**Career & Employment Service**

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These questions and clear steps are designed to bring you closer to your dream job and to develop your self-awareness and employability skills. The best way to use this workbook is to keep adding to it throughout the Professional Development Program, and beyond!

Professional Development Program

Workbook

1. My VIPS (Values, Interests, Personality, Skills)

2. Employability skills

3. Developing Experience

4. Informational Interview

5. Exploring your Options

6. My Career Goal

7. Job Search - Ways to look for work?

8. Job Analysis

9. My resume/CV

10. My referees

11. Cover letters

12. Be the recruiter exercise

13. Interview skills – Phone & Video Interviews

14. Interview skills – Guest presenter

15. Psychometric Testing & Gamification

16. Assessment Centres

17. Linkedin

18. Professional Branding

19. My Online Presence

20. Networking – My Elevator Pitch

21. Compass exercise questions

22. My Career Action Plan

23. How will I stand out from the crowd?

**Session 4**

1. **Assessment Centres**

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| **When thinking about assessment centres, which areas do you think you still need help with and need to improve on?**   |  |  |  | | --- | --- | --- | |  | Why? | How/where could you practice? Who could help you? | | Psych Testing |  |  | | Group exercises |  |  | | Presentations |  |  | | Role Plays |  |  | | Written Assessments |  |  | | Interviews |  |  | | Networking events |  |  | | Other |  |  |   **Homework**  **Continue to work through your MQ Career Ready Program, focussing on the following sections:**     1. **Linkedin (Slide 54)**   **Homework**  **Build or review your Linkedin profile based on what you have learned today.**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |   **General Notes** |
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