



# How to Successfully Land Your Next Job

Presented By Ann Lucas FCCA

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# Introduction & Welcome



## A little bit about me ...

- Career Development Coach, Professional Mentor & Trainer - The Coaching Haven
- Long and varied NHS & Finance Career - qualified accountant (FCCA)
- Award winner & Chair of various professional development networks including HFMA, NHS Skills Development Network & ACCA

# Overview of the session

**Aim: To help you take charge of your own career and increase your chances of landing your next job - it's an ongoing activity!**

**What we will cover:**

- ✔ Use of positive affirmations
- ✔ Defining your achievements for maximum impact
- ✔ 'Opening the door' to job opportunities
- ✔ Maximising your chance of getting shortlisted
- ✔ Maximising your chance of succeeding at interviews
- ✔ Use feedback as part of your continued learning





If you saw your ideal job advertised today what might stop you from applying for it?



# Positive Affirmations



- Short sentences you say repeatedly to build self-belief

- Create your affirmation using the 3 Ps!

<b>P</b> ositive	what you want - not what you don't want
<b>P</b> resent tense	as if you have already achieved it
<b>P</b> ersonal to you	use the word 'I'

E.g. 'I am the Finance Business Partner for Surgery at ABC NHS Foundation Trust'

Write it down | Read it out loud daily | Visualise your success | 'Act as if'

Find the job you want to apply for and create your own positive affirmation!

# Get Clear on your Achievements, Skills & Strengths



## Identify and record your achievements

- Start by identifying 5 or 6 achievements from current and recent roles
- What did you **achieve**? What was the **benefit**? What was the **measurable outcome**?
- Use strong action words to start your sentences - e.g. improved; developed; led



## Recognise your skills and strengths

- Gather JDs and person specs for jobs you aspire to have
- List the common skills, experience and knowledge they ask for
- Use your achievements to showcase these



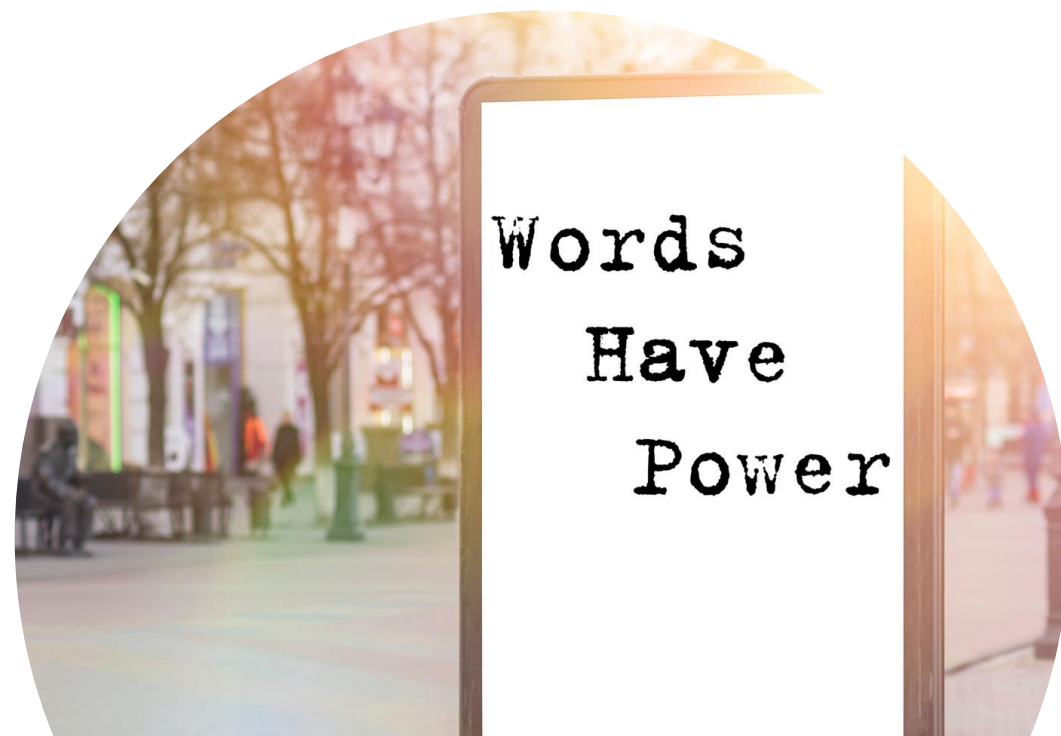
## Talk about your achievements with confidence

- Get used to hearing your own voice talking about them
- Look for opportunities to talk to others about them
- Emphasis your own contribution - the 'I'

# Strong 'action' words

These words can be used to start sentences that highlight your achievements, skills, and experiences in your application form or CV

Remember to tailor your application to the job you're applying for



- Achieved
- Developed
- Managed
- Implemented
- Led
- Coordinated
- Collaborated
- Oversaw
- Established
- Instigated
- Initiated
- Improved
- Demonstrated
- Created
- Conducted
- Delivered
- Enhanced
- Organised
- Executed
- Designed

# 'Opening the door' to Job Opportunities



## Build relationships

- Let people get to know, like & trust you
- Build relationships with people who will support you & introduce you to others
- Find an inspiring mentor &/or coach



## Connect with those you want to work with

- Get to know people who do & recruit to the type of jobs you would like to have
- Find out what you can about roles you would like to have - visit people & places
- Find out what their skills gaps are and work out how you can close them



## Raise your profile and build your reputation

- Volunteer for things within & outside your organisation
- Be curious & seek to understand non-finance issues
- Consider what you can give to others



# Maximise Your Chance Of Getting Shortlisted



## Do your research

- What's in the news - local, national, international; government initiatives
- Organisation - vision & values; challenges/successes; interviewers; facts & figures
- Role - key objectives; key stakeholders; skills gaps



## Make contact - be friendly & pleasant

- Informal chat - to build rapport, make a connection, find common ground
- Ask positive questions & show genuine interest in the role & organisation
- Emphasis you interest in continued learning & development



## Completing the application form

- Additional information page - **very important**
- Address all the essential & desirable criteria
- Think like an interviewer!

# Maximise Your Chance of Succeeding at Interviews



## Presentations

- Stick to time & answer the question set
- Easy to read pleasant looking slides
- Address all of the panel when presenting



## Interviewers' questions

- What is topical? nationally/locally/specific challenges; draw on your research
- Relate your answers to your skills & achievements but enter their world
- Fully answer but don't over talk or say things they won't understand - avoid jargon



## Your own questions

- Always ask Q's & prepare in advance - challenges/opportunities/topical issues
- Avoid Q's about T&Cs or anything uncomfortable or critical about current employer
- End on a pleasant note & be pleasant & friendly to everyone you meet on the day

# After the Interview - Continue Learning



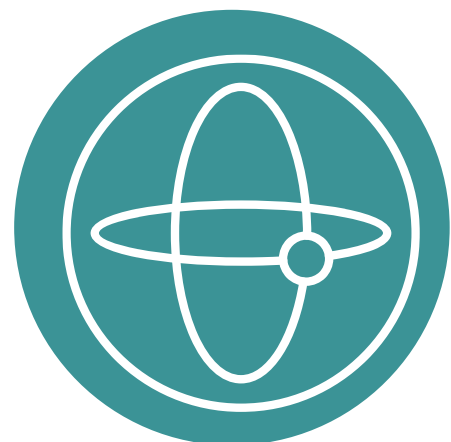
## Getting feedback & using it as part of your CPD

- Ask for feedback - add any learning to your PDP
- Ask for a copy of the questions - capture the learning
- Maintain a good relationship with everyone you speak to in the organisation



## Use the opportunity to build your network

- Consider how to maintain contact
- Connect on LinkedIn; possible mentors
- Send a follow up email as a thank you for their time and helpful feedback



## Maintain momentum for future job interviews

- Start a career development journal - record your learning with tips for next time
- Keep your record of achievements & skills up-to-date & celebrate them!
- Remember interviewers don't always get things right!

# Summary & Recap



## Create a positive affirmation

Choose your role and affirm it as yours!



## Maximise your shortlisting chances

Portray who you are, what you know & how well you do what you do!



## Maximise your achievements

Own your achievements, strengths & skills with pride!



## Succeeding at interviews

Its a two way street, show your brilliance, then decide if they are right for you!



## Open the door to opportunities

Build relationships to showcase how brilliant you are!



## After the interview continue to learn

Go from strong to stronger, build your network & maintain your momentum!

**Remember ...**

**Landing your next job should be an ongoing activity!**



Connect with me on LinkedIn  
to pick up my daily personal  
and career development posts

# Contact Information



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*Thank you for being here today!*



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