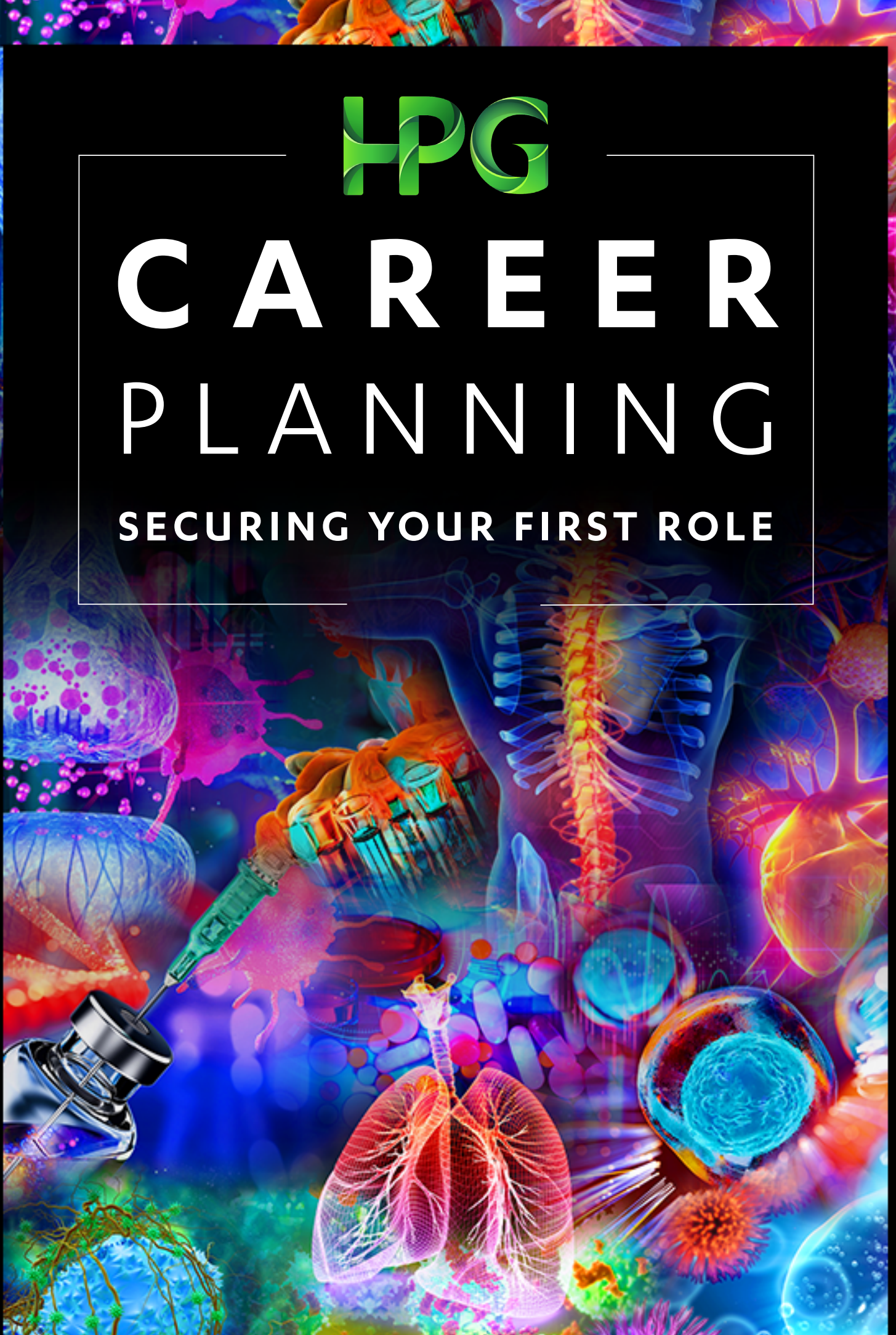




CAREER PLANNING

SECURING YOUR FIRST ROLE



OUR VALUES AT THE CORE OF EVERY RECRUIT



Knowledge.

Of every aspect of the healthcare ecosystem.

40+

Highly qualified and healthcare experienced staff.



Connectivity.

Broad networks and strong connections across Australia.

106,021

Healthcare candidates.



Trust.

Built through our longevity in the industry.

24

Years working only in healthcare.

WE RECRUIT

EVERY POSITION THROUGHOUT A PATIENT'S JOURNEY.

- ✓ Healthcare experienced candidates
- ✓ **Knowledgeable consultants who offer a service bespoke to your needs**

CAREER PLANNING

WHAT TO DO



PLAN YOUR CAREER

Research and develop an understanding of the types of roles there are in industry



USE SOCIAL MEDIA

LinkedIn - social networking site designed specifically for the business community



BE A SPONGE

A lot of you have been on placements recently, try to absorb as much knowledge as you can and connect with as many industry contacts as you



BE FLEXIBLE

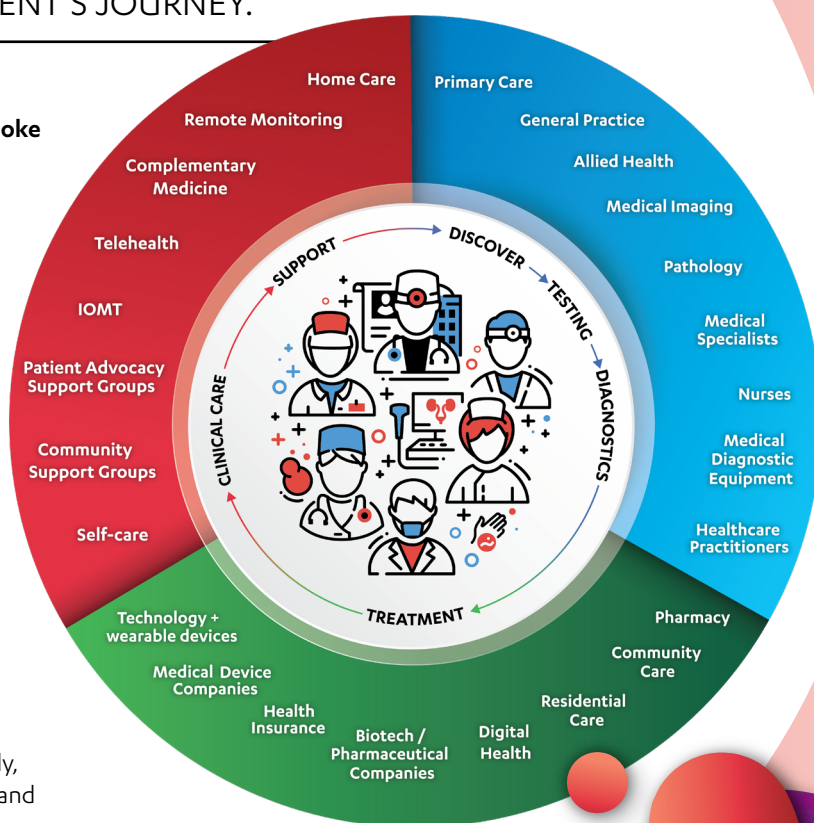
On how you get to where you want to be



THINK ABOUT WHAT YOU LIKE TO DO ON A DAY TO DAY BASIS

Do you like be in an office setting or do you like to be out in field?

Can you travel or do you have personal constraints?



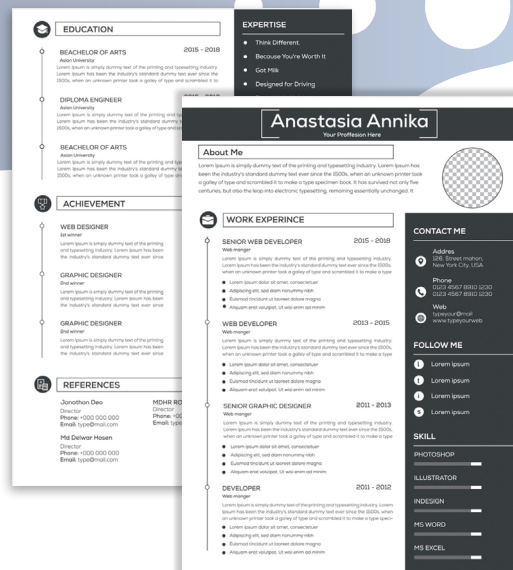
APPLYING FOR A JOB GETTING WORK

- 1 **Is it job with a recruitment company/direct with a business?**
- 2 **Are you interested in this company and why?**
Read the job description, is it really something you are interested in undertaking
- 3 **Selection criteria -**
do you meet the minimum requirements or do you have some transferrable skills?

- 4 **The Email:**
Reasons for applying, motivations, summary addressing selection criteria
- 5 **Keep track of all of your applications**
 - representation issues
- 6 **Always follow up:**
 - Call and email the company
 - Sell yourself and what you can offer

CV GETTING WORK

- ✓ **General framework**
- ✓ Formatting
- ✓ **Structure**
 - Name
 - **Contact number**
 - Address
 - **Education**
 - Key skills
 - **Employment history (chronological)**
 - References
- ✓ **Ensure your CV has all relevant industry experience including placements /volunteering work**



DON'T UNDERESTIMATE THE POWER OF A LINKEDIN PROFILE

SPRING CLEAN YOUR LINKEDIN PROFILE

Hayley Webb (Marketing & Brand Manager) gives tips on how to keep your LinkedIn relevant for what you want to do, see and career opportunities you want to be kept up-to-date on!

Recruiters & companies proactively search for candidates on LinkedIn

- ✓ Update your skills
- ✓ **Add a profile picture & banner**
- ✓ **Set up hashtags**
- ✓ Set up notifications
- ✓ Be open to OPPORTUNITIES
- ✓ **Personalise your URL**
- ✓ Recommend others

“ **69%** of professionals think **verified skills** are more important than college education when job-seeking and **77%** of hirers agree they are investing more towards hiring based on applicants **skills or competencies**. ”
- LinkedIn Talent Blog



[CLICK HERE TO DOWNLOAD PDF](#)

INTERVIEW PLANNING

WHAT TO DO



RESEARCH THE COMPANY

and their values, why do you want to work for them?



REFERENCES

who will vouch for you and do you know what they are going to say about you?



ENSURE YOU KNOW WHO IS INTERVIEWING YOU

look them up on LinkedIn and Google



ENSURE YOU ARE ABLE TO DEMONSTRATE

your industry knowledge



BEHAVIOURAL QUESTIONS

make sure you have examples of situations



DRESS CODE

professional, even for a coffee catch up

INTERVIEW PREPARATION

Expect situation, task, action and result based answers.

Questions such as:

“and what specific action did you take to resolve that?”

Or

“and what specific action did you take to resolve that?”



Situation

Result

Task

Action

DURING THE INTERVIEW



ASSESSING YOUR SKILL LEVEL

if you say you have good organisational skills, make sure you can back it up



BE PASSIONATE

and communicate your knowledge and determination



INTERPERSONAL AND COMMUNICATION STYLE

look them up on LinkedIn and Google



ASK QUESTIONS!

Also think of questions to ask before the interview

TIPS FOR WORKING WITH AN AGENCY



MAKE YOURSELF AVAILABLE TO MEET WITH YOUR CONSULTANT

it allows the consultant to be able to sell your skills and value in the best way to the employer



A GOOD RECRUITER WILL HELP YOU TO PREPARE

for and navigate you through the interview process



BEING TRANSPARENT WITH FEEDBACK

both positive and constructive as this will improve you as a candidate

THE IMPORTANCE OF NETWORKING

- ✓ **Networking is all about practice**
 - it doesn't come naturally to most
- ✓ Attend more events
- ✓ **Be genuine**
- ✓ Smile!
- ✓ **Ask for a business and ask questions**
- ✓ Identify key industry contacts
- ✓ **Set yourself goals**
 - I want to get business cards from 2 clinical research managers and 2 Regional Sales Managers
- ✓ Push yourself
- ✓ **Note down conversations you have and follow up with a LinkedIn Connection and message if possible**

VIRTUAL INTERVIEWING IS THE NEW NORMAL

As we continue moving toward a virtual world with applications and interviews done digitally, we've put together a document with tips on how to make your applications look professional.



Light



Noise



Clothing



Position



Eye Contact



Content



Submit!



HOW TO CREATE A VIDEO APPLICATION

HERE ARE SOME RECOMMENDATIONS FOR CREATING A PROFESSIONAL VIDEO APPLICATION USING YOUR PHONE, OR WEBCAM AND HOW TO BEST SET EVERYTHING UP.

SETUP:



LIGHT: Try to have the main source of light behind the camera, this way you are well lit and there will be not no light glare on you or the background.

BACKGROUND: Try and have a plain background if possible. If not, that's ok, but try and make sure it looks professional, ie everything is tidy and there is nothing you wouldn't want people to see. This is so you don't distract the viewer from what you are saying.



NOISE: Try and film where there is little or preferably no background noise. This will help the focus of the video remain on you and your application.



CLOTHING: Plain coloured clothes generally work better on film than anything patterned. Also keep in mind that this is your first impression to a potential employer, so we recommend remaining relatively smart.



POSITION: Position yourself in the shot so that you take up 1/3 of the screen and you are either centred or slightly to one side (see example picture) and that your shoulders are in view. This helps you to not be too close to the camera, so when viewers watch the video, it's more than just a large face on the screen. Try and keep a consistent distance from the camera throughout.



EYE CONTACT: Try and look at the camera as much as you can. If you want to have some notes, place them high above the camera at your eye line, not below you so you need to look down too much. We recommend notes and not scripting so you sound more natural.



CONTENT OF YOUR VIDEO: Your consultant will brief you on the requirements needed for your application.



HOW TO SUBMIT YOUR VIDEO TO YOUR CONSULTANT: The video file will be large – therefore here are a few programs that you can use to send a large file:



This is a free service that can be used without subscription.

Just make sure that any settings allow other people to access the file and send directly to your consultant's email address.

BEST OF LUCK WITH YOUR FILMING AND APPLICATION!

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DEALING WITH FEEDBACK POSITIVELY



THERE ISN'T REJECTION THERE IS CONSTRUCTIVE FEEDBACK

opportunity to grow and improve



MULTITASK AND KEEP YOUR OPTIONS OPEN

don't put all your eggs in one basket continue to apply for jobs even if you have had an interview



HAVE A ROUTINE

keep a regular schedule of applying for new roles and follow up

PLAN B! THE BACKUP



IT CAN TAKE TIME

to find a new role (6-12 months)



SALES

it isn't for everyone but it can be a great opportunity to gain some industry experience



TEMPING AND CASUAL WORK

consider volunteering opportunities within the industry



HEALTH RELATED

but not pharma eg – hospital based roles

