

CAREER *communiqué!*

WELCOME!

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success@aresumewriter.net
www.aresumewriter.net

success@career-coach.com.au
www.career-coach.com.au

success@aresumewriter4hr.net
www.aresumewriter4hr.net

Editor's Newz:

Welcome to this edition of Career Communiqué.

I can't believe we are already half way through the year! It seems like only yesterday that we were at the beginning of 2005! Where has the time gone?

After many months of hard work and sleepless nights I have finally finished my e-book 'Ace that Interview!' Cutting-edge interviewing techniques EXPOSED!

The team at AEC are extremely excited about this new product, and I'd personally like to thank all the people who supported us during the development stage! The web site will be going live within the next few weeks-I'll keep you informed.

Here's a brief look at what's in this issue of Communiqué:

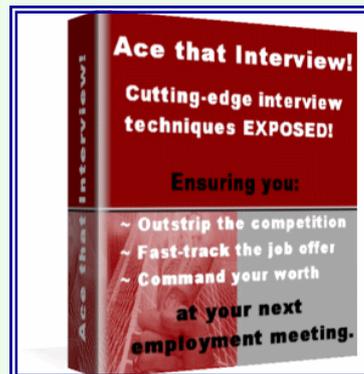
- ◆ Demonstrative Interviews-similar to a behavioural interview where you need to demonstrate competency through actual examples in your response. Don't attend another interview before reading this article.

Do you dread having to undergo psychometric testing in your

interview? The Human Resource Personality Test pinpoints the six dimensions of personality that the tests measure.

- ◆ Our regular Q&A provides some strategies on how to respond to 'So, tell me about yourself' at an interview.

To learn more about mastering behavioural interviews, and psychometric testing, and how to elevate yourself to superstar status by delivering a dynamic and memorable interview, and much more, email me as success@career-coach.com.au to hold your copy Ace that Interview! at 10% off the regular price!



- ◆ Learn 5 key steps to developing a positive approach to prevent your career or business from stalling, and
- ◆ Robyn Pearce provides us with some key strategies on how to optimise your reading skills.

I hope you enjoy the newsletter. Continued success in your career! Till next month.

Annemarie

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Demonstrative Interviews

If you work in an environment requiring frequent customer interface and teamwork, you may find yourself facing what I call the "show me" interview.

What this means is that at some point during the interview, you will be required to show the interviewer how you would handle a certain situation, by acting out that situation with the interviewer.

Don't let this seem intimidating, because it really represents what we all wish would be present in an interview: some TRUTH about what you can REALLY DO! Many applicants say, "if I could just show them, I know they would hire me."



So buck up, if this situation comes your way, it is your chance to shine.

Recently when Vicky Goff of Satellite Beach, FL interviewed with United Airlines at their World Headquarters in Chicago, she was put to the test and given a chance to show her stuff in handling customer conflict.

Not only did Goff participate in role playing activities determined to test her ability to deal with disgruntled customers, she also worked with other job applicants in group activities designed to show whether she could work with a group, build consensus and assume leadership.

This type of approach really gives the interviewer an opportunity to see what you will really be like on the job.

You may say you get along well with others, but putting you in the

mix with six other applicants for the job and saying, "work together" will definitely show your true colors.

If you cannot make it in this group, you certainly won't make it on the job.

I have also heard of tongue-tied technical applicants who asked the interviewer to let them show him or her they could do the job.

This type of "showing by doing" has sometimes led to performing a single activity on-the-job to working an entire day for free. But for the person who would have lost the opportunity, it was worth the extra time to provide the proof.

So, whether you're faced with having to provide proof or you ask to be given a chance to demonstrate it, take it for what it is worth: an opportunity to really show you can fit the job.

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Advice for new recruits

Starting a new job can be difficult enough, however new college graduates often find that being the only rookie in the office adds an extra element of stress. Career experts suggest that staying objective and finding a mentor can help make the transition from school to working life a little less overwhelming.

Read the rest of this article at Career Journal. [[click here](#)]

The Human Resource Personality Test

Does the thought of being tested to determine if you have the “right personality” for the job leave you cold? Personality tests, referred to as psychometric instruments, are growing in use by human resource departments.

Their popularity is based on their ability to determine if you really are what you appear to be in the interview. And with built in fail-safes, it's hard to trick them.

According to Edward Hoffman, Ph.D., and author of “Ace the Corporate Personality Test”, there are six dimensions of personality that tests measures:

1. Conscientiousness: Can you be absolutely counted on?
2. Extraversion: Are you the life of the party?
3. Integrity: Are you honest as the day is long?

4. Going postal: Do you feel angry?
5. Are you entrepreneurial?
6. Stress Tolerance: Can you keep your cool?

Watch out for questions that say “always, never, everything” as these are usually set-ups to see if you are lying. Examples, “I have never lost my temper” and “I have never told a lie.



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Refer a colleague/friend or associate that purchases one of our products/services and receive a 5% *discount* on any of your future product or service purchase. This discount is cumulative, so if you recommend five (5) people who decide to purchase our products, you will receive 25% discount; ten people, a 50% discount, and so on. Start receiving your reward dollars NOW!!

Do you read as much as you'd like, or as many as you'd like of the books you're interested in? Have you ever ploughed through a book purely because you felt you should finish it, rather than because you were enjoying it? Try this short exercise - it will profoundly affect the way you look at your reading choices.

- ◆ How many books do you read on average a month?
- ◆ Multiply that figure by 12
- ◆ How many years of life would you like to think you have left?
- ◆ Multiply the number of years by the number of books you can read in a year. That figure is the likely number of books you'll read in the rest of your life, unless you learn to read faster.



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Are you reading as many books as you like?

By Robyn Pearce

How do you feel about that? And faced with that knowledge, are you happy with the selections you're currently making? The time spent on today's reading prevents you reading something else. Life is one of choice - make sure your choices take you in the direction you wish to go. The readers in a community are the leaders of the community.

My biggest recommendation to increase your reading rate is to attend a rapid reading course (sometimes called speed reading). You'll probably have access to some in your community (along with the list of [reading resources](#) we're building on this site), but the single most important element is the on-going practice.

If you want to try a few techniques on your own here are a few key pointers, but please don't consider this the definitive instruction on how to speed-read. It's only to whet your appetite. You really need to attend [a course](#) to be pushed to significantly higher levels of competency, because only an external person can push

you past the comfort zone of your eyes, your brain, and your current beliefs about your abilities.

Some rapid-reading keys

- ◆ Read with purpose. Don't read things you won't remember, and don't waste time reading things that won't further you in any way. If you're going to China, or have a keen interest in the area, an article about Chinese travel will be of relevance. However, many people read mindlessly, ploughing through whatever's under their nose - just because it's there!
- ◆ Review the way you'll use this particular information, before you start. Start with the end in mind.
- ◆ Have an expectation of success. See yourself reading at great speed. Fill your mind with a positive expectation of great deeds. Feel and imagine the power of the rapid flow of information into your mind. And hear the rapid flow of words just pouring into your brain.

Continued P5

Continued from P4

- ◆ Affirmations. What is your language and conversation about your reading ability? Do an audit on your words. If you find yourself saying, 'I'm hopeless, slow, or can't do it' - guess what - you'll be right. Instead, use positive present tense statements such as 'I love reading', 'I'm a really fast reader', 'Reading at speed is very easy for me', and you'll be amazed at how quickly it comes true.
- ◆ Sit upright and hold the book at a comfortable position.
- ◆ Have good overhead light, fresh air, plenty of water, and a c o m f o r t a b l e temperature.
- ◆ Read from the back of your head (your visual cortex) through your eyes, not from your eyes. You'll have a broader vision.
- ◆ Preview and review the book by flicking quickly through contents, index, information at the front

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Are you reading as many books as you like?- con't

and back.

- ◆ Use a visual guide, usually your finger, or sometimes two fingers, depending on the size of the column of print. This is where the training by an instructor is really useful (they won't let you get away with bad habits, and they push you beyond your comfort level). Most of us as little children started to read by using our finger to guide our eyes, as we sounded and said the words. Then we graduated to silent reading. The teacher told us to take our finger away but we continued to 'say' the words, inside our head. Speech is many times slower than sight, and yet many people roll into adulthood still silently speaking the words they read. No wonder they struggle. Their brain is bored, the information is therefore hard to retain, and they find themselves labouring over the work. One of the key elements of rapid reading is to use our finger at a very fast rate, running it down the page. We don't need to read every word in order to comprehend and retain the information. All we need is chunks of text, and the sense is gathered at lightening speed.
- ◆ Speed training. Go as fast as your hand can turn the pages, and don't worry that there seems to be virtually no comprehension at this stage. The key is to stretch the eye's capacity to absorb, and to stretch your mind's belief that it can be done. Two hands are needed. With one hand run your index finger down the page as fast as you can. At first you'll notice an occasional word or phrase will jump out at you, but not much else. That's fine - comprehension is not the objective at this stage. With the other hand, turn the pages as fast as you can go.
- ◆ Set yourself a daily target - it might be to race through a thick book that you're interested to read. It might be to practice for a specified amount of time.

Continued P6

Workplace Impressions

Projecting a professional image in the workplace can help keep a career on track. One expert suggests that a professional image involves more than just appropriate attire for the workplace.

"Impression management" means workers should also use other strategies to demonstrate their competence and commitment.

Find out more from HBS Working Knowledge http://workingknowledge.hbs.edu/item.jhtml?id=4860&t=career_effectiveness



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Are you reading as many books as you like?-con't

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- ◆ Practice, practice, practice. Magazines and newspapers are great to practice on. The columns are thin, which helps you go even faster.
- ◆ Comprehension. You may think you're not absorbing much, but try this test. Select a book you want to read. Each time you pick it up to read in your old style, first do the rapid run described above. You'll notice when you come to read in your slow way that in fact you already know, and can remember having seen, most of the key concepts. We call this a conscious convincer. Your subconscious needs reassurance that nothing is being lost, and that you have absorbed the information you need.
- ◆ Coupled with the rapid 'preview', if you do wish to read slower, do it with a highlighter in your hand. Your retention of the material will be greatly enhanced, for you will have visited the information several times.



You may still wish to read at a slower speed for enjoyment, or because you need to really absorb every word of an author for study purposes, but if every day you practice this technique, suddenly you'll find you really are reading and absorbing at a much faster rate.

Article by Robyn Pearce of Robyn Pearce Corporation. Robyn's site has helped 1000's of folks in 'Getting a Grip on their Time' - Visit <http://www.gettingagripontime.com> for **FREE** registration on her fortnightly e-zine, packed with "how-to" practical productivity assistance.

More Companies Searching for Full-Time Bloggers

Blogging is creating new job opportunities for workers interested in communications. Career experts say that more companies are searching for workers to be full-time corporate bloggers.

Learn more from the Career Journal
http://www.careerjournal.com/salaryhiring/industries/sales/20050531-needleman.html?cjpos=home_whatsnew_major

Check out our blog:
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Q & A

This is a question that was recently raised on our Job Forum. [If you have not visited the forum yet, please pop across and share your views, ask questions, and tell your friends.



Q: How do I respond to an interviewer when they say "Tell me about yourself?"

A: This is a great question and one which stumps many candidates. Quite often a candidate responds with "What would you like to know?" which is not really a powerful or memorable way to begin the interview. And neither is providing the interviewer with lots of personal details.

A great way to respond to this question is to develop a short summary of some of your career highlights that has led you down the path to the position you are currently

interviewing for. This way the interviewer can gain an understanding of your career progression, specific highlights and experience, which confirms your ability to perform the job requirements while continue to add value to the organisation.

All the best with your career!



Annemarie Cross

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5 key steps to developing a positive approach

By Annemarie Cross—Career Coaching Expert, Propulsion Business Network

Having a positive approach can be a contributing factor to maintaining business and career momentum. A negative attitude can affect your motivation, performance and subsequently tarnish relationships with people around you.

While some people are able to eliminate unconstructive thoughts, others continue to dwell on the negative, which can result in their business and/or career stalling.

To avoid stagnation in your business and/or career, develop a constructive and optimistic attitude by implementing the following strategies:



1. *Practice positive thinking:* concentrate on one task at a time in your job, to avoid becoming overwhelmed and dissatisfied. Maintaining a positive attitude will soon see you reaping the benefits of your new approach.
2. *Keep conversation positive:* don't develop a negative reputation at work by constantly moaning about your job to your colleagues. Rather, speak about the aspects you enjoy and maintain a positive attitude in your communications.
3. *Identify the positive aspects in others:* each of us has positive attributes and features so identify these unique qualities in others and spread the word. Maintaining a positive attitude in this way could become infectious thus transforming a negative workplace into a positive one.
4. *Concentrate on the positive aspects of your job and the company:* what is it about your job that you really enjoy? Don't be tempted to say 'nothing' as this is hardly ever true. Consider your work colleagues, the working environment, customers, products and services, or the wider industry the company is involved in. Pinpoint the areas that you most enjoy and be proud of what you do and the company you work for.
5. *Avoid becoming distracted:* negative people and their unpleasant thoughts and attitudes can negatively affect you. It is important that you realise you are only able to change yourself – you have little influence over others and how they think. If they choose to remain negative that is their choice. Being around negative people can be draining, so if it is impossible to avoid them, don't get caught up in their negative way of thinking. It is important for you to maintain a positive attitude and approach.

Start implementing some of these initiatives today. Here's to continued positivity and your success!



[Read more of our articles on the [Propulsion Business Network site](#)]