

ARE YOU PLANNING FOR A PROMOTION OR CAREER SHIFT WITH YOUR CURRENT EMPLOYER?

THE SITUATION

Many professionals seek career growth, promotion and advancement with their existing organisations. Often these roles are subject to internal and/or external advertising and selection processes. To maximise their potential for success “internal candidates” often need advice or assistance with:

- Planning for the job application process.
- Preparing job application documentation including cover letters, resume tailoring/ update and responses to Key Selection Criteria.
- Preparation and practice for interviews (including panel interviews).
- Reference checking and testing processes.
- Negotiation of offer conditions including remuneration.

PROFESSIONAL ADVICE/ASSISTANCE FROM MDN

Professional support will improve your competitive advantage through:

- Planning for the recruitment process.
- Establishing and articulating your strengths, weaknesses, skills and experience relevant to the role you are seeking.
- Identifying skill gaps and how to address them.
- Preparing and fine-tuning your job application documentation e.g. resume application letters, key selection criteria responses.
- Preparation for the interview (including panel interviews, questioning techniques and presentation/scenarios, etc). The manner in which you verbally articulate your strengths and positive attributes relative to the role, is critical.
- Advice on how to deal with referees, reference checking, psychological and IQ testing, job offers and related negotiations including remuneration and other employment conditions and arrangements.

TAKE CONTROL

Competition for “internal” roles is generally high. As a potential candidate for promotion or job change within your existing employer organisation, it is critical that you approach the selection process thoroughly, professionally and be well prepared.

For a confidential discussion about any of these or related career matters, (or if you know someone who needs help in these areas), please contact Mark Nicol on (0418) 366 493. Refer also our website below.



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