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Coláiste na hOllscoile Corcaigh  
University College Cork, Ireland



HR EXCELLENCE IN RESEARCH

# Competency Based CV's CAROL O'DWYER HR RESEARCH

# Welcome !

## Today we will cover

The  
Recruitment  
Process

Competencies

Competency  
Based  
CV's

Questions

# The Recruitment Process

Identify a Vacancy

Job Description/Essential  
Criteria

Advertising

Shortlist Against Essential  
Criteria

Interview



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# Importance of Competencies to an Organisation



When advertising a position, a hiring department will evaluate the role and identify the core competencies required in order for the right candidate to carry out the job successfully.



Competencies can be linked to organisations strategic goals. Hiring candidates with the right skills allows objectives to be met and ensures employees have the tools they need to succeed



The competencies required will vary depending on the particular type of role being advertised. The importance of competencies will also vary depending on the role



Competencies listed in the job ad communicate organisations values and standards. Sets tone for culture and ensures applications are aligned with their values

# Importance of Competencies to Job Seekers



Your ability to demonstrate your match with the required role competencies is key.



Take time to identify your key skills and assess them against the requirements of the advertised role



Communicate your skills clearly and effectively at application **AND** Interview stage



Your skills are many and varied even though you may not think so!!

# What Are Competencies



- ▶ Competencies are a combination of skills, knowledge, behaviors, attitudes and attributes.
- ▶ Together can allow a person to perform at their best
- ▶ Important to learn and identify what your competencies are and how to best communicate them.
- ▶ **Competencies are essential for:**
  - Performing tasks
  - Accomplishing goals
  - Succeeding in a particular role

# What Are Competencies

Competencies can be divided into different categories, such as:



Technical (skills relating to a specific job or role)



Behavioral (demonstrated behavior and interactions- soft skills like communication, teamwork and problem solving)



Managerial (skills relating to Management, supervisory or leadership roles)



Competencies may vary depending on the industry, and job type

# Technical Competences

Technical knowledge specific to a particular industry or profession

- ▶ Data Analysis
- ▶ Lab Skills(Cell culture techniques, Microscopy techniques; Protein purification techniques)
- ▶ Coding
- ▶ Programming Languages (Python, C++) & Software Skills( Project Management Software)
- ▶ Digital Marketing and Social Media Platforms
- ▶ Technical Writing ( communicating complex ideas in writing)
- ▶ MS Office experience and certifications



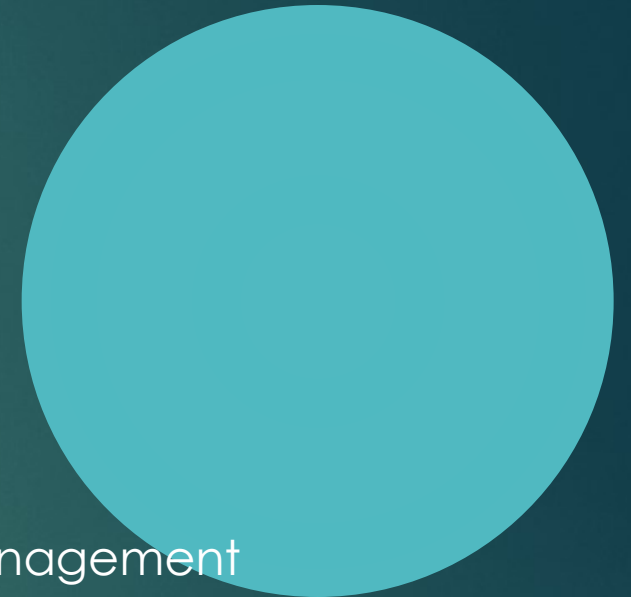
# Behavioural Competencies

Behavioral competencies are soft skills. These can be classed as attitudes, and behaviors that determine how effectively someone performs a job

- **Adaptability** - embrace and adjust to new methods of working
- **Leadership** - inspire and motivate, those around you
- **Time management** - Identify priority tasks and meet deliverables
- **Communication** - relay information and vision effectively across a range of audiences.
- **Collaboration** - Work within a team to achieve goals
- **Problem-solving** - Problem-solving skills enable individuals to identify issues, identify causes, and develop viable solutions

# Managerial Competencies

- ▶ Fostering Teamwork and Collaboration
- ▶ Delegation Skills
- ▶ Interpersonal Awareness
- ▶ Empowering Others
- ▶ Influencing Others
- ▶ Emotional Intelligence
- ▶ Conflict Resolution
- ▶ Initiative
- ▶ Results Oriented
- ▶ Analytical
- ▶ Strategic
- ▶ Flexible
- ▶ Adept at change management
- ▶ Innovative
- ▶ Decisive
- ▶ Results Oriented
- ▶ Forward Planning



# Examples of competencies

1. Technical Skills
2. Results orientated (Achievement Focus)
3. Problem Solving (Analytical Thinking, Critical Thinking)
4. Managing Resources (Budgeting, Negotiating)
5. Client Focus (Project Management, Budgeting)
6. Decision making
7. Communication
8. Leadership
9. Teamwork
10. Networking



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# Competency Based CV-

## WHAT DOES IT LOOK LIKE?

- ▶ 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.





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# Example of a Generic Skills Based Researcher CV

# 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.



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# Cover letter

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



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# Remember!!

- ▶ Employers review CV's in six to seven seconds
- ▶ Employers will want to see **you** in the CV!
- ▶ Keep it short and concise (use bullet points) – 2 pages max.
- ▶ Use LinkedIn to your advantage and make sure info on your page matches your CV
- ▶ Don't include names and contact details of references at this stage
- ▶ Contact me any time for advice on CV prep or join in our CV Clinics



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Thank  
You!

ANY QUESTIONS?