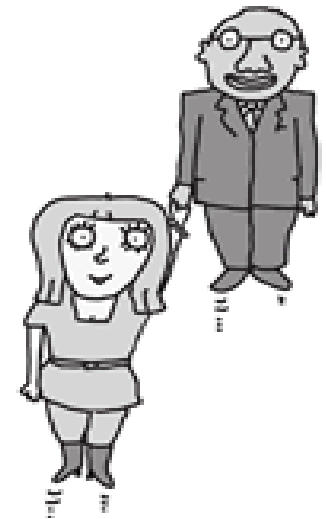


HELIUM WORK SEARCH

Preparation

Opportunity

Success



What Do I See?

- Typing errors
- Spelling mistakes
- Zero mention of accountability
- Missing information from previous jobs
- Inconsistent information
- Half-completed resumes
- Wanna-bes

Serious Players take job searching Seriously

- Take job searching seriously
- Separate your application from others
- Take your time and get it right

Steps You Must Take

Read the ad or job posting in full

Answer questions concisely with accuracy

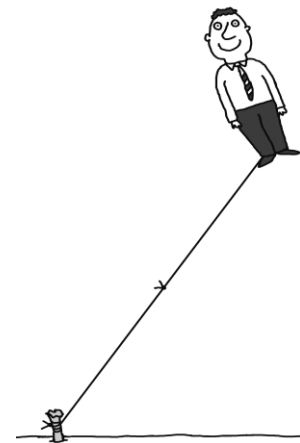
Follow instructions given

Use creativity in your communication

Research who you are sending information to

Apply for roles that are appropriate

Gaining a job is a sales process



Preparation

Opportunity

Success



Preparation

- Do your Homework
- Tailor your application and response
- Job searching is a sales process
- It is always about winning

CV Format

Helium use the STAR technique

- Situation
- Tasks/Responsibilities
- Actions – describe exactly what YOU did and achieved
- Results



10 Reasons why Interviews Fail

- Over-explaining why you lost your last job
- Conveying that you are not over it
- Lacking humour, warmth or personality
- Not showing enough interest or enthusiasm
- Inadequate research about a potential employer
- Concentrating too much on what you want
- Trying to be all things to all people
- “Winging” the interview
- Failing to set yourself apart from other candidates
- Failing to ask for the job

OPPORTUNITY

- Increase your awareness of the marketplace
- Improve and expand your experience
- Getting the right job requires effort, dedication and some nous
- Assessment Techniques

Research, Research, Research

SUCCESS

- Improve your level of service offering and depth of service
- Develop a strong CV that actually explains the value you will bring
- Research companies and roles
- Target key companies
- Target roles you want
- Success is getting the role you want