



Goal

To help you find the right job for you, and help you stand out throughout the recruitment process

Get the job you love!

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Overview

- Our stories
- Identifying the job for you
- Marketing brand YOU
- Resume and cover letter
- Key selection criteria
- Interview
- Volunteering, Networking & Mentoring
- Words of wisdom
- Action plan

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Maree's story



Development of a Valid and Reliable Malnutrition Screening Tool for Adult Acute Hospital Patients



MAREE FERGUSON, PHD,* SANDRA CAPRA, PHD,* JEDY BAUER, M HLTH SCI AND MERILEEN BANKS, M HLTH SCI



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Rhiannon's story



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Identify the job for YOU

- What are you passionate about?
- What tasks do you like doing or find easy to complete?
- What tasks do you hate doing or find difficult to complete?
- What knowledge and skills do you have?
- What are your strengths?
- What are your unique selling points?



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Identify the job for YOU

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Identify the job for YOU

- Think about where you want to be in 3-5 years
- Think about where you want to be in 6-10 years
- Write down your career goal/s
- Take some time now to consider where you are NOW and how you are going to achieve your goal/s.

Ask yourself:

- Do I like the work I'm doing?
- What would I like to do more of or less of?
- What do I need to do to get the job I want?
- Am I willing to do this?

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Where to find that job


- Networking
- Volunteering
- Word of mouth
- Government websites
- Seek.com
- DAA
- Dietitian Connection

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Marketing yourself

- Why would it be important to market yourself?
- What are you marketing?
- Who to?



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What are employers looking for

- A leader!!!
- Initiative/Proactive
- Innovative
- Questioning approach
- Critical thinker
- Outcomes-focused
- Solution-oriented
- Team player
- Self awareness
- Positive attitude!







How to sell yourself

- Volunteer
- Networking
- Committees
- PD events
- Locum lists
- Social media
- Blog/website

“Whole package = Brand YOU”





Brand

- Message about a product
 - What product has to offer (value)
 - What sets the product apart from others (uniqueness)
- “A brand is nothing less than everything everyone thinks of when they see or hear your name” (K. Ferrazzi)

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YOU Inc.

- Think of your career as a business
- Think of yourself as CEO of brand YOU
 - Your employer is your “customer”
 - Market your “brand” to your employer

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“Brand YOU”

- Define your product/brand
 - Unique strengths/experiences/qualifications/ accomplishments
 - How are you different from others?
 - How can you add value to organisation?
- Create elevator speech

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Activity – Brand YOU

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Cover Letter

- Not always a requirement
- Introduction to yourself
- It may save you SPACE later (ie. short response)
- Be brief!
 - Letter format including name, address, date
 - Address it to the correct person!
 - Include a description of the job you are applying for
 - A summary of your experience
 - Include a point of difference – separate yourself from the crowd!
 - Advise you look forward to the opportunity to demonstrate your skills at interview
 - Signature

Resume

- No more than 4 pages
- Vision
- Personal contact information
- Education history
- Employment history → SKILLS
- 'Extracurricular' → OUTCOMES
- Research/publications → OUTPUTS
- Referees x 2

Curriculum Vitae/Resume

- Referees
 - Name, organisation, phone, email, relationship to you
 - Remember to ask you referees BEFORE including them on your CV
 - Ensure one referee is your most recent supervisor/line manager
 - Insight into your professional relationship with them – appropriate for the position?
 - Provide them with a copy of your application
 - Let them know if you receive an interview!
 - Make sure they are not on leave!
 - Complete this process for EVERY application you make

Tips for a stand-out resume

- Demonstrate your unique skills and strengths
- Highlight skills and experience relevant to the job you are applying for
- Avoid generic statements
- Provide examples and demonstrate outcomes
- Use action words e.g. led, chaired, evaluated
- Check there are no mistakes
- Keep your resume concise

FAQ

- What if I don't have any work experience?
- What if I have a gap in my work history?
- What if I don't have any referees?
- What if I didn't get along with my supervisor/manager?

Key selection criteria

Key Attributes/Workplace Behaviours

Clinical Expertise	Demonstrated ability to apply knowledge, skill, and expertise in nutrition and dietetics across a broad spectrum of clinical areas
Team Participation/Communication	Demonstrated ability to participate in dietetic and multidisciplinary teams under the clinical practice supervision of senior practitioners, including the utilisation of negotiation and conflict resolution skills as required
Quality Improvement	Demonstrated ability to participate in the identification, development, implementation and evaluation of quality and service improvement and/or research activities
Leadership	Demonstrated ability or ability to provide clinical supervision and education to students, less experienced staff members, and support staff

Key selection criteria

- Utilise the STAR method:
 - Situation – what was the background/context of the example?
 - Task – what was your role?
 - Activities – what did you do and how did you do it?
 - Results – what were the outcomes/results?

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Positive Statements.....

- **Initial statement** on why you meet the criteria:
 - "I possess a high level of skill in....."
 - "My role demands that I....."
 - "I have excellent knowledge in....."
- **Supporting statement:**
 - "In my role as...I demonstrate my ability to....."
 - "Examples / Evidence of knowledge include....."
- **Validity Statement or achievements** to support your experience:
 - "The attached statement from....."
 - "I have improved....."
 - "Feedback I have received indicated...."
- **Concluding assertion** to reinforce why and how you meet the criterion:
 - "I believe that through this I have gained....."
 - "This demonstrates....."

DEMONSTRATE – give examples !!

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Key selection criteria - Tips

- "I" statements vs "we" comments
- Avoid generic statements e.g. I am a good team player
- Use multiple (and different) examples
- Try to use different examples for the different criterion if possible
- Use action words/verbs
- Be concise
- Try to collect examples throughout the year so that you have them at hand when that perfect job arrives!

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Key selection criteria - formatting

- Use each selection criterion as a heading, in the same order as presented in the job description, and then respond underneath
- Consider using bullet points
- Do not exceed any word limits
- Where there is no page limit, around half a page per criterion is suitable

Clinical


< 5 years experience	> 5 years experience
<ul style="list-style-type: none"> • Varied clinical areas • NCP (inc ABCDE) • EBP • Prioritisation • Continuum of care • Patient centered counseling 	<ul style="list-style-type: none"> • Specialising in one or more areas • Contributing evidence to practice • Sought out by peers • Influencing service • Strategic planning

Clinical

- I have clinical dietetics experience in a large tertiary hospital inpatient and outpatient service, as well as experience working in a primary healthcare clinic. I have experience working in Cardiovascular, Diabetes, Renal, Medical Assessment and Planning, and Spinal Injury units, as well as with malnutrition, obesity and weight management, oncology and gastroenterology. In addition, I have completed a course in paediatric dietetics.
- I have demonstrated clinical knowledge, expertise and skill in provision of clinical nutrition and dietetic services as outlined in the following example. I assessed a 69 year old male referred for poor oral intake and recent weight loss, with a background of mild ETOH abuse and medically diagnosed depression. His diet history revealed he was consuming two small meals/day, due to lack of motivation to eat and had limited access to food/supermarket. My nutrition diagnosis was malnutrition as he was meeting less than 50% of his protein and energy requirements, had significant unintentional weight loss, and muscle wasting. My nutrition intervention included strategies to increase protein and energy at home in relation to poor appetite, including supplementing meals/drinks, meals on wheels (MOW) and frozen meal options. After discussion with the patient who thought MOW would be the best option, I consulted with the social worker to request assessment of patient for MOW eligibility. I also referred the patient to a psychologist, which resulted in him being referred to a community counselling service. I reviewed the patient via phone interview one-week post discharge to evaluate my intervention and the outcomes the patient reported were, high satisfaction with MOW, improved meal intake to 3 meals/day and larger portion sizes, no evidence of further weight loss and feeling more energetic.
- Feedback from preceptors ...


Communication/Teamwork

< 5 years experience	> 5 years experience
<ul style="list-style-type: none"> • Communication skills - eg. Verbal, non-verbal • Interpersonal skills - eg. Active listening • Perspectives of others • Active member of team • Paraphrasing, summarising • Patient centered counseling (ie MI) • Conflict resolution • Communication style • Self reflection 	<ul style="list-style-type: none"> • Adjusting own communication style • Theory behind behaviour • Strengths based approach • Broader example


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Communication/Teamwork

- I was a regular contributor to multidisciplinary team meeting discussions on patient progress and provided my opinion on patients from a nutritional perspective. For example, I communicated with the speech pathologist and expressed my concerns for a patient admitted with a recent stroke as he appeared to show signs of dysphagia. As a result of our discussion, the patient was assessed and placed onto moderately thick fluids to reduce his risk of aspirating.
- While on community placement I collaborated and worked effectively with the Allied Health Assistant, who is a key stakeholder in the administration support and effective running of the 'Food Facts' group program. Building a strong relationship with this key stakeholder allowed me to effectively advocate for changes within the 'Food Facts' program, resulting in the new resources I created being integrated into the program.


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Service Improvement/Research

< 5 years experience	> 5 years experience
<ul style="list-style-type: none"> •All steps of the QIP •Key stakeholder identification •EBP/Guidelines •Dissemination of information •Success measures •Outcomes •SWOT/Lit RV/Benchmarking •Self reflection 	<ul style="list-style-type: none"> •Wider impact •Increased complexity •Contribution to models of care


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Quality Improvement

- Whilst working as a Nutrition Assistant, I identified that enteral feeds remained on the hospital wards beyond their expiry date.
- I identified this to be contributing to a number of clinical incidents in which patients were given out-of-date enteral feeds, and high wastage costs of expired stock, compromising patient safety and the overall service efficiency.
- I developed a procedure to assess and monitor the current stock levels of enteral feeds and their associated date of expiration throughout all wards in the hospital.
- I implemented a trial of monthly stock audits, and redistribution of feeds close to expiration date to wards with a current high demand.
- After three months, an evaluation revealed this new procedure was feasible and effective and led to improved patient safety through a reduced number of clinical incidents, and decreased costs associated with wastage.


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Leadership

<5 years experience	> 5 years experience
<ul style="list-style-type: none"> •Initiative •Innovation •Workplace culture •Above and beyond •Personal preferences (insight) •Supporting others •Representation •Self awareness and reflection 	<ul style="list-style-type: none"> •Increasing ability e.g. leading projects/teams •Influence and advocacy •State/national level representation •Contribution to others – mentoring/supervision


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Leadership

- I have acted as a resource to staff through the provision of information, guidance and training during my time as assistant manager at store X.
- I provided leadership on a daily basis to my team to ensure the store ran smoothly; this included conducting daily meetings with staff to discuss the tasks for the day and the current issues highlighted by head office and seeking feedback from them with regard to how we could address these issues.
- I conducted group training sessions with new staff and followed up with one-on-one training with staff during their shifts. This enabled me to spend more time with staff that required extra assistance whilst ensuring all team members had the same base level of knowledge.
- Another of my responsibilities was to provide feedback on work performance and create an environment conducive to learning; this meant I needed to be able to objectively assess performance (sales targets, KPIs) and provide constructive feedback while maintaining working relationships.


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Pre-interview

- Prepare responses to common questions
- Be prepared for unexpected questions also
- Practice, practice, practice
- Research the position, department and organisation
- Call contact person
- Prepare some questions to ask at the end of the interview
- Plan what you will wear and how you will get to the interview

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Interview

- Be prepared – know the KSC
- Be yourself
- Answer the question
- Manage your time
- Have a framework or structure for responses
- Provide **evidence** of knowledge, skills and attributes
- Use 'I' not 'WE' – own the response
- Practice makes perfect 😊
- Seek feedback and apply it for next time!

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Winning interview techniques

- Act professional, look professional, BELIEVE in yourself
- Make positive first impression, arrive early
- Make eye contact and establish rapport
- Good posture and smile
- Take notes, make sure you understand the question
- Use STAR format to respond to questions
- Ask the panel some questions at the end and thank them for their time

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Questions to ask

- What changes or improvements would you like to see in this job?
- What would you most like a new employee to bring to this job?
- What challenges might I experience in this job?
- Why is the position vacant?
- I'm very interested in further developing my skills in.....(refer to an area in the Job Description), would there be an opportunity to achieve this?

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Other questions you could ask

- What do you consider is the biggest challenge for the person in this position?
- How will you evaluate my performance in the first 3-6 months?
- What are the prospects for growth and advancement?
- How do you typically orient new people to the department?
- What do you see are the key focus areas for the department?

Close

- Do you have any outstanding questions or concerns that I can address for you today?
- What are the remaining steps in the selection process?

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Winning interview techniques

After the interview


- Send the selection panel an email to thank them for their time
- Reflect on the interview and what you did well and what you could improve upon – write it down as this will help for your next interview
- Call for feedback within about two weeks of the interview



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Understanding the referee's role

- If your interview has been successful and you have been short listed as one of the preferred applicants, your referee/s may be contacted.
- Referee checks are used to support the information you have given in your application and interview
- Remember to contact your referee before your interview and send them a copy of your application; and thank them for their time

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5 key tips to success

- HOW ARE YOU UNIQUE?
- Prepare, prepare, prepare
- Practice, practice, practice
- Demonstrate value – examples/results
- Stand out

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Top 10 tips during the job hunt

1. Look for positions within organisations that suit you!
2. Give your written application the time it deserves
3. Follow instructions and maximise your opportunity!
4. Choose your referees carefully
5. Request feedback on your application from peers, mentors prior to submitting
6. Provide evidence for your statements (application & interview)
7. Prepare for your interview (eg. What do you want to get across)
8. Keep your responses simple! You can always add higher level statements or examples later!
9. Be aware of how you present at interview
10. Request feedback and use this to your advantage!

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Mock interview - Clinical

It is 4pm on a Friday afternoon and a nurse on the ward calls you to refer three patients for dietetic intervention. She states they are urgent.
Mr X has his bags packed awaiting discharge. He has poorly controlled T2DM.
Mr Y has lost 8% of his body weight in the past month. He is on a full diet, has high cholesterol, and T2DM
Mrs Z has returned from having a PEG inserted being NBT from 8am that morning. She was previously well established on a continuous regime meeting 100% of per requirements

Please outline how you would manage this situation. Outline your NCP for your highest priority patient.

Mock interview - Communication

A more experienced dietitian peer reviews you in clinic with a patient. The process of peer review is usual practice in your workplace. After the patient leaves, the experienced dietitian states she disagrees with your intervention. Explain to the panel how you manage this situation.

Mock interview – Quality improvement

Tell the panel a time where you have improved a service.

Mock interview - Leadership

Initiative and leadership can be demonstrated at every level. Explain to the panel, a time when you have demonstrated leadership and initiative.

Mentoring

- [Mentoring at work...](#)
- Identify what support you receive
- Identify any gaps in your practice/areas you would like to develop
- Seek out a mentor to fill those gaps
- Don't be afraid to ask
- Have as many mentors as you can!
- Mentors may change as you do

Networking

- Who you know → so let people know you!
- Opportunities galore
- Volunteer!
- DAA (IG's, branch, mentors, events)
- Dietitian Connection (events, volunteer)
- Conferences

Volunteering

- Who you know
- Networking
- Like an on the job interview
- Build skills, knowledge
- Demonstrates leadership & initiative
- Fills gaps in your CV

Action plan



Words of wisdom

#1 Relationships/networking



Words of wisdom - Maree

- Be yourself
- Identify and capitalise on your unique strengths
- Seek out the advice of many mentors
- Lifelong learning
- Seize opportunities
- Dream big
- Consider non-traditional career pathway
- Live in the moment and enjoy the here and now

Words of wisdom - Rhiannon

- Surround yourself with those that inspire you
- Be open to feedback
- Strengths based approach → you will be more satisfied with your job and will perform like a superstar
- Strive for outcomes
- Write as you go, or you will forget!
- Don't pigeonhole yourself too early
- Initiative, initiative, initiative

Good Luck!

Practice makes perfect

Get your dream Job!