

# Job Application

What are the most frequently asked questions in an interview?

# Job Application



Education



Working Experience



Career Goals



Strengths & Weaknesses

**MOCK INTERVIEW**

at the end of the course

**What was your dream job when you were a kid?**



How to give a pitch about your future plans

# Career Goals

# MAIN CONTENT



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## Overview

Common questions relating to career goals  
Types of career goals

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## S.M.A.R.T Goals

Criteria to setting your goals

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## Practice

Practice & Discussion

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## Wrap-up

Summary

## Vocabulary

### Career moves

**A** The phrases below all include the word *career*. Match them to their correct meanings. Use a good dictionary to help you.

- |                        |  |
|------------------------|--|
| 1 career move          | a) chances to start/improve your career  |
| 2 career break         | b) ideas you have for your future career                                       |
| 3 career plan          | c) something you do in order to progress in your job                           |
| 4 career opportunities | d) period of time away from your job to, for example, look after your children |

**B** Complete these sentences with the verbs from the box. Use a good dictionary to help you.

make   take   ~~have~~   decide   offer

- 1 Employees in large multinationals ..... *have* ..... excellent career opportunities if they are willing to travel.
- 2 Some people ..... *take* ..... a career break to do something adventurous like sailing round the world or going trekking in India.
- 3 One way to ..... *make* ..... a career move is to join a small but rapidly growing company.
- 4 Certain companies ..... *offer* ..... career opportunities to the long-term unemployed or to people without formal qualifications.
- 5 Ambitious people often ..... *decide* ..... on a career plan while they are still at school or university.

**C** Look at the groups of words below. Cross out the noun or noun phrase which doesn't go with the verb in each group.

**1** *make*    a fortune  
              progress  
              a living  
              ~~a training course~~

**2** *get*    ~~progress~~  
              a promotion  
              the sack  
              a nine-to-five job

**3** *earn*    a bonus  
              ~~a part time job~~  
              money  
              40 thousand

**4** *do*    research  
              ~~a mistake~~  
              a job  
              your best

**5** *take*    ~~a pension~~  
              time off  
              early retirement  
              a break

**6** *work*    flexitime  
              anti-social hours  
              overtime  
              ~~an office job~~

# Discussion

## **What would you do to get ahead in your career?**

Choose (or add) an important tip for your career move.

- Change companies often
- Attend all meetings
- Find an experienced person to give you help and advice
- Be energetic and enthusiastic at all times
- Work overtime regularly
- Study for extra qualifications in your free time
- Use charm with your superiors



# Discussion

## What helps when trying to move ahead in your career?

Think about:

- personal factors (e.g. ambition, motivation, etc.)
- workplace factors (e.g. promotion opportunities, working environment, etc.)

## Ten ways to improve your career

**Ajilon Finance, a leading staffing and recruiting services firm, offers the following tips for getting ahead in your career.**



- 1 Make a list of your priorities and outline your tasks for the day. Write down your short- and long-term goals, evaluate your progress frequently and stay focused.
- 2 Are you really present? You may physically be at work, but are you there mentally?
- 3 Learn how to work through others. Delegating tasks is an important skill to master at any level.
- 4 Always look for opportunities to broaden your skills. For example, you can attend professional development seminars.
- 5 Socialise with colleagues. This will help you learn about what's happening in other departments.
- 6 Create your own goals. Determine where you want to be professionally and what skills you need to reach that goal.
- 7 Be comfortable with being uncomfortable. Accept challenges that force you to try something new.

"You're in line for a promotion. Unfortunately, the line is six miles long."

- 8 Be clear about what you want. If you believe you deserve a promotion, ask for one.
- 9 Take time off and relax. Attending to your personal life and doing things that make you happy will help your performance at work.
- 10 Seek satisfaction. If you're disappointed by your current career, look for ways to transform your job into more of what you want. If this does not solve the problem, maybe it's time to look for a new position.

'If you follow this advice, you will significantly increase your opportunities to earn more money, get promoted sooner and move ahead faster,' says Mr Lebovits, President and Chief Operating Officer of Ajilon Finance.

# Overview

- 1.1. Common questions relating to career goals
- 1.2. Types of career goals

# Common questions

What are your future career goals and what do you plan to do to achieve them?  
(e.g. in the next five years)

# Common questions

- Where do you see yourself in 5 years?
- What can we expect from you in ... months?
- What do you do to achieve your professional goals?
- What are you looking for in your next position?
- Do you think this position aligns with your professional goals? In which ways?
- What would getting this job mean to you? (e.g. professionally and personally)
- What made you look for a new job?
- What would you like to learn more about in your field of expertise?

# Types of career goals

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A

\_\_\_\_\_ goals

These goals are small, supportive and actionable items you can focus on right now.

B

\_\_\_\_\_ goals

These goals apply to big achievements you'd like to make in your future.

**SO: in order to achieve B, you need to reach A first**

# Types of career goals

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A

## Short-term goals

Short-term goals are supportive, actionable items you can focus on right now that will help move you closer to your long-term goal.

B

## Long-term goals

Long-term goals apply to achievements you'd like to make in your future

**SO: in order to achieve B, you need to reach A first**

# Your goals can be based on ...

01

## Productivity

The results you can produce for your employer/ client within a given time frame.

02

## Efficiency

Ability to achieve results with speed, accuracy, and consistency.

03

## Education

Hard skills (Technical and job-specific skills)

04

## Personal Development

Soft skills



# EXAMPLES

OVERVIEW

## Entry Level Position

For an entry level position, it is paramount that you emphasize that your plan is to **master all aspects of the job you have been hired for.** While doing this, it is important to also mention **growth both in your role and within in the company,** (with the intent of becoming a “lifer” at the company... a member of the family if you will.)

**A**

*For me, my next five years will be spent learning the ins and outs of this position, the company, and the core business we are involved in. While I spend time mastering every detail of the role we are discussing today, i also want to assimilate myself within the culture of this company with hopes to grow along with my fellow team members and other employees, while also working with my supervisor to choose a path within the company that will allow me to add the most value using my skillset. Once I have shown a consistent ability to execute the job in question, my hope is that I take the next step toward becoming a long term member of this company.*



# S.M.A.R.T goals

Criteria to setting your goals

# SMART GOALS

S

## SPECIFIC

State exactly what you want to accomplish.

M

## MEASURABLE

Use smaller, mini-goals to measure progress.

A

## ACHIEVABLE

Make your goal reasonable.

R

## REALISTIC

Set a goal that is relevant to your life.

T

## TIMELY

Give yourself time, but set a deadline.

What are  
S.M.A.R.T goals?

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## Specific

- What do I want to accomplish?
- Why is this goal important?
- Who is involved?
- Where is it located?
- Which resources or limits are involved?



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## Measurable

- How much?
- How many?
- How will I know when it is accomplished?



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## TIMELY

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## Achievable

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints, such as financial factors?



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## TIMELY

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## Realistic / Relevant

- Does this match your efforts/needs?
- Is it applicable in the current socio-economic environment?
- Does it align with my values and long-term objectives?



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## TIMELY

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## Timely

- What can I do six months from now?
- What can I do six weeks from now?
- What can I do today?

# Practice

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A

## Short-term goals

- In the short term, I want to \_\_\_\_\_
- In the next 1 year, I aim to \_\_\_\_\_

B

## Long-term goals

- In the long term, I intend to \_\_\_\_\_
- In the next 3 to 5 years, I plan to \_\_\_\_\_

My long-term goal is to [your long-term goal]  
And in order to achieve this, I plan to [your short-term goals]

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# Would you rather?

Discuss your opinions

**Which project would you choose?**

A project that matches your current skills and knowledge and requires you leading a team?

OR

A project where you'll work on something less familiar, but you'll be able to collaborate with colleagues?

# Career Goals



Remember to:

1. Set your short-term goals in order to achieve your long-term goals.

2. Be S.M.A.R.T with your goals.



**Thank you!**