



CV Skills and Interview Techniques

Finding out about the job and organisation

Finding out about the job

However you find out about a job vacancy, you need to research it carefully to find out whether it is right for you, and whether you have the right skills and experience for that job.

- Read the job description carefully
- Make notes of any points you want to have more information on
- If you are unclear about anything, many organisations are happy for you to telephone the owner/manager/ or human resources manager to discuss the position in more detail – but keep it brief, and refer to the notes that you made earlier
- Check your experience, ability and skills against the person specification and job description

Finding out about the organisation

Employers often complain that applicants do not know enough about the organisation to which they are applying, so find out as much as you can in advance.

- What service does the organisation offer?
- How many children do they work with?
- How many employees do they have?
- Are there any recent developments?

Many organisations will send you some background information about themselves – for example a prospectus that includes pictures of the nursery or playgroup. Make sure you read this.

The organisation may have a website that can supply additional information. Find out if it does, and visit the site to find out more. If you do not have access to a computer or to the internet, many libraries, internet cafes and job clubs can help you to access this information.

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