

## **Applying for a job in General Practice**

### **ENGAGE ACTIVELY IN THE PROCESS OF APPLYING**

- Look carefully at the advert
- Is this really the post for you?
- Arrange an informal visit
- What questions do you have?
- Can you apply for fewer or more hours than advertised?
- Find out as much as you can about the post and the people you will be working with
- Does the practice have a person specification for the post?
- Think about the practice's perspective

### **FOLLOW ALL THE INSTRUCTIONS EXACTLY**

#### **THE APPLICATION PROCESS**

CV +Letter of application

or

Application form

#### **LETTER OF APPLICATION**

##### **DO**

- Say why you are applying for the post
- Ensure you tailor your letter to the person specification and job advert
- Highlight any individual skills or attributes
- Explain any career breaks
- Offer a positive explanation if you are moving posts
- Explain why you are applying if the post is not geographically near you

#### **Your Curriculum Vitae**

##### **Do...**

- Ensure your layout is logical and easy to read
- Use a readable font- size
- Be consistent with using tabs/tables/bullet points
- Be relevant
- Be succinct
- Be honest
- Check your spelling and grammar very carefully
- Get a friend or colleague to check your CV
- If you have to email your application consider converting your CV to a PDF document

##### **Don't...**

- Leave any unexplained career gaps
- Include a photo unless asked to do so
- Be afraid to take out information that is out of date
- Put anything in your CV that you can not discuss and talk about
- Think that this information does not apply to you

## **THE INTERVIEW**

- Find out before who is on the interviewing panel
- Be on time on the right day
- Look the part
- You are bound to be nervous so be prepared
- Be familiar with your CV/letter of application/application form
- Try and imagine yourself in the post and who you might be looking to recruit
- Be familiar with what is happening in the media that might be relevant

### **Do...**

- Smile and make eye contact
- Remember why you are applying
- Remember first impressions are very important
- Be clear, confident and concise
- Ensure your answers are relevant to the question
- Look and act as if you want the job

### **Don't...**

- Forget the importance of non verbal communication
- Be over-confident
- Recite your answers
- Say too much, or too little!

### **How do you want to come across?**

- Think of three adjectives that describe how you would like to be seen  
e.g.
- Calm, caring and professional
- Friendly, efficient and knowledgeable
- Fun, kind and compassionate
- Business-like, organised, attentive

## **Prepare for questions**

### **SCENARIOS need a framework**

Using the **STAR** model can help you answer scenario questions

**S**= situation

**T**=task - give a brief introduction to put the task into context.

**A**= Action- what did you do and how did you do it? What skills and qualities did you exhibit?

**R**= result or reflection- what did you learn from the event

### **Examples**

- Have you had a complaint and what did you learn from it?
- Can you describe a situation that demonstrates your ability to work in a team?
- Can you think of a recent situation that was challenging and tell us how you dealt with this?
- What is the most difficult aspect of being a GP and why?

**Finally,**

- Ask when the interview panel will be making their decision and how they will let you know
- Remember to thank the panel
- Most importantly if you think the post is not the right one for you don't be afraid to say so
- If you don't get short listed or appointed at interview, ask for feedback to help you with future applications
- The panel are listening as much to **what** you say as **how** you say it.
- They will be thinking, *Can I work with this person? Can I see this person undertaking the advertised post?*