

Worksheet 1 - Job Ad Analysis

Scenarios

1. Hospitality Job

Sunshine Coast Hospitality Group runs a number of entertainment venues which cater for family entertainment and hospitality during daytime and evening, then convert to overage venues at night time. Our group owns brands that are well known and trusted by both these demographics and your role as potential waiting and serving staff would have you placed in a role where you are helping our patrons to enjoy their holiday time on the Sunshine Coast, whether they are entertaining as a family or without kids.

2. Junior Consulting Job

Sunshine Coast Consulting Group has a small professional services consultancy which offers a range of solutions to clients. Consultants work across a range of duties including Sales, Account Management, Estimation & Quoting, Delivery and Project Management. We are expanding our team of consultants and invite you to contact us if you are interested in a career with our organisation.

Questions

The purpose and importance of this role to the organisation?

What skills, knowledge and personal qualities of value can I bring to the position?

My main achievements, within and outside university

Include a comment on why an employer would care

My employment and work experience

Include a comment on why this is relevant to the job I'm applying for

Worksheet 2 - SMART Goal Setting

- Specific (simple, sensible, significant)
- Measurable (meaningful, motivating)
- Achievable (attainable)
- Relevant (reasonable, realistic and resourceable, results-based)
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)

Questions

A SMART goal which will help my employability that I will complete within the next 2 weeks.

Why I have chosen this goal or how it will benefit me

Bonus questions

Why the above is Simple, Sensible or Significant

Why the above is Meaningful or Motivating

Why the above is Attainable

Why the above is Reasonable, Realistic and Resourceable or Results Based