



NZRPA CAREER TOOLBOX

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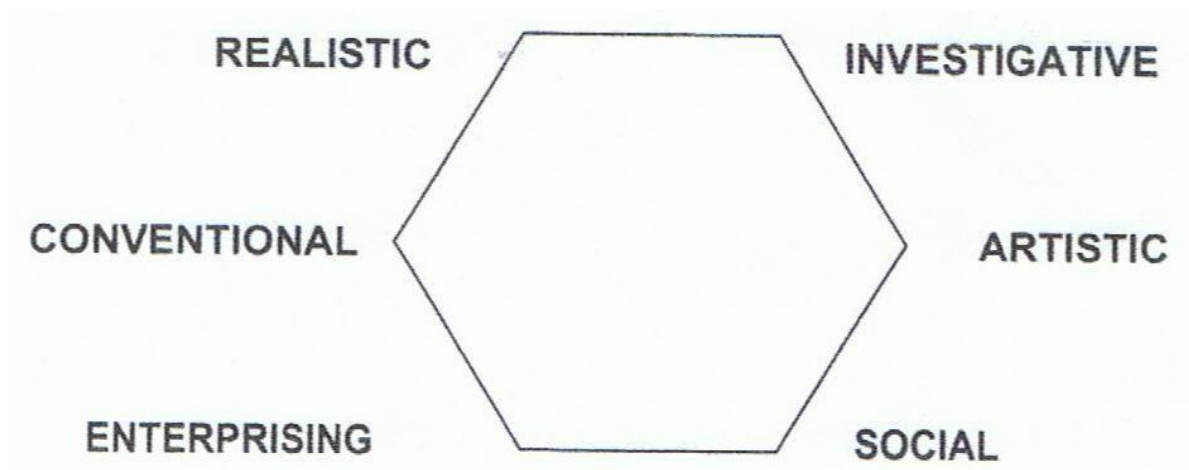
Exploring jobs that fit your personality and interests (using Holland Codes)

We are all wired differently and when we know more about how we are wired (our personality, interests and what's important to us) we make better career decisions.

American psychologist John Holland suggested there are six main personality types (Realistic, Investigative, Artistic, Social, Enterprising and Conventional/Organisers). The three types we identify with the most strongly form what we call our three-letter Holland Code.

He also said that workplaces and jobs can be described using the same six types (Realistic, Investigative, Artistic, Social, Enterprising, Conventional/Organisers). He suggested people are more likely to enjoy their jobs, and perform best, when their workplace/job is a good fit for their personality and interests.

Holland's six personality types



REALISTIC (R)

Likely to:

- Enjoy working with tools, machinery, objects, animals
- Have mechanical and athletic abilities
- Enjoy courses that are practical and teach mechanical or physical skills
- Keep it simple when facing issues and focus on solving the problem
- Be straightforward and matter of fact

Job examples:

Trades (builder, plumber, electrician, concrete layer, drain layer, brick layer), services (police, fire services, army, navy), mechanic, farmer, physiotherapy and personal trainer.

INVESTIGATIVE (I)

Likely to:

- Be curious, analytical, want to dig deeper and understand the 'why'
- Come up with ways to improve, based on what they've analysed and studied
- Enjoy games (e.g. computer games or puzzles) that challenge their thinking
- Have enjoyed maths/science at school and perhaps inventing things as a child
- Be systematic in their thoughts, actions and problem solving (step by step)

Job examples:

Engineer, information technology (IT), computer programming, business analyst, accountant, researcher, health and medical worker.

ARTISTIC (A)

Likely to:

- Enjoy expressing themselves creatively (music, rapping, art, graphics, stories, songs, design)
- Appreciate and respect originality (music, film, art, different ways of thinking)
- Enjoy informal/less structured work settings (not so worried about things in their home/work life being fully ordered and organised)

- Think quite deeply about the meaning of things
- Possibly have an impulsive/inspiring outlook to life (not always)

Job examples:

DJ, actor, graphic designer, illustrator, marketing, fashion stylist, interior designer, landscaper, hairdresser/barber, performer, musician, designer and chef.

SOCIAL (S)

Likely to:

- Be interested in helping others
- Pick up on people's feelings
- Be pretty sensitive to people around them and the mood and vibe
- Have good social skills and express themselves well
- Enjoy solving problems through talking with others
- Put their hand up for opportunities where they can use helping, social, and/or communication skills

Job examples:

Teacher, counsellor, coach, youth/social worker, Maori Warden, community police officer, nursing, personal development, career consultant, human resources and care assistant.

ENTERPRISING (E)

Likely to:

- Enjoy selling, persuading, leading, supervising and initiating
- Seek out positions of responsibility (management positions)
- Be ambitious, outgoing and confident
- Be focused on doing well financially and get much satisfaction out of this
- Open to adventure, willing to give it a go and take a risk

Job examples:

Entrepreneur, sales representative, real estate agent, car sales person, sales managers, business/franchise owner, politician, board representative, telesales, call centre.

ORGANISERS – known as Conventional in Holland Codes (C)

Likely to:

- Be dependable, well-organised, efficient, reliable with follow-through
- Enjoy sorting things into order and like to follow the typical order, sticking to the plan and schedule tightly
- Prefer feeling very much in control of situations, disliking uncertainty
- Enjoy sorting things into their diary/planner and generally good at time management
- Be capable at administration and perhaps working with numbers

Job examples:

Office managers, administrators, sales support, team manager, accounts, receptionist, personal assistant, logistics and sports co-ordinator.

Reference: Sharf, R.S. (2010). *Applying career development theory to counselling*. (5th ed.)
Delaware: USA, Brooks/Cole, Cengage Learning

Knowing your skills

A skill is the ability to do something well and can be described as hard/specific skills, soft skills and transferable skills.

HARD SKILLS: Specific skills that can be taught in class, on a course or through reading a book/manual (e.g. typing, using a computer program).

SOFT SKILLS: Personal attributes that you use when getting the job and when dealing with other people (e.g. problem solving, communication, teamwork).

TRANSFERABLE SKILLS: Soft skills developed and learned over time from different life experiences (work, school, home life). These skills can be transferred from one area of your life to another (e.g. from your sporting life to other employment).



KNOWING YOUR SKILLS CAN HELP YOU:

- Network and talk confidently to people about work you are looking for
- Decide whether you want to apply for a job. In job adverts, employers list the skills they are looking for. Knowing your skills can help you decide if you want to apply (remember you don't need every skill they list)
- Write a strong CV and job application letter highlighting relevant skills
- Feel more confident when being interviewed

IDENTIFYING YOUR TRANSFERABLE SKILLS:

- Group activity and individual activity to identify your transferable skills

www.careers.govt.nz – this website may help you identify your skills.

knowyourskills.careers.govt.nz – this is an example of someone talking about how their skills have developed over time.

CV's (Curriculum Vitae)

FINE TUNING AND TAILORING YOUR CV

It's all about showing you are the right fit, adjust your CV for each job

- Remember to gather as much information as you can about the company and the position – look at their website!
- Fit your skills to what they are looking for



TIPS ON HOW A CV SHOULD LOOK – FORMATTING & LAYOUT

- Well-organised and logical sections with suitable headings
- Consistent font size and style, bullet point styles, margins, spacing
- Easy to read font (10–12 point), uncluttered with plenty of white space
- Complete spell and grammar check (ask someone to proofread it)
- If using abbreviations, write in full the first time
- 2-3 pages ideally
- Use page numbers
- You may want to include your name and mobile or e-mail in the footer on each page
- Referee contact details – no need to include unless requested, many people write “referees available on request”
- Bullet points – start each bullet point with an ACTION word (examples below)



WHAT TO INCLUDE AND WHAT NOT TO INCLUDE IN A CV

- It is unnecessary to write the word 'Curriculum Vitae' or 'CV' on your CV
- Personal details can be written under your name at the top of your CV.
These include: address, phone, mobile, email (suitable email address), LinkedIn (if you have an active one), NZ citizenship/residency

POSSIBLE SECTION HEADINGS:

Career objective/personal profile (if included)

What you can bring to the job – summary of your relevant experience

- What you are now looking to do
- Communicate confidence, positivity and enthusiasm
- This should be two to three sentences

Key strengths/key skills

You can either write these as a separate section or highlight them throughout your CV in appropriate sections. Think about your:

- Skills (transferable, and specific/hard skills if relevant)
- Match your skills to the job requirements as much as possible
- Use some similar wording to that used in the job advert
- Give specific examples in this section or throughout your CV of when you have used that skill. Back up your skills with evidence.

Employment

- List your most recent employment first
- Include dates, job title, name of company
- List responsibilities (highlighting relevant responsibilities)
- Talk about your achievements (be as specific as you can)

Education

- List your most recent first
- Include dates, qualification gained, name of organisation

Achievements

- List your sporting and non-sporting achievements, include dates

Volunteer work

- You may choose to include volunteer work under the employment section and state if it was non-paid/volunteer work
- Include dates, job title, name of organisation
- List responsibilities and achievements

Interests

- This is an optional section
- If included, keep it brief and interesting, and if possible, show some relevance to the job

It is a good idea to send your CV to someone else to check e.g, a business owner, your personal development manager, a mentor.

EXPLAINING ACHIEVEMENTS

- What did I do? (e.g. make improvements, introduce a new idea, solve a problem)
- How did I do it? (how you went about achieving this)
- What was the outcome/result? (e.g. better communication, improved customer service, increased sales)



Cover letters/job application letters

- Remember it's all about showing you are the right fit for the employer and the job
- The covering letter is a sales tool to get them to read your CV so you get an interview – it is the bait on the fishing hook
- Communicate the skills, experience and strengths you have that make you an ideal applicant for the job and the company
- Communicate your interest in the job and the organisation – why do you want to work there and why should they want you?
- Use language that is professional, warm and appropriate
- Don't be afraid to express your interests in the job and your belief that you are the right fit and you will add value to their organisation
- The letter needs to be about half a page to one page long
- Write the letter in business style:
 - Write it in paragraphs (use of bullet points is optional inside the letter)
 - The order: your address first, date, organisation's name, then the organisation's address (if you have it)
 - Address the letter to a name if possible, otherwise 'To whom it may concern' or 'Hiring Manager'
 - If addressed to a name, end with: Yours sincerely
 - If not addressed to a name, end with: Yours faithfully\
 - Google covering letters in the country you are applying for jobs to get ideas of the acceptable style there
- Read it out loud to yourself and get someone else to check if it flows
- Check spelling and grammar – use spellcheck but also ask someone who is a good speller to check it for you
- If you can start immediately it is a good idea to say that in your letter
- Be enthusiastic and show passion for wanting the job

Researching a potential job

It is important to gather information about and understand a job you are applying for. Talking to people will give you a better understanding of the work they do.

This involves talking with people who are working in jobs that interest you or jobs you are thinking about for yourself. When you gather information on these jobs, that information can help you make career decisions. By asking relevant questions you have prepared, you get a real-life understanding of what is involved in the job – the day to day responsibilities, challenges, opportunities for growth etc.



Tips to get started:

- Identify and contact companies of interest and ask for the name and contact details of the person working in the position/job you want to find out more about
- Use your network! Think about who, in your network, has connections with people in the jobs/industries of interest. Ask them to introduce you.
- Prepare what you will say/include in your email when you contact the person
- Email or phone and explain clearly your reason for contacting them – you are asking for 15 to 20 minutes of their time for you to ask questions about their job and workplace. (It may be appropriate for you to offer to take them out for coffee).
- If they agree to meet you, send an email confirming when and where you will meet them (that's if they have given you a date/time) or email them a few options and ask them to let you know what date/time is best for them.
- Dress well and make a good impression and don't wear a hat
- Plan your journey and be 10 minutes early. Allow for parking time and transport delays.
- It is a good idea to take your CV and get them to look at it then ask for feedback

QUESTIONS TO ASK DURING AN INFORMATION GATHERING MEETING:

- How did you get into this area of work?
- What appealed to you about this job and industry?
- What skills have you found most useful to you in this job?
- What do you most enjoy about this position/industry?
- What is the most challenging aspect of this job?
- How do you see this industry looking in the next few years?
- What does a typical day involve?
- Is there anyone else you recommend I contact?



After your meeting

Send an email or a text saying thank you for your time! This is good manners and means they have your contact details if something comes up.

Searching for a job

HOW DO EMPLOYERS FIND NEW STAFF?

- From within the company or asking people in their network
- Using a recruitment agency or LinkedIn
- Placing an ad and looking through the CV's they receive
- Recommendations from someone they know and trust
- From previous interns or volunteers who performed well



A GREAT PLACE TO START THE JOB SEARCH

- Once you have decided on a few jobs that interest you, think about your network (family, friends, PDM, rugby club, church, community groups)
- Get talking and ask around for contacts
- Consider volunteer work, job shadowing/reality testing (work experience), job information gathering (talking to people in the industry)
- Social media – use this with caution (LinkedIn, Facebook messages, email)

FOLLOWING UP ON A JOB LEAD

A friend's told you about a job you are interested in (that's a job lead), what do you do now?

- Do your homework – find out some information about the job and company (look at their website, talk to anyone you know who works there)
- Prepare questions to ask (job hours and location, daily responsibilities, ask to meet)

- When phoning, be aware of background noise (take yourself somewhere quiet)
- Ask for the person (your lead) and introduce yourself confidently telling them who told you about the position
- Express your interest and ask if the job is still available
- If the job is available ask if you can meet with them to talk further about it
- If the job is no longer available, it may still be appropriate to ask if they know of other job opportunities in other departments (if it is a large company)
- Either way, thank them for their time
- Follow up with an email (be prepared to email or drop off a CV that you have altered to suit the job you are applying for)

The job interview

It is normal to feel nervous/uncomfortable before job interviews. Here are some tips to use before your interview:

NERVES

- Drink some water
- Go to the bathroom and shake your body all over for 30 seconds to get rid of nervous energy
- Stand with your feet wide apart, your head back and take four deep breaths before you enter the room
- Don't look at your phone just before you go into the interview room as it brings your body into a curled position, which shows a lack of confidence, instead walk in the room positively with your head up and shoulders back to give you confidence
- Practise in the mirror what you want to say. Just like in sports, practice makes a difference and being prepared does help, so check your notes or run over in your head what you want to say

Hint: Research the company before you go in by studying their website and social media. Have questions to ask. Remember that it is not a test – you want to find out if this job is a good fit for you and they want to find out if you are a good fit for them. You are selling yourself, but it is not a test.

TYPES OF INTERVIEWS

Typical one on one



Coffee meeting



Phone interview



Skype interview



Panel/group interview



SOME TYPICAL INTERVIEW QUESTIONS

Tell me about yourself.

Often the first question. Prepare for it. Think about what qualities they might be looking for. Answer briefly and confidently, summarising your background (highlighting relevant work, study, skills) and say what motivates you/what your values are/your career ambitions. Show enthusiasm and smile. They want to see how you communicate.

Why did you apply for this job?

Express enthusiasm, interest and confidence. Show them you understand what the role is and what the company does.

What are your strengths?

Don't be shy. Confidently say what you believe you can bring to the job.

What is one of your achievements/successes/something you are proud of?

Tell them the story of how you achieved it. Let them see your personal strengths such as: determination, goal setting, being hard-working, persevering.

What do you think your weaknesses are/areas of development?

Be honest but be wise. Choose a skill that you know needs developing. Show them what you already do to help yourself improve. Express your willingness to learn. e.g. "In the past, I've struggled a little with ... what I did to develop confidence in that area was..."

How would the people you work with describe you?

Be honest while focusing on the positive.

BEHAVIOURAL/SITUATIONAL QUESTIONS

These questions often start with "Tell me about a time when..." For example: "Tell me about a time when you had to use planning/good time management skills to get a job done."

When answering these types of questions use the STAR technique:

Situation	The situation was...
Task	I was given the task of...
Action	So what I did was (action I took).
Result	The result was...



ASKING QUESTIONS CONFIDENTLY

By asking questions you:

- Are more strongly communicating your interest in the job
- Show you have put effort into preparing for the job interview
- Get more information about the job and can make a better decision on whether the job is a good fit for you

Take action

Search on Google, read information about the company and the job, ask around. This will help you prepare questions.

Hint: Don't ask something obvious that is in the job advert or all over their website.

EXAMPLES OF QUESTIONS TO ASK DURING AN INTERVIEW

How would you describe a typical day/week in this position?

What is the reason for this vacancy?

How many people work in this team?

What other teams/departments are there that the person in this job communicates with?

What skills do you believe to be most important for success in this job?

Is there an opportunity to progress in the company or role?

INTERVIEW SUMMARY

- Do your homework – know about the role and the organisation
- Prepare questions to ask
- Practise the interview with someone
- Dress appropriately for the interview
- Plan your journey, including parking
- Arrive a little early (10 minutes)
- Turn your mobile off
- Take some deep breaths
- Let the interviewer show you where to sit
- Think about your body language – sitting position, smile, good eye contact
- Be enthusiastic and confident
- Show them you are the right fit for the job
- Be aware of other staff you interact with (e.g. the person on reception)
- Phone or send an email to say thanks for their time and express your interest in the role

Be realistic in your expectations, you might not get every job you apply for but learn from the experience (especially interviews) and ask for feedback if you were unsuccessful in getting the position.

Refer to www.career.govt.nz for tips and videos on how to interview well.