

PERSONAL INTERVIEW COUNSELLING

What You Receive and How This Helps You

1. To improve your **Resumé** and add points to your candidacy

You Receive	How This Helps You
Current Resumé Critique	Provides a detailed analysis and instructions to improve your existing resumé
Resumé Structuring	Explains proven layout techniques to showcase your attributes and subtly mask deficiencies
Sample Resumé	Guides and benchmarks your crafting of a resumé that suits the job for which you are being interviewed

2. To enhance your performance in the **Personal Interview**

You Receive	How This Helps You
Sample Interview Questions	Exposes you to real interview questions to think about, practice on, discuss and hear answered
Situational/Role Play/Stream-specific Questions and Underlying Dynamics	Provides rules to interpret questions properly, plan responses, and prepare certain answers in advance
“Competencies” Tested	Creates a checklist to ensure you have answered questions thoroughly
Pre-Interview Reminders	Lists steps to take before your interview
Basic Interview Tips	Provides logistical tips and ensures appropriate deportment to make a good impression
Tactics to Consider	Shows ways to “manage” the interviewers when possible
Evaluation Criteria	Explains what you are judged on and how

PERSONAL INTERVIEW COUNSELLING

What You Receive and How This Helps You

3. To strengthen your performance in the **Group Simulation**

You Receive	How This Helps You
Sample Simulation Projects/Topics	Explains real simulation exercises used previously to help you understand and interpret what you are given
Analytical Framework for Project/Topics Assessment	Shows you how to judge and frame your assignment
Structuring Tips for Your Verbal Presentation	Gives you a method to organize and deliver a solid presentation under tight time constraints
Exercise Logistics and Timing	Lets you know what to expect and how the simulation unfolds
Tactics to Enhance Your Performance	Suggests ways to deal with group dynamics tactfully and effectively

4. To reinforce **Key Performance Tips**

You Receive	How This Helps You
Why People Fail the Interview/Simulation	Explains shortcomings candidates often fall prey to
Do's and Don'ts	Provides final reminders for planning, actions and behaviour

Contact Information

Mr. Barry Yeates, President
404 Laurier Avenue East, Suite 102
Ottawa, ON Canada K1N 6R2

Tel: 613.567.9229

Fax: 613.567.9098

Email: info@post-secondaryrecruitmentexamprep.com

Web: www.post-secondaryrecruitmentexamprep.com