DUPONT AND ASSOCIATES

INFORMATION SHEET: VOCATIONAL SERVICES

Work satisfaction is high on most people's wish lists. Planning a career begins in high school when young people begin to think about their work, training and/or study options. Career development is an ongoing process and, at some time, most adults review their career path. This can be for a variety of reasons including redundancy, injury or illness, changes in career preferences or as a result of lifestyle decisions.

Our professionally trained and qualified consultants can help by offering the following services:

Vocational Assessment

Having a plan can help you achieve a satisfying job. A vocational assessment provides a snapshot of where you are at a point in time using information drawn from an extended interview to provide recommendations that will assist you to make well-informed decisions about future career and study directions. A consultant will gather general information about your past career, training and education choices, and look closely at a range of important factors that influence your career decision-making. They will be interested to explore your interests, values, personality type, strengths and any barriers you may have. Often feedback and recommendations are provided immediately; we can also provide a written summary, or more detailed report that may include market research and realistic recommendations.

Resume Writing

Job seeking is a competitive process. A resume that summarises your career history and highlights your special attributes is more likely to attract a potential employer's attention. Employers may spend as little as seven seconds looking at your resume before deciding whether you are worth a second glance. Our consultants can help you craft or update your resume. Remember that resumes are living documents and regularly need to be updated. Following an interview with a consultant, we will have your draft resume ready for perusal within a few days.

Job Applications and Selection Criteria

Our consultants can assist you win that important job. Whether you need basic guidance or require more detailed assistance, care always needs to be taken with job applications and selection criteria to ensure all requirements of the position are addressed and that claims are backed up with well-considered and relevant examples. This is the tricky bit. After an interview with a consultant, we will prepare a draft document for your consideration.

Interview Coaching

Selling yourself can be hard. Our consultants can advise you on the market place and employers' requirements, and provide you with an opportunity to learn through the experience of a mock interview. We generally find that learning is more relevant when applied to a real situation and, because we understand that timeframes can be short, undertake to provide assistance within a couple of days of a job interview. With a copy of the job advertisement and your job application the mock interview will feel like the real thing. Alternatively your consultant can provide you with broad strategies and advice to help you compete for that important job.

Career Coaching

Like your career but just not sure what step you should take next to broaden your experience or to gain a promotion? Career coaching can help you make those important decisions through a process that gets you thinking about your life goals, interests, needs, wants and motivations. Career coaching can occur over one to six sessions, and the motivation and strategies that you gain can be applied over and over as your career goals change.

Training

Training in resume writing, addressing selection criteria and improving interview skills can be presented in the workplace with small to large groups. Employers will find this service relevant for new graduates, for those faced with redundancy or redeployment or as a way to assist staff with their career development. Our consultants can develop specialised training programs and workshops to meet an employer's needs.

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