

PERSONAL INTERVIEW COUNSELLING CONSULTATION What You Receive and How This Helps You

1. To improve your **Resumé** and add points to your candidacy

You Receive	How This Helps You
Current Resumé Critique	Provides detailed analysis and instructions to improve your existing resumé
Resumé Planner	Helps draw out any overlooked achievements specific to job requirements
Resumé Structuring Framework	Explains proven layout techniques to showcase your attributes and subtly mask deficiencies
Sample Resumé	Guides and benchmarks your crafting of a new resumé

2. To enhance your performance in the **Personal Interview**

You Receive	How This Helps You
Sample Interview Questions	Exposes you to “real” interview questions to consider, practice on, and hear answered
Situational/Role Play Question Themes and Underlying Dynamics	Provides rules for interpreting questions properly
Answering Framework	Provides a checklist to ensure you consider all options before answering
Developing Answers to Personal Questions	Directs you to avoid stock, rambling answers and facilitates precise, planned responses to advance your case
Pre-Interview Reminders	Lists steps to carry out before your interview
Basic Interview Tips	Provides logistical tips and ensures appropriate personal deportment to make a good impression
Evaluation Criteria	Shows what you are judged on and how
Tactics to Consider	Shows ways to “manage” the interviewers, when possible

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3. To strengthen your performance with participants in the **Group Simulation**

You Receive	How This Helps You
Sample Simulation Projects	Explains “real” projects used previously to help you understand and interpret your own project
Analytical Framework for Project Assessment	Trains you to dissect project format and material quickly
Structuring Tips for Your Verbal Presentation	Suggests ways to “manage” your participation in a timely manner
Exercise Logistics and Timing	Informs you on what to expect and how the simulation unfolds
Tactics to Consider	Gives you a method to organize and deliver a solid presentation under tight time constraints

4. To emphasize **Key Performance Tips**

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Why People Fail the Interview/Simulation	Explains shortcomings candidates often overlook
Do’s and Don’ts	Provides final reminders for planning and behaviour

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