



Professional Behaviours

CV & Interview tips
October 2020

What will you learn in this session?



Overview of professional standards expected:



Work/ Life guidelines



Appropriate versus inappropriate behaviour



CV & interview skills



Values and behaviours

Act with integrity

- Speak up for what is right, especially when it feels difficult
- Expect and deliver the highest quality outcomes
- Make decisions and act as if our personal reputations were at stake



Our values and behaviours define the expectations we have for working with our clients and each other to achieve Vision 2020

Work together

- Collaborate and share relationships, ideas and knowledge beyond boundaries
- Seek and integrate a diverse range of perspectives, people and ideas
- Give and ask for feedback to improve ourselves and others



Make a difference

- Stay informed and ask questions about the future of the world we live in
- Create impact with our colleagues, our clients and society through our actions
- Respond with agility to the ever changing environment in which we operate



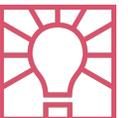
Care

- Make the effort to understand every individual and what matters to them
- Recognise the value that each person contributes
- Support others to grow and work in the ways that bring out their best



Reimagine the possible

- Dare to challenge the status quo and try new things
- Innovate, test and learn from failure
- Have an open mind to the possibilities in every idea



Day to day professionalism - be productive

Time management is crucial in being productive in the workplace.

Identify productivity blockers and common distractions

Mobile phones

Sitting with friends

Regular but not frequent breaks

Too many windows/tasks open on your desktop

Stop pop up notifications

Set times to check emails

Try to complete single tasks, not multiple at the same time

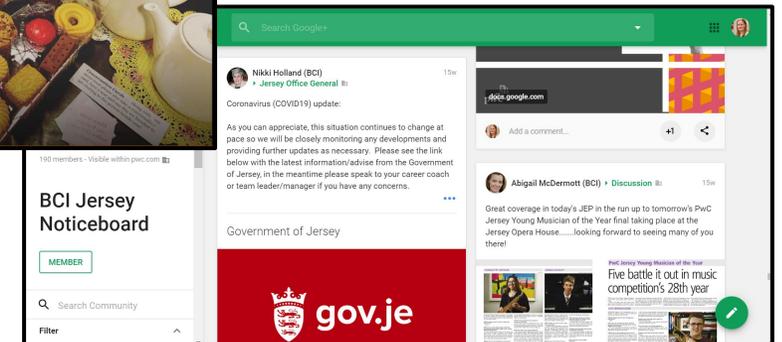
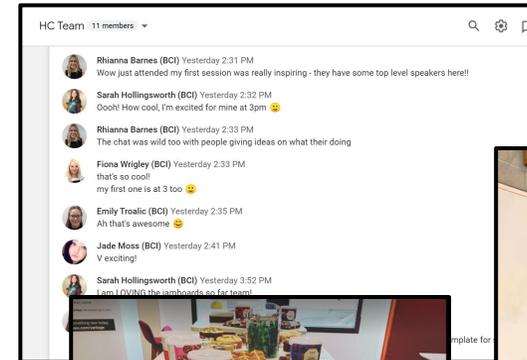
Speak up if you are being distracted by others

A day in the life...

Whilst working remotely

Keeping in touch

- Interaction with colleagues
- Support from Coach/ Buddy
- Team and individual calls/ face-to-face hangouts
- Instant messages
- Email
- Google - to collaborate on documents
- Importance of taking breaks away from the screen
- Booths, kitchen area and meeting rooms in the office
- Social events - e.g. National Pizza Day, MHAW, football/ netball tournaments



Work/ Life guidelines: wrap up

- Treat colleagues with respect
- Represent the firm at all times
- Avoid engaging in gossip
- Use Social Media with caution

Show discretion

Respect others

Avoid gossip



A few questions for you to think about...

- Do you have an up to date CV?
- Have you attended an interview before?
- Do you have a LinkedIn profile?

What is a **CV**?

Curriculum Vitae: an outline of a person's educational and professional history, used when formally applying for a job.

A CV is a marketing document in which you are marketing something: yourself! You need to "sell" your skills, abilities, qualifications and experience to employers.

What does a good CV contain?

1.
Name/ contact
details

2.
Personal
Statement/
Career Aim
(optional)

3.
Education and
Qualifications

4.
Work
Experience
and Career
History

5.
Key Skills/
Additional
Information

6.
Professional
Training (if
applicable)

7.
Interests/
Activities/
Positions of
Responsibility

8.
References/
Referees



Hints and tips

There is no single "correct" way to write and present a CV but the following general rules apply:

Personalise to target the job or career area which you are applying for e.g. ensuring it highlights the relevant skills and experience you have.

Ensure it's logically ordered, easy to read and not cramped.

Make it informative, but concise.

Ensure it's accurate in content, spelling and grammar. N.b. If you mention attention to detail as a skill, make sure your spelling and grammar is perfect!

Be concise, be positive, be honest!

Common mistakes

When asked what would make them automatically reject a candidate, employers said:

CVs with spelling mistakes or typos	CVs that copied large amounts of wording from the job posting	CVs with an inappropriate email address	CVs that don't include a list of skills
CVs that are more than two pages long	CVs printed on decorative paper	CVs that detail more tasks than results for previous positions	CVs that include a photo
CVs that have large blocks of text with little white space			

Common mistakes (cont...)

1 Bad formatting
(doc needs to be easily scanned)

2 Inappropriate email address

3 Typos & grammar mistakes

4 Irrelevant information



ladylover087@hotmail.com

tootalltocare@gmail.com

iwant2begod2@gmail.com

vodkadarling@yahoo.co.uk

talldarkandhandsome@ymail.com

I have 4 cats, who I take for a walk twice a day, walking being one of my favorite pastimes. Walking and cheese making. Oh, and planking, which is very cutting edge right now. When I was in primary school I got a gold star on a painting.....



What do you think went wrong with this interview?

Poor interview skills

You've put all
the work in,
now is your
time to shine

Before the interview...

- Do your research on the organisation - Website, Facebook & LinkedIn.
- Look at the organisation's mission statement and values.
- Read through the job description, match your skills to the skills they are looking for.
- Think of some questions to ask the interviewer- its a two way process.
- Work out your route to the interview in advance - aim to be five minutes early.
- Go through your CV and think about all of your achievements - what makes you stand out?
- Dress to impress.



During the interview



1.

Remember its ok to be a little bit nervous.

2.

Bring your CV and some notes with you for reassurance

3.

Open body language.

4.

If there are more than two interviewers interact with both.

5.

Be yourself; you should be professional but let your personality shine through.

6.

Its ok to speak about your weaknesses, but frame them positively and show how you are improving them.

7.

Remember what you are good at and sell yourself!

8.

Ask the questions you have prepared, stay engaged and interested.

9.

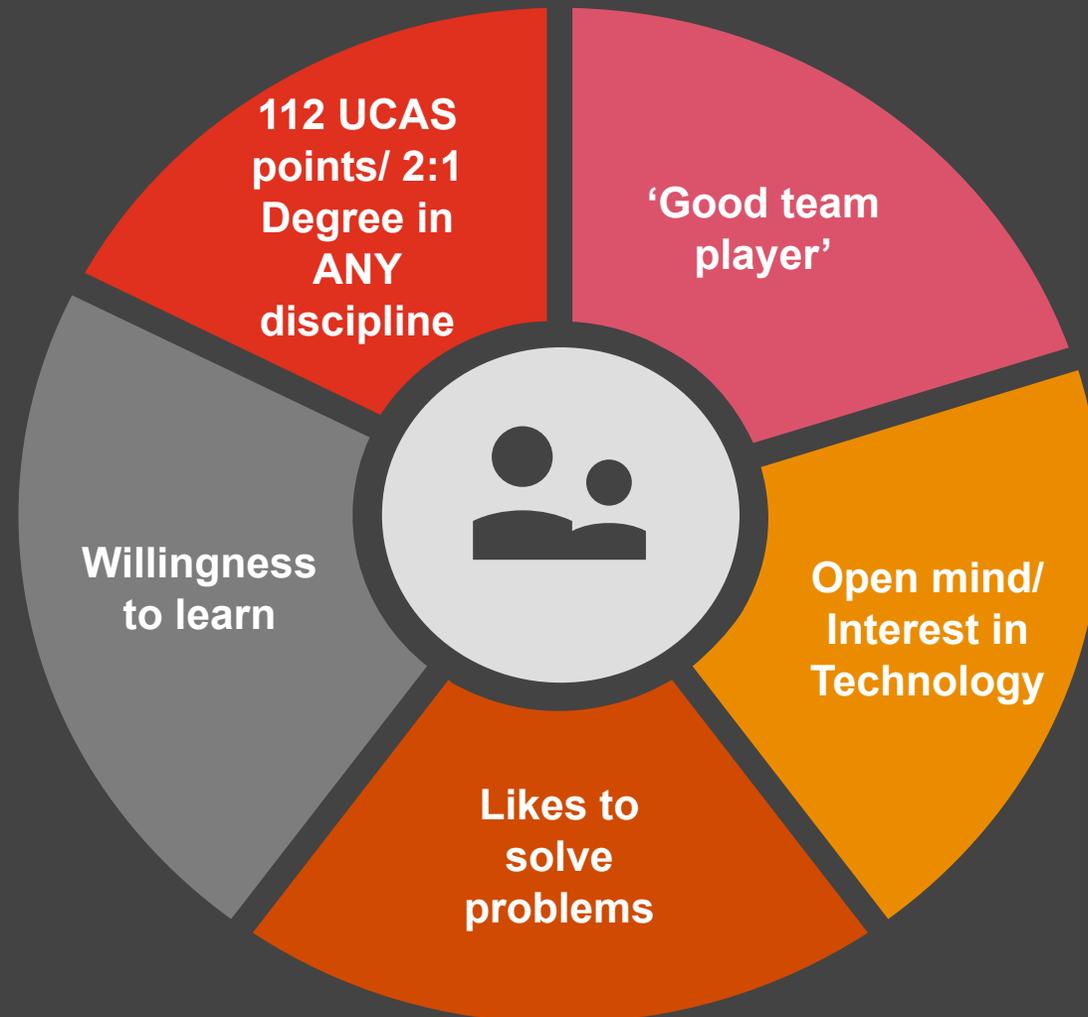
Finally, remember this interview is also to see if this job is for you!

What do we look for continued...



Some PwC Attributes to help you with the application process:

- Whole Leadership
- Relationships
- Technical Capabilities
- Business Acumen
- Global Acumen



Social media

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Thank you.

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