## Mini-Series: Own Your Selection Process

Episode 2:

**THE JOB ADVERTISEMENT & APPLICATION PROCESS** 





# In this episode we will be focusing on...



D1 JOB ADVERTS <u>UN</u>PACKED 02 THE APPLICATION

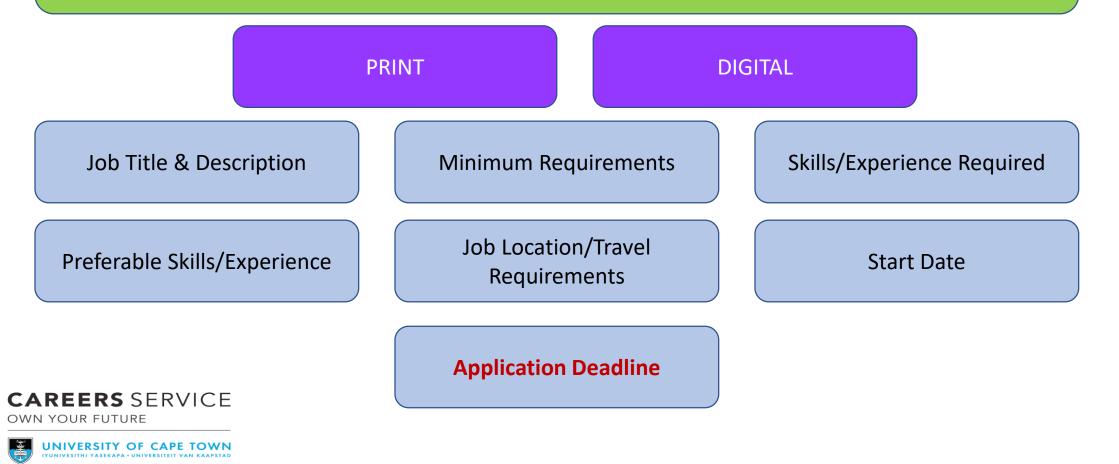
PROCESS





### **The Job Advertisement**

**GOAL:** to inform potential job candidates about a new opening and attract them to apply. It is written in an engaging tone and it contains information not only about the job position, but also about the company and the benefits that the company has to offer.



#### **The Application Process**

## How & Where to apply?



#### Website Online Application Form and Attachment

Uploads (CV, Transcripts, ID Copy)

<u>Email</u>

Attachments Body of Email vs Cover Letter When to apply?

Deadline

The earlier, the better!

#### Following-Up

<u>**Do:</u>** If you did not receive an acknowledgment of your application.</u>

Don't: If they have said you will receive feedback if successful and you haven't yet.







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