



Career Intelligence

Getting into an entry-level, salaried position can be tricky these days: several jobs will often have hundreds of applicants, **so how can you stick out?**

Building Career Intelligence is a crucial skill to build when applying for jobs today, and we at Employability.life are here **to assist you to get your foot into the door, and get that job!**

The job search:

It can seem like a daunting task, and can take a lot of time and patience. We can break it down quite easily:

- **The Job posting:** usually through a company careers portal, through LinkedIn, Indeed, or another jobs-posting service. There are a lot of services that make it easy to find job listings all across the world, and many of these same services make it easy to apply as well.
- **Applications:** you should customise your CV and cover letter for each job application to maximise your chances. Do your research: what is the company like? Who is the hiring manager? Are you a good fit for the role? Is the role a good fit for you? These are all questions that you should be asking yourself in your job search.
- **Initial screenings:** after submitting your application, you wait, and wait – sometimes (although it is very unprofessional...) companies don't get back to you. Finally, you get an email, or a phone call, or even an Instagram DM asking you in for an interview! Congratulations – the hardest part is over! Now, you should prepare yourself for an interview: what kind of questions will be asked? Will there be an assessment? We also recommend writing down at least three questions to ask your interviewers as well.
- **Interviews:** you're off to a great start, play it cool. Be confident, make eye contact, smile, and be ready to be engaged. A lot of the interview isn't always just being the most qualified, it's also to show that you can be friendly, sociable, and good-natured. These are all important aspects to get down in the interview.
- **Assessments:** some companies won't always do this. Others might require you (as part of the interview process) to undergo an assessment to demonstrate your abilities. This often comes in the form of an activity or presentation.
- **Second interview:** oftentimes, companies and employers will want to interview you in a second round, to continue to screen through the potential candidates. Sometimes this can be another one-on-one interview with managers and higher-ups, but other times this can be a group interview with other candidates. Sometimes, employers will call you in for a third, or fourth, or (rarely) a fifth or even sixth interview!
- **The job offer:** finally, after everything you've done, you get the job offer. It's time to celebrate for sure – but not too much! You've only just started! Now, the real work begins; quite literally.
- **The first day:** make sure you show up on time, and give it your all! You've got the job, now make sure you can keep it! You've got this!

What next? You'll host meetings, write reports conduct research, **and work!** Eventually, once you've got the experience and feel for the working environment, **you'll start to progress more and more into your career.**