

Mini-Series: Own Your Selection Process

Episode 2:

THE JOB ADVERTISEMENT & APPLICATION PROCESS



In this episode we will be focusing on...

01

JOB
ADVERTS
UNPACKED

02

THE
APPLICATION
PROCESS



CAREERS SERVICE
OWN YOUR FUTURE



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

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.

PRINT

DIGITAL

Job Title & Description

Minimum Requirements

Skills/Experience Required

Preferable Skills/Experience

Job Location/Travel
Requirements

Start Date

Application Deadline



The Application Process



How & Where to apply?

Website

Online Application Form and Attachment Uploads (CV, Transcripts, ID Copy)

Email

Attachments
Body of Email vs Cover Letter

When to apply?

Deadline

The earlier, the better!

Following-Up

Do: If you did not receive an acknowledgment of your application.

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



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