

HR EXCELLENCE IN RESEARCH

HR Research CV'S & Job Applications

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A TRADITION OF
INDEPENDENT
THINKING



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Welcome



Training Objectives

At the end of this training session, you will be able to:

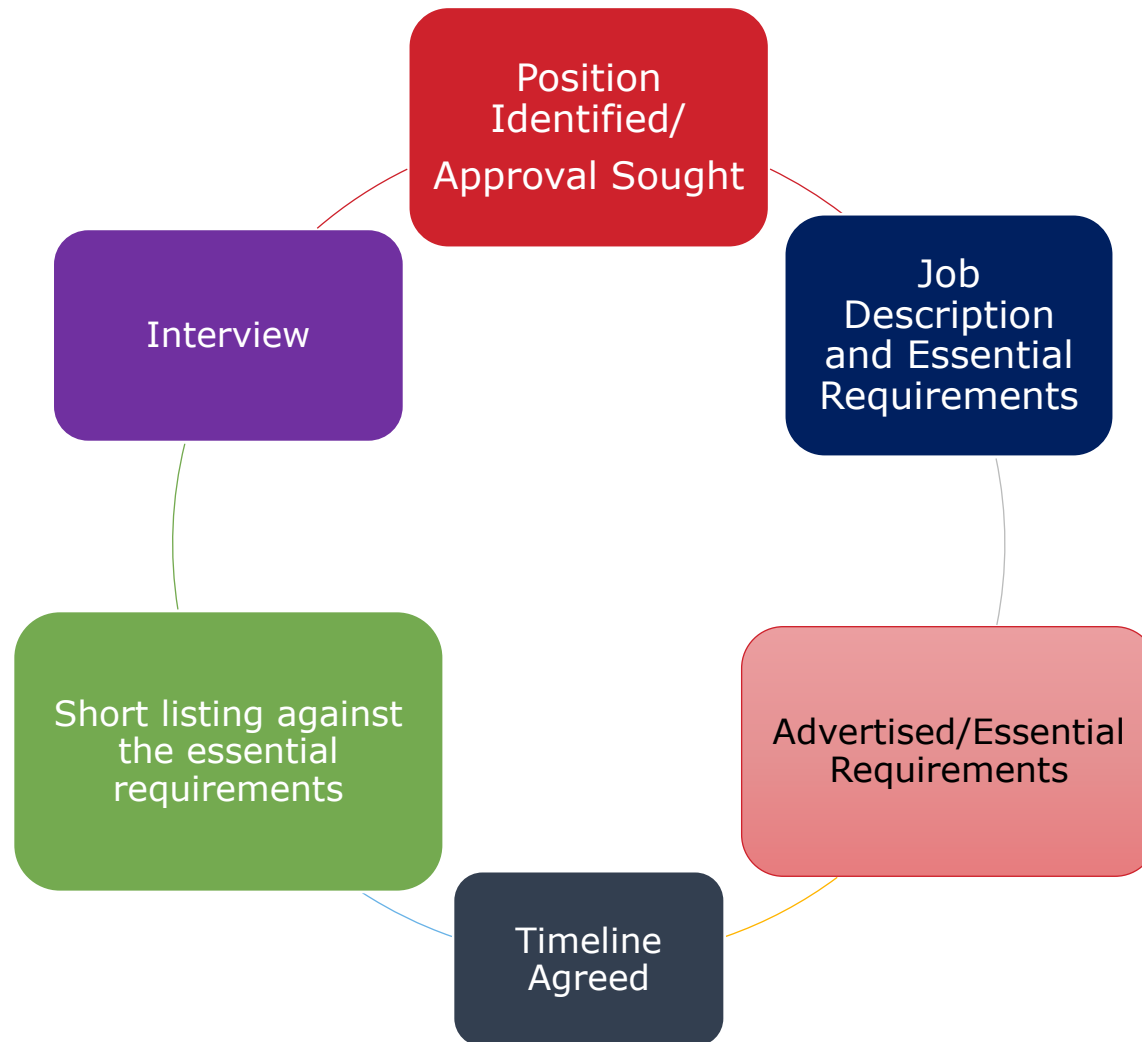
- Understand where CV's sit in the overall Recruitment process
- Understand what a Competency Based CV is
- Write a cover letter



Recruitment



Job Creation Process



Every Job Description



Will include the following:

- Job Title
- Job Outline
- Job Scope
- Essential Requirements
- Person Specifications
- Education qualifications & Training



Essential Requirements



- What must you know? (examples: knowledge of teaching or research experience.....)
- What must you be? (examples: team player or well organized, good communicator.....)
- What must you have? (example: a PhD, skill, years of experience.....)



Shortlisting Process



The purpose of shortlisting is to determine which applicants will be:

- Selected for interview because they meet all the essential criteria for the position
- Excluded because they do not meet all the essential criteria for the position
- Excluded because they are clearly not competitive compared with other applicants against the selection criteria

Competency Based CV



- Two to three sentences that summarize your work history
- Include areas of expertise - your skills and qualifications
- Create a section titled, "Professional Competencies," under which you include five to six professional competencies.
- Add a list of your previous employers and your position with each, including the dates of employment.
- State your education, professional training or academic credentials. Include the area of study or degree program.



Examples of Competencies



1. Teamwork
2. Responsibility
3. Results orientation
4. Problem Solving
5. Project Management
6. Decision making
7. Communication
8. Leadership
9. Technical Skills

Example of a Job Family

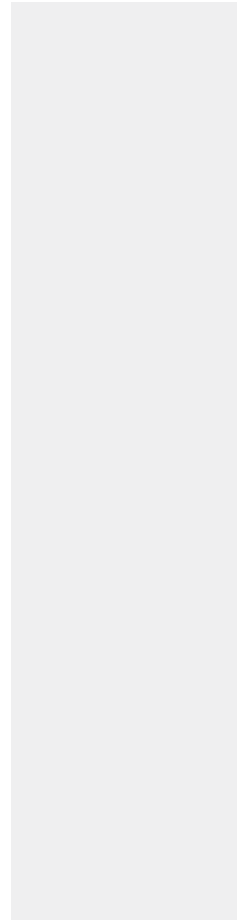
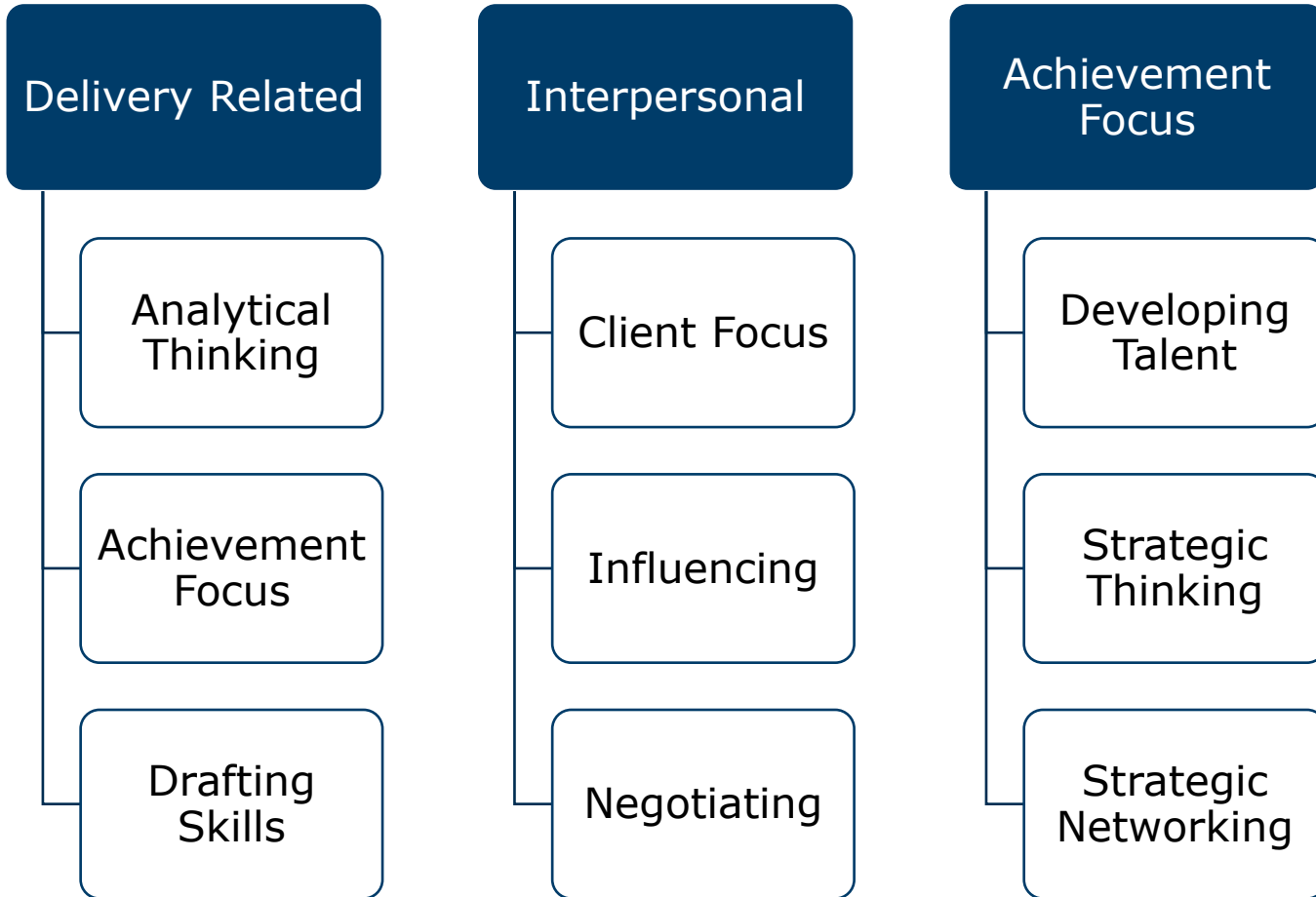
1. Executive Leadership
2. Policy Research, Analysis, and Advice
3. Corporate Management and Administration

- This comes from the OECD

Technical Competencies

- Specific competencies are usually required to perform a given job within a job family. These are known as technical competencies.
- Technical competencies cover the various fields of expertise relevant to the specific work carried out in an organisation.
- Technical competency requirements to successfully perform a given job are defined in job vacancy announcements.

Competencies



Examples of Competency Definition

- **Analytical Thinking** is the ability to identify patterns across situations that are not obviously related, and to identify key or underlying issues in complex situations.
- **Achievement Focus** is generating results by assuming responsibility for one's performance and the correctness of one's interventions, and recognising opportunities and acting efficiently at the appropriate moment and within the given deadlines.
- **Developing Talent** means fostering an environment that will encourage professional and personal growth and the transfer of knowledge to future talent.

Include in Competency CV

- **PROFILE**
- **EDUCATION**
- **WORK EXPERIENCE**
- **Current Position Say something here**
- **2 Pages Only!!!!**

Competency - Example

Research Project Management

- Researcher on projects funded by Horizon 2020, Science Foundation Ireland, Enterprise Ireland.
- Write reports and deliver workpackages on time and within budget
- Lab manager of the xxxxx
- Designing and managing research projects from inception to completion, culminating in the successful and timely completion of project work packages.
- Participating in and leading troubleshooting meetings within the group and with collaborators.
- Effectively working on own initiative.
- x xxxx

Competency - Example

Financial Management Skills

- Budget preparation (personnel, equipment, travel, consumables, protection of knowledge)
- Manage purchasing, consumables, equipment and pay budgets for my grants.
- Facilitate grant audits by funding agencies and other parties (both internal and external).
- Authorise items of expenditure within the group.
- Approve expenses for the group.
- Question necessity, seek quotes and negotiate terms for items of expenditure.

Competency - Example

Communication Skills

- Oral presentations of results at monthly project meetings with collaborators and industry partners.
- Oral presentations of results at department seminars and invited external seminars
- Productive relationship with international collaborating groups.
- Writing of grants and progress reports and dissemination of research data in international peer-reviewed journals and conferences.
- Providing technical assistance to students and colleagues.

Chronological CV



- Most popular CV
- Employers favourite (??)
- Easy to read
- Full chronology will be relevant to the reader and so the focus is on your experience.
- The chronological resume doesn't work well when you have gaps or when you have shifted roles often, as it will expose your weak points.



Include on all CV's



- Objective
- Summary
- Work Experience
- Education
- References available upon request



Cover Letter



Tailor your cover letter to each job application.

Keep it short (maximum one page).

Always start the letter by addressing a person, not 'Dear Sir/Madam'.

Indicate clearly the position that you are applying for

Sell yourself. As with your CV, the cover letter provides a valuable opportunity for self-marketing.

Cover Letter



The second paragraph should describe why you are the right applicant for the job

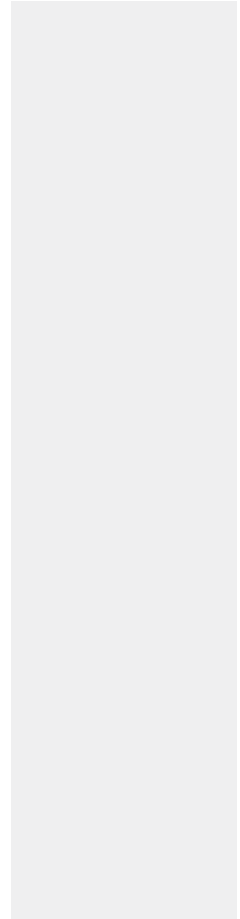
Highlight your previous achievements and skills.

Include a brief description of what you are doing at present and how this will have prepared you for the job.

Close your letter with an invitation to meet with or speak with the potential employer.

The letter should be signed 'Yours sincerely' or 'Yours faithfully' you don't know the name of the person.

Edit out all typos, formatting and spelling errors.



Remember.....



- Update your CV
- Tidy your online profile
- Apply for internal vacancies
- Reach out to your existing contacts
- Forge new contacts by networking
- Register with an appropriate recruitment agency
- Apply for external vacancies
- Send out speculative applications

Be organised!



- Due date and time
- Read the Job Description!
- Study the Essential Requirements
- Tailor your CV to the requirements of the post as advertised
- Request permission from referees prior to applying



A few youtube links....



- <https://www.youtube.com/watch?v=PTbyvLGqTR4>
- <https://www.youtube.com/watch?v=QHGd4YcF044>
- <https://www.youtube.com/watch?v=PZ4QHU8F00Q>

That's it!

