

REGENCY REPORTS

The Quarterly Newsletter for Candidates and Job Seekers



PROFESSIONALISM

This edition focuses on professionalism in the job hunt - all you need to know to give yourself the advantage !

SOFT SKILLS

Ria Jordan from the Caribbean Development Bank shared her insights on Meet the Expert.



R.E.S.P.E.C.T

Respect is never out of fashion, and employers value candidates who demonstrate respect and professionalism throughout the process.

PROFESSIONALISM IN THE JOB HUNT



Did you know that the average position at a well-known company attracts over 100 applicants? And out of all these candidates, only a handful will receive an interview invite.

When you're up against such tough competition, coming across as professional could make all the difference and help you stand out from the crowd.

Here are 6 tips for professionalism throughout the job seeking process.

1. Clean up your social media feed - employers will check!
2. Pay attention to the details - Checking spelling and grammar is a given, but triple check that you have the correct name of the company, the position, and the hiring manager you're addressing when sending your resume.
3. Being on time is essential. Show up late and you risk being considered rude or inconsiderate - including virtual interviews.
4. Dress appropriately. Wear an outfit you'd feel comfortable in when giving an important presentation or meeting a senior leader. Be careful you aren't wearing anything too revealing, too casual or too over-the-top.
5. Before the interview, prepare 4-5 questions. Failing to do so could make it look like you're not interested or haven't done your research.
6. After your interview, send a thank you note to the recruiter. Thank them for their time and mention an aspect of your interview you enjoyed like meeting the team or talking about industry trends. An Accountemps survey showed 80% of HR managers consider thank you notes useful when making a hiring decision, but only 24% of interviewees actually send one.

PROFESSIONALISM IN THE JOB HUNT

No matter how bad it is or how desperate you may be, be professional in your job search. This shows that you are disciplined and focused. It is also practice for dealing with pressure. Think about it – if you have not even yet been hired, and are harassing the hiring manager by sending multiple emails or calling for updates on a daily basis, they will be wondering what you would be like to work with and how well you would handle pressure at work.

So if you're currently searching for a job and are feeling the heaviness of the hunt dragging you down, there are strategies to keep you grounded and allow you to take the time you need to make smarter decisions about your future.

Visualize your future. Designing the way you want to show up, and not what prize you'll get for doing so, will help clear away some of the head fog driven by your stress, and restore a sense of calm and clarity that allows your spark to shine through.

Teach yourself how to set worry aside and clear your mind, even temporarily. An effective technique is to make an appointment with worry. When something is pulling at your mind (such as your employment situation), schedule that heavy thought and visit it only once per day at a designated time. Tell yourself, "Each day at 9 a.m. I will give this subject five minutes of my complete focus." Then, when the subject occurs to you at other times, as it will, remind yourself it's already scheduled, and try to move on.

Get quiet and imagine yourself working at the company you've applied to (or are considering applying to). If you do get an offer, as a rule of thumb, sit with it for at least 24 hours. This will give you enough space to move past your most immediate instinct, and consider what choice is going to most fulfill you and your long-term goals.



SOFT SKILLS

In our ongoing Meet the Expert Series on Facebook Live, Ria Jordan from the Caribbean Development Bank shared insights into the soft skills required for success in today's workplace. As a seasoned regional HR professional, she is ideally placed to advise job seekers on the skills most valued by employers, which include emotional intelligence, resilience and excellent communication skills.

What Are Soft Skills?

Soft skills are non-technical skills that promote productivity, efficiency and effective communication in the workplace, regardless of your profession



Communication



Teamwork



Problem solving



Dependability



Critical thinking



Positivity



Organisation



Creativity



Adaptability



Conflict resolution

Ria advised our audience to identify their own skills gaps and seek opportunities to acquire the skills that you are missing. Research the position you are interested in, and its applicable soft skills, and then look for training courses, networking experiences and volunteer opportunities that will give you the chance to learn these essential skills.

Your hard / technical skills are important, but in today's world, soft skills are what set employees apart.

R.E.S.P.E.C.T.

Whether it's a top technology company or a small startup, employers all love one thing - professionalism! It doesn't matter if you are a veteran or straight out of college, employers love professional, respectful candidates. So remember ..

- Avoid jargon and acronyms on your resume and emails.
- Get to the point and keep it short, but use proper English.
- Do not overstep or overshare.
- Casual does not mean unprofessional.
- Preparation is key - research the company and the job, and prepare relevant and appropriate questions to ask, to show the employer that you are serious.

But it is also important that you respect yourself first - this is how you build your brand as a respectful and respected professional, that others can trust and rely on.

If you are new to the workplace ask others for help and seek guidance. Offer yourself when opportunities to learn and be part of exciting new projects come along. You have to respect others to be respected yourself. And respect yourself in order to respect others. Step by Step.

FIVE TIPS FOR BUILDING MUTUAL RESPECT

- Remember that self-respect is not ego
- The golden rule applies, show others respect
- Advocate for yourself
- Be careful with uptalking
- Stand up straight, body language is important



JOIN US !

MEET THE EXPERT #5



Volunteering is Good for your Career

Deputy Permanent Secretary in the Office of the Prime Minister, David Roberts is an experienced management professional who is deeply committed to his country. He will share his thoughts on the role of Volunteerism in Career Development.



**JOIN US ON FACEBOOK LIVE
TUESDAY 27TH JUNE 2023 FROM 10 AM**

Save the date and join us as we discuss the relevance of volunteering in your job hunt and career development with

Deputy PS David Roberts.

**Tuesday 27th June from 10am
on Facebook live.**