



Swan
Group

CV WRITING & INTERVIEW

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WHAT IS A CV?

- CV is an abbreviation for ‘Curriculum Vitae’.
- ‘Curriculum Vitae’ are Latin words which mean ‘The course of one’s life’.
- A CV in the world of work will contain important facts about yourself, your education and career which could be of interest to an eventual employer.



IMPORTANCE OF A CV

- Provides structured information about a candidate.
- Enables an employer to screen job applicants and pre-select candidates for a job.
- Will form part of the personal file of a successful candidate.
- May be kept in the database of an employer for future vacancies in the case of good but unsuccessful candidates.



THE CURRICULUM VITAE

1. Personal details
2. Qualifications
3. Experience
4. Recent training
5. Interests/social involvement



THE CURRICULUM VITAE

1. Personal details

- Family name.
- First name.
- Date of birth.
- Place of birth.
- Nationality.
- Residential address.
- Marital status.
- Languages.
- Telephone no.
- Mobile no.
- E-mail address.



THE CURRICULUM VITAE

2. Qualifications

- Start with the highest.
- Give details about your results.



THE CURRICULUM VITAE

3. Experience

- Start with the most recent one.
- Provide some of your major achievements and/or some of the major tasks you have carried out.



THE CURRICULUM VITAE

4. Recent Training

- Start with the most recent one.
- Give the month, year, course title and duration.

5. Interests/Social involvement

- Social, sports, cultural etc.



THE C.V-Summary

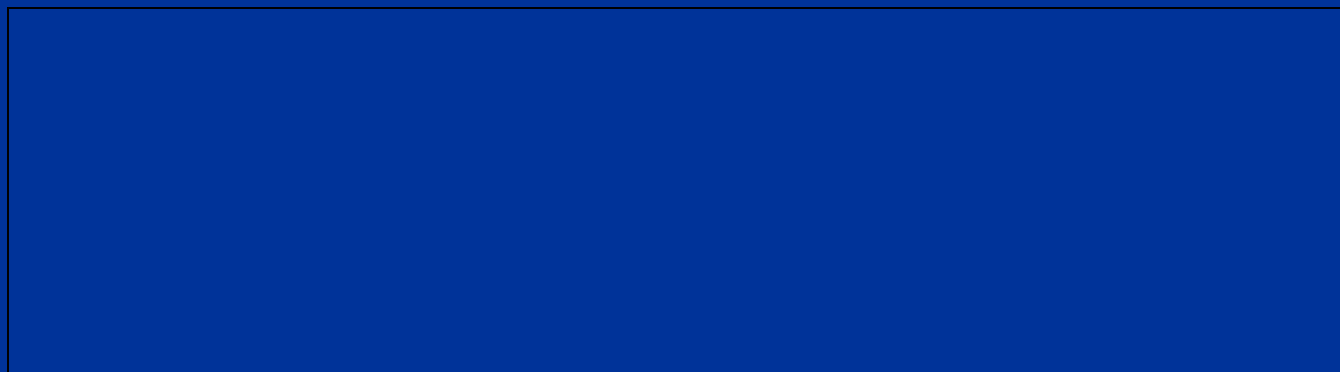
1. Personal details
 - Name, age, address, contact numbers, e-mail address etc.
2. Qualifications
 - Start with the highest.
3. Experience
 - Start with the most recent one.
4. Training courses followed
 - Start with the most recent one.
5. Interests/social involvement

A FEW RECOMMENDATIONS

- As far as possible keep it on a maximum of 2 A4 sheets.
- The headings in bold.
- Use font size 12 for the details.
- Use bullet points and avoid literature.
- Provide true information about yourself.



THE JOB INTERVIEW





THE INTERVIEW

- An inevitable step in the recruitment & selection process.
- One of the most practical selection methods.
- More & more combined with other methods such as tests & assessment centres.



THE AIMS OF THE INTERVIEW

- To know the candidates.
- To predict whether the candidates will perform well in the job.
- To select the best candidate.
- To give the candidates an opportunity to know about the job & the company.



BEFORE THE INTERVIEW

- The job analysis.
- The job description.
- The person specification.



POTENTIAL CANDIDATES

- The company's human resources.
- The company's database.
- Recruitment consultants.
- Universities/Polytechnics/Business Schools.
- Employee referrals.
- Advertisements.
- E-Job Boards



PRE-SELECTING CANDIDATES

- The person specification.
- The curriculum vitae.



APPLYING FOR A JOB

The different ways

- Unsolicited applications.
- Responding to an advertisement.
- Company websites.
- Recruitment agencies.
- E-Job Boards



PREPARING FOR AN INTERVIEW

- Study the requirements of the company.
- Find out how far you meet the requirements.
- Find out about the venue.
- Prepare yourself mentally.
- Be clear about your remuneration expectations.
- Get the originals of your certificates ready.



THE INTERVIEW

- Dress neatly.
- Reach the agreed venue 5-10 minutes earlier than the scheduled time.
- Listen carefully to questions.
- Answer concisely.



THE INTERVIEW

- Use your hands to express yourself.
- Look at all the interviewers when answering.
- Be honest.
- Do not panic if you do not know an answer.
- Ask questions about the job and the work environment.
- Be prepared to undergo a test.



TESTS

- Increase the effectiveness of the selection methods.
- Types of tests:
 - Numerical ability tests.
 - Verbal ability tests.
 - IQ tests.
 - Personality tests



FREQUENTLY ASKED QUESTIONS

- Your academic & professional achievements.
- The ways in which you performed different tasks.
- Previous contribution to teamwork.
- How you keep up with new knowledge.
- How you manage stress.
- Your strengths & weaknesses.
- Your career goals.
- Your reasons for choosing the company.
- Your remuneration expectations.
- Your availability for the job.



STRATEGY FOR GETTING A JOB OF YOUR CHOICE

- Be clear about your areas of interest.
- Acquire the knowledge & skills.
- Optimise your chances of being convened for an interview.
- Prepare yourself for the interview.
- Provide clear evidence that you match the job's requirements.
- Ensure that the company, the working environment & the prospects match your expectations.



Thank you

Presentation will be posted at:
www.swangroup.mu

Kindly ask your questions.