

## Introduction

Organisations with high staff morale pride themselves on their fairness and openness in selecting their employees whether external or internal appointments. This objective is achieved through a recruitment and selection procedure that is:

- ♦ Competency-based
- ♦ Thorough in its process and application
- ♦ Designed to give everyone an equal opportunity.

This guideline has been designed by Maxumise to ensure every applicant understands how to apply for a position. While some positions will require more information than others, all applications should be similar in format. We trust this guideline will assist you in preparing your application as we want the best person for the position which could be you.

## Applying For a Position

Is this Position for You?

In applying for a position, you must be able to show that you meet the essential criteria. The advertisement will generally state that there is a position description available, make sure you obtain a copy of this document. Before preparing your application, check the essential criteria described in the advertisement and/or position description to make sure:

- ♦ You are suited to the position and eligible to apply.
- ♦ This is a position you are genuinely interested in.

When you are sure you have met all the essential selection criteria and are genuinely interested in the position the next step is to prepare your application.

## Cover Letter

Your application should include a covering letter. The covering letter is an introduction to your application and should state:

- ♦ The position that you are applying for including the exact title and any reference numbers etc.
- ♦ Your name and the reference or subject
- ♦ Briefly outline why you are applying and why you should be interviewed.
- ♦ Address the selection criteria specifically.
- ♦ Conclude with a statement on your desire to be granted an interview.
- ♦ Sign the final copy of the letter.

**Note:** In preparing a draft of this letter you will be preparing an initial framework for your application. This is why it should be prepared first.

## The Application

Resume/Curriculum Vitae

Your resume should include:

- ♦ Personal Details - Name, Address, Telephone Contact Number, Email Address
- ♦ Selection Criteria / Critical Competencies

Your selection for interview will depend on you demonstrating that you meet the critical competencies/attributes for the role and that you have the appropriate qualifications and/or experience. When addressing the critical competencies / selection criteria

- ♦ Treat each point separately. Use each competency/criterion as a heading.
- ♦ For each heading write a brief statement that demonstrates your experience, knowledge and application relating to the particular competency. The length of your statement for each competency is dependent on the position you are applying for and the amount of relevant information you can provide. As a guideline, one or two paragraphs should be sufficient. You should provide specific examples in your statement to back up your claims rather than theory or generalities. Dot points are ideal for listing events or sub-activities.
- ♦ Incorporate details of any activities you have undertaken outside of work which are relevant to the application.

If you have any relevant reports or other work that will provide examples of your suitability for the position, you could prepare it for presentation at the interview, this must be brief as a panel cannot be expected to read a report or even part of a report during an interview e.g. 'This report (show to the panel) was a study I did for BC Company to establish a purchasing policy for raw materials.

Take a pencil and notepaper with you to the interview in case you want to make notes, say, a reminder for a question later in the interview.

Prepare a few questions that you may wish to ask the panel about the company or role.

## Referees

Written references can be submitted but usually more importance is placed on referees contacted after you submit your application. In some cases, the position description will contain a reference format to be completed by your referee and forwarded direct to the organisation.

- ♦ Applicants should nominate three (3) referees in support of their application. These referees should be able to comment on your work experience and competence in relation to the selection criteria.
- ♦ You should contact your referees and ask if they are prepared to be your referee before listing them in your application.
- ♦ Provide names, relationship to you (i.e., Supervisor), current position (or retired), company and email address and daytime telephone numbers for each referee. Ensure that you have these details up to date.

## Application Presentation

Application presentation is important as it provides the first impression and is usually the only material on which short listing can be undertaken. Poorly presented, disorganised applications or applications with insufficient detail will hinder your chances.



## The Interview

### The Interview

A panel of usually three members will conduct the interview. The interview questions will relate to the selection criteria for the position and the same questions should be asked of each person interviewed for the position.

### Prepare Yourself for the Interview

Be aware of what the position involves. This information will be contained in the position description, and you will need to demonstrate a good understanding of the requirements of this type of position. Do your own research!

Focus on the critical competencies and think of examples of situations where you have applied these in your work, outside interests etc. Understand the duties and responsibilities of the position and how you would carry them out. Think of any problems you may encounter and how you would resolve them.

If the position has a supervisory role, think about your responsibilities as an Introduction.

Applications should be submitted in type written format. The layout, spelling, punctuation, and grammar should be checked.

**Do not attach any information that is not relevant to the position that you are applying for.**

For example, general qualification certificates or degrees can be listed and proof of these documents viewed at the interview or on request.

Your application should comprise:

- A covering letter
- CV containing your personal details
- Statement addressing the critical competencies etc.
- An application form if required.

If posting, clip the documents together. If you submit your application bound or fixed into plastic or cardboard folders you should also provide an unbound copy, as your application may need to be photocopied for distribution to the interview panel.

### Application Submission

Submit your application in accordance with the advertisement criteria or any other notification. In most cases you will be able to submit your application by hand delivery, post or email. Applications must arrive by the closing date and time, or they will be deemed to be too late. If you cannot get an application in on time discuss it with the organisation as some considerations may be given.

Address the application exactly as requested in the advertisement; remember the organisation may be recruiting for more than one position.

## The Interview

### The Interview Panel

A panel of usually three members will conduct the interview. The interview questions will relate to the selection criteria for the position and the same questions should be asked of each person interviewed for the position.

If you are invited to an interview, you have obviously impressed the selection panel with your application. The interview is an opportunity to reinforce this impression.

- If you are nervous, sit firmly in the chair so you are comfortable and well supported. Hold onto the side of the chair if you are likely to wave your hands around a lot.
- You may know one or more interview panel members. Do not assume that they know about your suitability for the position.
- Listen to the questions carefully and answer the questions asked.
- Give direct answers, theory is fine, practical examples and experience is a definite demonstration of competence.
- Honesty is important. The panel members can often detect when you are stretching the truth.
- Be aware of body language. For example, if a panel member looks as if they are unsure or frowning, see if you can clarify your answer for them, even ask "Has that answered the question, or do you want more detail?"
- If you have referees that are your current employer, advise the panel on how you want these handled.

# A GUIDE TO APPLYING FOR A POSITION

# MAXUMISE

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