

Getting a Social Work Job

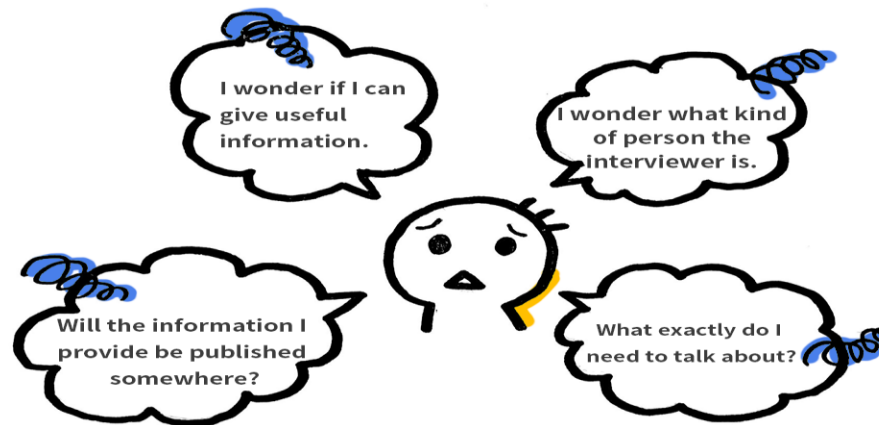


Aims of the Session

- Completing a job application with confidence
- To be more confident during the Interview process
- Sharing hints, tips and advice
- Opportunity to ask questions

What Concern's You?

- 3 Main concerns when completing an application form
- 3 Main concerns with Interviews





Preparation, Preparation and.....



What you should think about before you even start your application and Interview process?


- Be clear about your skills, knowledge and experience
- Acknowledge your best qualities
- Think about and list your strengths
- Personal perspective – Why I want the job
- Organisational perspective – Why they want me



Completing your Application Form

- Careful Planning
- Read the application form and any supporting information fully
- Write it out in rough and get your thoughts in order
- Provide accurate information and make sure your dates are exact including qualifications

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- Job Description and Employee Specification - **essentials** and desirables
 - Check right qualifications
 - Relevant transferrable experience
 - Highlight your qualities
 - Check no gaps
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- Research the organisation your are applying to
 - Sign it, send it to the correct place and keep a copy for reference



Good Interview Preparation

- Research, Research and Research – What is happening across the city, what is happening across the Council, what is happening in that service/organisation What is the job about? Have you thought about Value Based Recruitment?
- Think of real examples which will relate to the job role – JD and ES
- Work out a strategy for dealing with stress
- Work out what you will wear
- Know the time and place of the interview and any pre-tests Your interview letter should state whether you will be required to do a presentation and any equipment available
- Confirm that you will be attending the interview
- Make notes, prepare questions, rehearse interview



The Interview

- First Impressions count – Arrive in good time, use first impact body language and think about your appearance
- You will be greeted by the interview panel, they will do introductions and a talk through the process
- Be yourself and be honest



The Interview continued...

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- Be prepared to talk, sell yourself and be interesting
 - Don't be afraid to ask for clarification or the question re-phrasing/repeating and you can ask to come back to a question
 - Illustrate your answers with real examples of your work (link to application form)
 - Know when the interview is over, you will be asked if you have any questions and the panel will explain what happens next

Remember – This is a fact finding exercise for the panel so they can make the best decision, so give them lots of evidence



Hints and Tips Summary

- Prepare well
- Read through your application form – you should know it well
- Remember the Job Description and Employee Specification – Answer questions with real work examples, positive sell
- Anticipate the types of questions you may be asked
- First Impressions Count, appearance, body language
- Maintain eye contact with the person asking the question but cast an eye to the others in the panel
- Be honest and prepared to talk – but not too much
- Strategy in place for dealing with stress/Nerves e.g. pause or take a sip of water before you answer
- Refer to the Organisations Values
- Feel free to ask questions at the end (not too many)

Finally

