

CVs, Applications and Interviews

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The day is designed to enable participants:

- analyse and understand the requirements of a post and how to construct a targeted CV accordingly
- discuss common issues around building an effective CV – content, layout and presentation
- consider some of the NHS application form questions and strategies for answering them
- explore models and structures useful for answering common types of application form and interview questions
- to identify key positive interview techniques and explore how to deliver effective answers
- to clarify and practise the skills of self-presentation at interview
- to examine difficult interview questions and situations and explore techniques to overcome these

The programme will be a combination of presentation, individual and small group exercises, and participative work.

Programme

9.15	Registration and refreshments
9.30	Welcome and introductions What makes an effective CV? What do we need to communicate about ourselves and our experience?
10.45	Break
11.00	Application forms How to structure an effective answer. Avoiding common mistakes.
12.30	Lunch
1.00	Interviews Interview practice and feedback.
2.45	Break
3.00	Interviews How do we communicate effectively at interview? Structuring positive answers and planning for different types of questions. Strategies for dealing with difficult questions.
4.00	Close