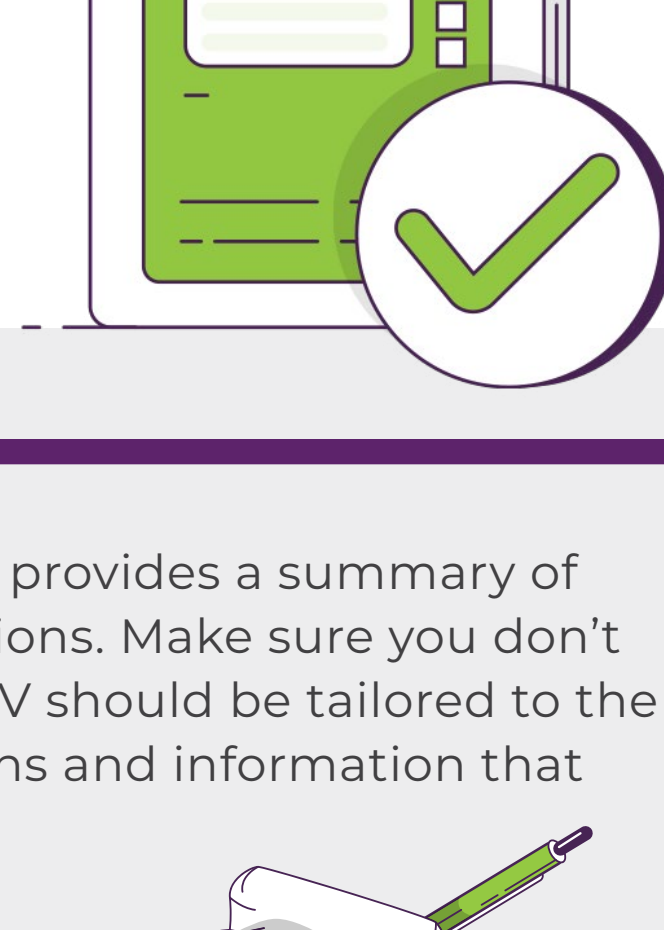




Before you start looking for a job, you need to know the following

- How to put together a CV (Curriculum Vitae)
- The top 10 South African job boards and create a profile on each of them.
- What recruiters look for in a candidate
- How to use job search engines
- How to answer common interview questions
- How to build a strong LinkedIn profile.
- More information on the company where you are applying.



1. Curriculum Vitae Tips

A Curriculum Vitae (CV), also known as a resume, is a document that provides a summary of your education, work experience, skills, achievements, and qualifications. Make sure you don't misrepresent any information on your resume. The content of your CV should be tailored to the specific job for which you are applying, but here are some key sections and information that should typically be included.

Contact Information:

- Your full name
- Contact number
- Email address
- LinkedIn profile (if applicable).
- Optional: Address (Do not include your residential address for fraudulent purposes, only include your Area and street name).

Resume Objective or Summary:

- A brief statement highlighting your career goals and what you can bring to the position.

Education:

- List your academic qualifications in reverse chronological order, starting with the most recent.
- Include the name of the institution, degree earned, major, graduation date, and any relevant honours or awards.

Work Experience:

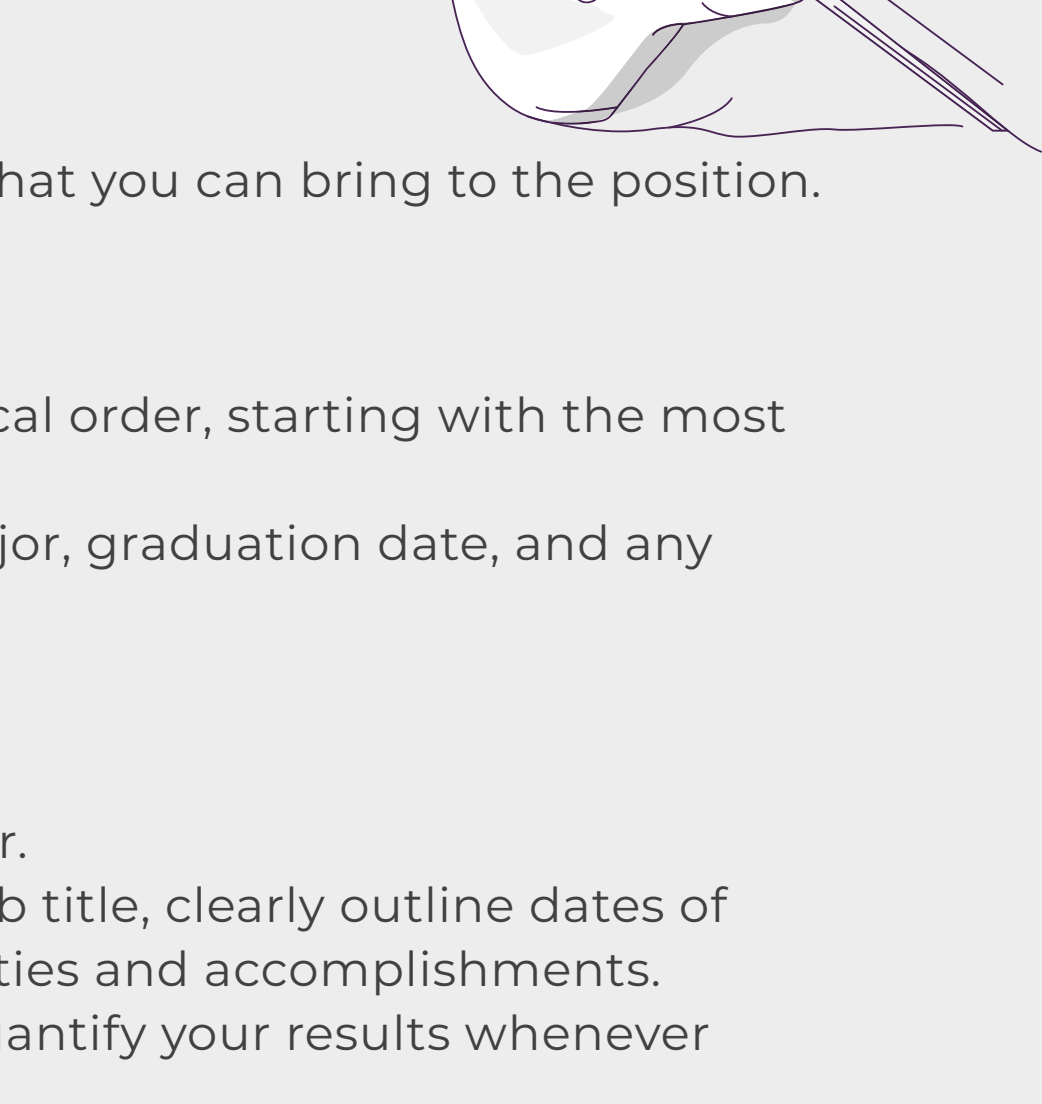
- List your work experience in reverse chronological order.
- Include the name of the company/organisation, your job title, clearly outline dates of employment, and a description of your key responsibilities and accomplishments.
- Use action verbs to describe your achievements and quantify your results whenever possible.

Skills:

- Include both hard and soft skills relevant to the job for which you are applying.
- Hard skills can be technical skills like programming languages or certifications.
- Soft skills can be interpersonal skills like communication, leadership, or teamwork.

Certifications and Licences:

- Mention any relevant certifications, licences, or professional memberships.



2. Job Search Tips

Resume and Cover Letter:

Create a well-structured resume and customise it for each job application, if necessary. Write a compelling cover letter that highlights your qualifications and explains why you're a good fit for the specific position.

Online Presence:

Update your LinkedIn profile and other professional social media profiles. Many employers and recruiters use these platforms to find candidates. LinkedIn is a professional platform so make sure your profile picture on LinkedIn or any other social media platforms you note on your CV is appropriate. First impressions count.

Networking:

Build and expand your professional network. Attend industry events, join relevant online forums or groups, and connect with people in your desired field. Networking can often lead to job opportunities that are not advertised publicly.

Job Search Engines:

Use job search engines like CareerJunction, Careers24, Pnet, Indeed, LinkedIn, Glassdoor, and Monster to search for job openings. Most of the websites have job alert function, create job alerts to be notified of new positions in your field.

Company Websites:

Visit the websites of companies where you would like to apply. Many companies post job openings on their career pages before advertising them elsewhere. You can also set alerts on many direct company websites.

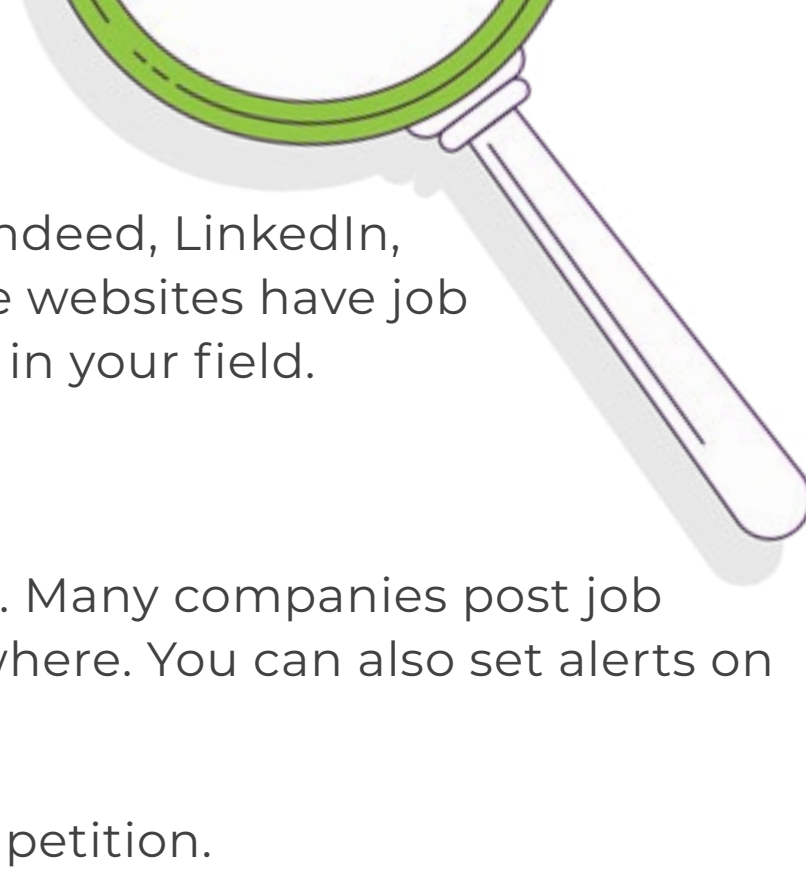
Try to apply through the Company career page to reduce competition.

Prepare for Interviews:

Practice common interview questions and prepare strong responses. Research the company before your interview and be ready to discuss how your skills align with their needs. We have shared some tips below.

Dress and Act Professionally:

When you secure an interview, dress appropriately and arrive on time. Show professionalism, confidence, and enthusiasm.



3. Technical preparation for an interview

Technical Preparation/Video interview:

Test Your Equipment:

Check your computer's camera, microphone, and internet connection before the interview. Ensure your camera is at eye level to maintain good eye contact.

Download Necessary Software:

If the interview will be conducted on a specific online platform (e.g. Zoom, Skype, Microsoft Teams), ensure you have the updated software installed on the device.

Prepare for Video Interviews:

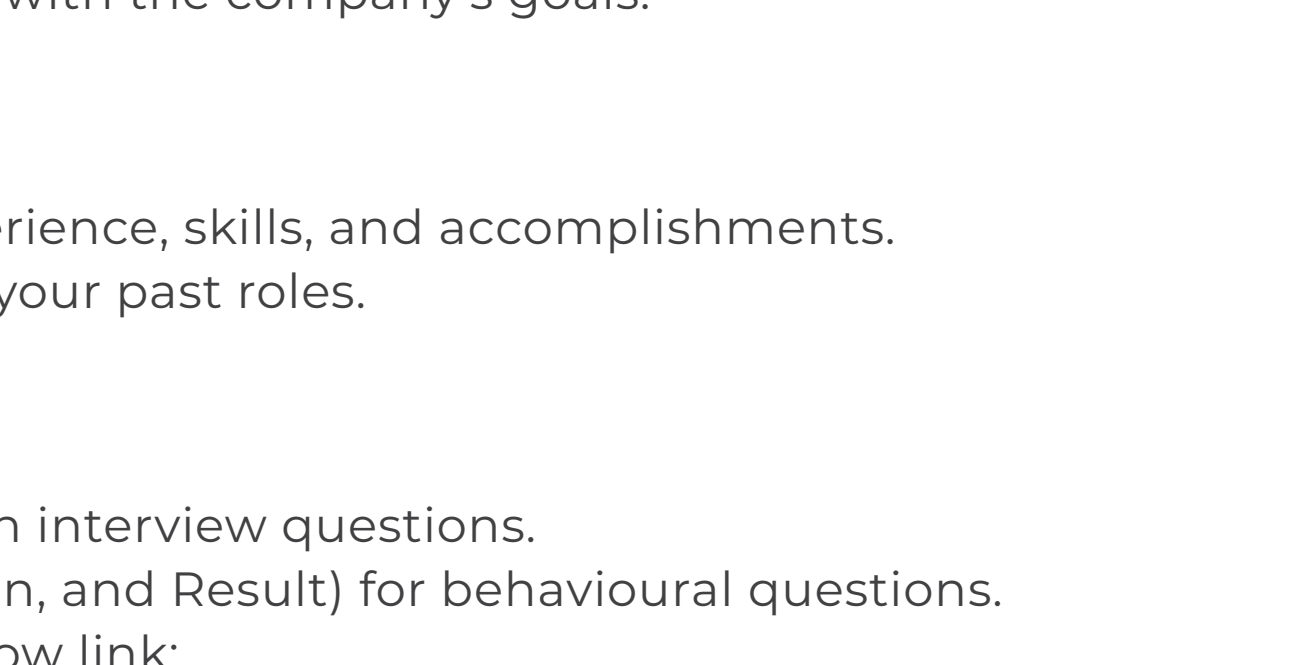
Video interviewing has become a more standard way to conduct interviews. This may be one of the first ways a potential employer gets to meet you in person, preparing a background is an important step. If you plan to use a physical background, keep it simple and uncluttered. Try to avoid backlighting and incorporate natural light, if possible. If you plan to use a virtual environment, select something clean and straightforward. Regardless, always practice with a background before the interview to create the best presentation.

Choose a Quiet Location:

Select a quiet, well-lit space for the interview. Inform household members about the interview to minimize disruptions.

Have a Backup Plan:

Keep a backup device or an alternative internet connection in case of technical issues.



4. Interview Content

Research the Company:

Understand the company's history, products/services, values, mission, and recent news. Be prepared to discuss how your skills align with the company's goals.

Review Your Resume:

Refresh your memory about your work experience, skills, and accomplishments. Be ready to discuss specific examples from your past roles.

Prepare Answers for Common Questions:

Anticipate and rehearse answers to common interview questions. Use the **STAR** method (Situation, Task, Action, and Result) for behavioural questions. Watch a video of **STAR** explained on the below link:

<https://youtu.be/8QfSnuLBNy8>

Understand the Job Description:

Analyse the job description and requirements to tailor your responses to the specific needs of the role.

Prepare Questions:

Have thoughtful questions ready to ask the interviewer about the company, team, and role. Avoid asking questions that can be easily answered through basic research. Always be honest because any information provided on your CV or during the interview may be subject to verification during the hiring process.

5. Professional preparation for an interview

Professionalism:

Body Language:

Maintain good posture and make eye contact with the camera/hiring team if the interview is in-person. Be aware of facial expressions and gestures.

Practice Speaking Clearly:

Speak clearly and at a moderate pace. Practice with a friend or record yourself to identify areas for improvement.

Minimise Distractions:

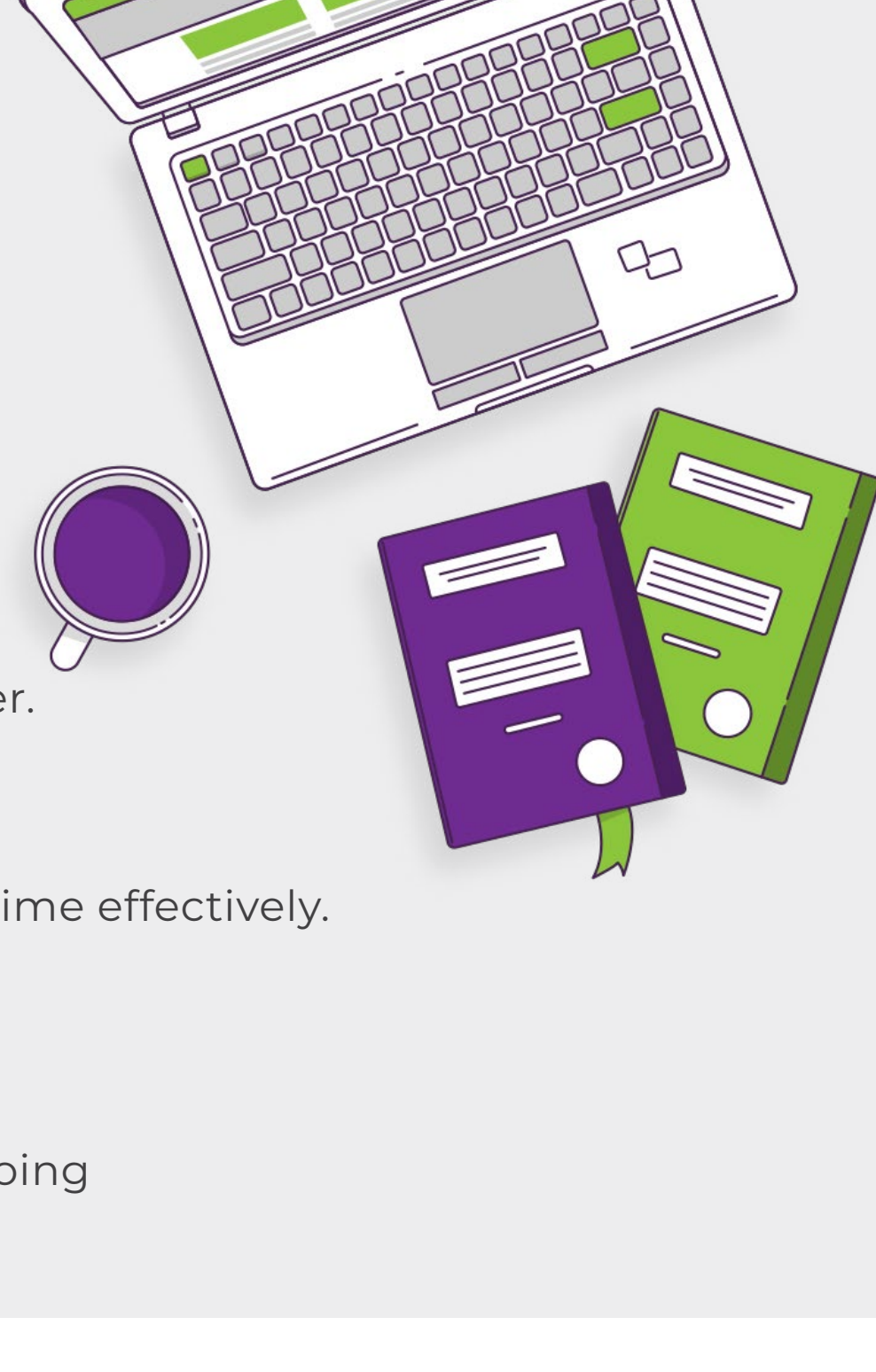
Turn off notifications on your computer and phone. Close unnecessary tabs or applications on your computer.

Time Management:

Be mindful of the interview duration and manage your time effectively. Avoid going off on tangents; keep responses concise.

Supporting Documents/Qualification:

Always try to have all your documents certified before going to an interview.



6. Post Interview

Follow-Up:

Send a thank-you email expressing gratitude for the interview. Reiterate your interest in the position and briefly mention why you believe you're a strong fit.

Remember that a video interview is an opportunity to showcase not only your qualifications but also your adaptability to remote work. Practice and preparation will help you feel more confident and perform at your best during the interview.

Interview Questions

Use the below links to review common interview questions:

[28+ Common Interview Questions and How To Answer Them | Indeed.com](#)

[50+ Top Interview Questions and Answers in 2023 | The Muse](#)



7. How to build a strong LinkedIn Profile

Choose the right profile picture for LinkedIn:

Your LinkedIn profile picture is your first impression, serving as a calling card. Dress professionally. Add a background image that provides context and offers insight into your interest.

Make your headline more than just a job title:

Your profile description doesn't have to be limited to just a job title. Utilise the headline section to elaborate on your role, express your motivation, and highlight what drives you. Gain inspiration from adept social selling sales reps by checking out their profile headlines.

Turn your summary into your story:

Ensure you have a LinkedIn summary – many candidates still overlook this. Your summary is an opportunity to narrate your story; do not merely list skills and job titles. Bring the significance of your skills to life and illustrate the impact they can have on those you collaborate with. Invest time in crafting your summary, experiment with drafts, and seek feedback.

Grow your network:

Simplify growing your LinkedIn network by syncing your profile with your email address book. This allows LinkedIn to suggest potential connections without sending requests without your approval. Follow up meetings with connection requests to maintain an active and updated network.

List your relevant skills:

A quick win on LinkedIn is scrolling through and selecting relevant skills to strengthen your headline and summary. Ensure the list remains pertinent.

Take a skills assessment:

A skills assessment is an online test showcasing your expertise, accompanied by a Verified Skills Badge on your profile. Verified skills boost your hiring chances by about 30%, and displaying proof strengthens your overall personal brand.

Showcase your passion for learning:

Upon finishing a LinkedIn Learning Course, you can add the course certificate to your profile via the Learning History section in your LinkedIn Learning account. This is also where you can share learning updates with your network if you choose.

Share media and marketing collateral:

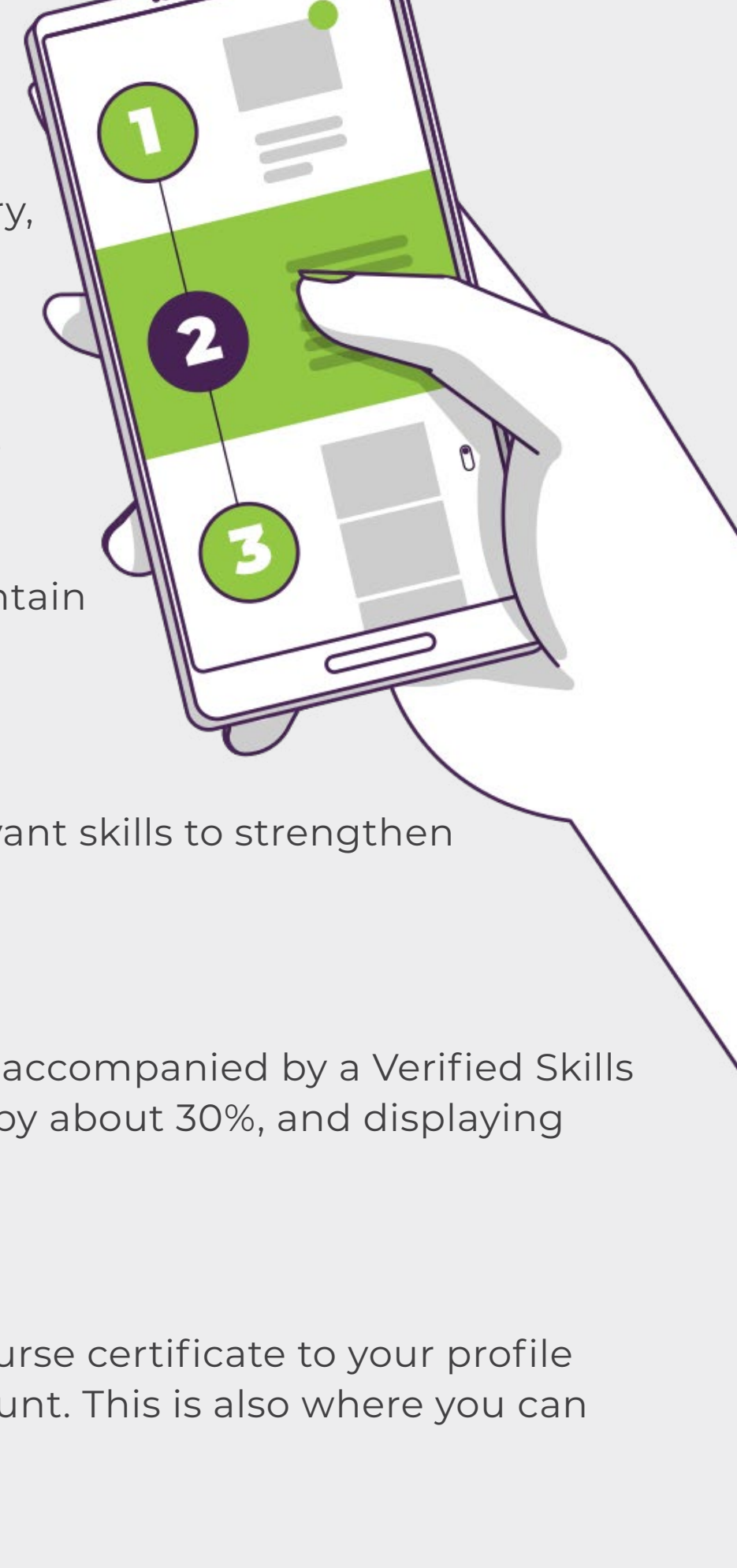
Enhance your profile by sharing marketing collateral from your business, such as case studies and white papers. This content showcases your company's identity and gives insight into your passion and commitment.

Share relevant content from your LinkedIn feed:

Having an active role in your LinkedIn network is more impactful than just having connections. Share valuable content with your network to appear in their feeds and add value.

Follow relevant influencers in your industry:

Following relevant influencers on LinkedIn broadens your feed with interesting content, which you can share to add value. It also provides context to your profile, showcasing your passion for your work.



8. Job Boards Links

- [Giraffe.co.za](#)
- [BizCommunity Jobs](#)
- [Careers24](#)
- [Indeed](#)
- [Career Junction](#)
- [Pnet](#)
- [Executive Placements](#)
- [Glassdoor](#)
- [Careerjet.co.za](#)
- [Bestjobs.co.za](#)
- [JobMail.co.za](#)
- [Jobspace.co.za](#)
- [Jobvine.co.za](#)
- [GrabJobs](#)
- [Careers Portal](#)
- [Google Jobs](#)
- [Recruit My Mom](#)
- [Government Jobs](#)
- [Junk Mail](#)
- [FreeRecruit.co.za](#)

Disclaimer:

The information and resources provided in this Job Application and Toolkit Guideline (Toolkit Guideline) is intended to assist job applicants in their search for employment opportunities, improve their job seeking skills and enhance their interview performance. While we strive to offer accurate and helpful information in this regard, we cannot guarantee the success of any individual in their job search or application process. The use of the information and guidelines provided in the Toolkit Guideline is at your own discretion and risk.

We are not an employment agency or employment consulting service and as such we do not make any promises or guarantees regarding the availability of employment opportunities or the success of any person attempting to secure employment. Finding employment is influenced by many factors beyond our control such as qualifications, skills, experience and employer preferences. To this extent, you may wish to engage an employment agency or consultant.

You expressly understand and agree that we shall not be liable to you or any other party for any losses whether it be direct, indirect, incidental, consequential, special damages, income or loss of opportunity resulting from you making use of and/or relying on the information provided in the Toolkit Guideline in seeking employment opportunities and interview performance.

