



Getting a Job

CV Writing

Interview skills



Part 1

Resumé



Your CV

- ◆ There is no set format
- ◆ Presentation and spelling are vital
- ◆ Keep it concise, clear, and honest



Your CV

◆ Includes

- Personal details
- Qualifications
- Work experience
- Educational experience
- Practical skills
- Volunteer work
- Research, publications, conferences, teaching experience, memberships (if relevant)
- Extra-curricular activities (not mandatory)
- Referees



Personal details

- ◆ Your name and contact details
- ◆ Date of birth
- ◆ Gender is optional

- ◆ You do not have to list religion or marital status



Qualifications

- ◆ Most relevant is your medical degree/MBBS.
- ◆ Also list other degrees, eg Master of Public Health
- ◆ High school certificate is not relevant



Work experience

- ◆ Reverse chronological order!
- ◆ Unless the job is self-explanatory, give a *brief* description of the role
- ◆ Ensure it is clinically relevant



Educational experience

- ◆ This includes any courses or seminars which enhance your ability to work.
- ◆ Includes IMG bridging courses
- ◆ List only the major experiences



Practical skills

- ◆ Useful to list procedures which you are familiar with, and those you are fully competent to do unsupervised
- ◆ Remember to list your latest BLS training



Volunteer Work

- ◆ If you have done some, list it
- ◆ Includes:
 - disaster relief
 - work in underdeveloped areas
 - work with disadvantaged groups



Research and Professionalism

- ◆ Any published works
- ◆ Research
- ◆ Formal teaching roles
- ◆ Speaking at conferences
- ◆ Memberships of relevant bodies



Extra-curricular activities

- ◆ Everyone enjoys reading, going for walks, and travel
- ◆ Only list things which will enhance your clinical ability or humanitarianism
- ◆ Additional languages are useful



Referees

- ◆ Three referees
- ◆ At least two should be consultants
- ◆ The more Australians the better

- ◆ If you have a referee's letter or work performance report, include it.



The Cover Letter

- ◆ Must answer:
 - Who are you
 - Whether you are qualified
 - Why you want this job
 - Where you want your career to go
 - What your strengths are
 - How beautifully you speak English!



The Cover Letter

- ◆ Must be addressed and written to a particular employer
- ◆ Research that hospital, find out what its values are
- ◆ Demonstrate how your abilities align with the organisational values



Part 2

The interview



General interview etiquette

- ◆ Be on time but be prepared to wait
- ◆ Wear neat formal attire
- ◆ Bring relevant documents
- ◆ Speak firmly but with respect
- ◆ Address **all** the interviewers
- ◆ Appear cheerful and motivated



Start of the interview

- ◆ “So tell us about yourself”
 - Opportunity to relax
 - Highlight the relevant parts of your CV
 - This part of the interview is mainly to assess your communication skills



Start of the interview

- ◆ “What interests you in working here?”
 - Do your research so you know:
 - What is unique about this workplace?
 - What are its best points?
 - What do people who work here value?
 - Present yourself to enhance your qualities that align with the above



Start of the interview

- ◆ “Where do you see yourself in 5 years?”
 - Asking for career goal
 - You need to show that you have a plan
 - Also show that you are motivated



Body of the interview

- ◆ “What are your strengths?”
 - This question may not come up
 - Sophisticated interviewers will judge your strengths rather than ask for them
 - They may have certain key strengths they want



Strengths

- ◆ Some commonly listed or sought-after strengths:
 - Good communication skills
 - Caring
 - Teamwork / multidisciplinary approach
 - Hard-working
 - Flexible
 - Honest
 - Knows own limitations
 - Able to admit fault
 - Patient-centred approach
 - Insightful
 - Careful
 - Professional



Strengths

- ◆ You cannot possibly have every strength!
- ◆ If you did, you would be:
 - Arrogant & unable to admit fault
 - Inexperienced in error & lacking in coping skills
- ◆ Different strengths will be useful for different roles



Body of interview

- ◆ “What areas do you find challenging?”
 - This is preferable to saying “weaknesses”
 - “Challenges” implies you will do something about them, ie have a plan to address them
 - Typically, they are broken down into:
 - Knowledge lack
 - Procedural skills
 - Attitudes/behaviours



Body of Interview

- ◆ “Tell me about a time when you had to make a difficult decision.”
 - Structured Behavioural Interview
 - They are looking for key qualities
 - You won’t know what those are
 - Tell a real story which shows *your* strengths



Body of Interview

- ◆ “What would you do if you were called to see a patient with...?”
 - TAKE THE HISTORY
 - DO THE EXAMINATION
 - MANAGE THIS PATIENT
- ◆ Avoid fixating on a particular problem or trying to list every possible cause
- ◆ Remember the patient is a person



Body of Interview

- ◆ “Have you ever had this happen? How did you deal with it?”
- ◆ Professional conduct, eg:
 - dealing with conflict in the workplace
 - dealing with a colleague in trouble
 - being part of a team



End of Interview

- ◆ “Any questions?”
 - If you say “no!”, then the interviewer will feel that they have not fully engaged you
 - Avoid asking questions that presume you’ve got the job
 - Do ask questions that emphasise your focus on patients, on learning, and on professionalism
 - You can ask some practical questions like “when will I hear about the outcome?”



The End

Any questions?