recruiters just love spending time reading applications that bear no relevance to the post they're trying to fill!!  | Get a good understanding of the requirements of the job and the type of person they are looking for. In your application, link your skills and experience to those detailed in the person specification. Make it very clear how you meet their selection criteria and you should make it to the shortlist for interview. |
| Don't worry about grammar and spelling on your application, it's really not as important as your ability and charming personality!!  | First impressions count and this is a recruiter's first impression of you. A well-presented application suggests a well-presented person.  |
| Don't sell yourself; let them work out what you're good at. After all, they can see that you're great!!  | It's often hard to sing your own praises, but this is the time to do it. In the application and at interview describe your achievements and how these can benefit this employer. Build rapport with the interviewers by actively listening and responding appropriately to questions.                                    |
| Don't follow instructions – they're only there as a guide anyway. How can you demonstrate your unique personality if you do the same as everyone else!!  | Read instructions carefully and follow them. After all this indicates how well you are able to respond to instructions in the workplace. Demonstrate a real attention to detail.   |
| Don't explain why you are applying for this job – it's none of their business. Tell them why you are leaving your current job and actively 'bad mouth' your previous employers!!   | Use your covering letter to explain what attracted you to the job.   |
| Size really does matter – impress them by sending as much paperwork as possible. And while you're at it, you could make sure they read it all by making it really hard to find where your skills meet their requirements!! | Keep it concise and to the point. Focus on the information they need in order to see that you really should be interviewed. A good CV will be no more than two pages long.   |
| Only supply one way of contacting you – and don't be available when they call – you're busy!!  | Provide as many ways of contacting you as possible. You need to make it easy.  |
| Talk as much as you can and don't plan what you're going to say. Tell them what you want to say irrespective of whether they've asked a question about that subject!!  | Prior to the interview, think about the type of questions they might ask and plan how you might answer them. During the interview, listen carefully to what you are being asked and respond clearly and concisely.   |
| Call the employer frequently to see how they're getting on with processing your application – harry them and bother them even if it's late at night!!  | Be patient, it may take a couple of weeks for applications to be short-listed for interview. If you're good, they'll call you.   |