**EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Expression of Interest and Resume Assessment Task |
| **Task type:** | Multimedia resume writing |
| **Value:** | 15% (10% expression of interest; 5% resume) |
| **Length:** | 2 A4 Pages (expression of interest) 2-3 pages (CV/resume) |
| **Level:** | Transition through |

# Task Objectives:

* Clearly articulate skills and knowledge in relation to a defined position description and specific selection criteria (written communication; reflection)
* Succinctly summarise skills, knowledge and experiences (evidence of learning)

Task Rationale:

To work effectively as a leader or as a member of a project team you will need to develop and apply project management skills. These project management skills are often highly transferable – meaning they are relevant to a wide range of roles in diverse contexts. Developing your awareness and understanding of these key ‘employability’ skills within Project Management Principles is therefore an opportunity for you to evidence and articulate your employability more broadly. This is critical as your progress towards the end of your degree and you begin to prepare for the transition from university to a professional / graduate role. Part of this process will be to prepare effective job applications so you can demonstrate and communicate your knowledge, skills and abilities to potential employers.

# Task Description:

For this task you will **analyse a job advertisement** to *identify the key skills* employers are seeking and then you will **prepare a job application (maximum 5 pages total)** in response to the advertisement that includes:

* A two page **expression of interest** (EOI) in which you *explain your suitability* for the role by **responding to the listed selection criteria**; AND
* A two – three (2 -3) page **resume or CV** *tailored* to the role.

# Additional information:

1. Attend the four, scheduled employability workshops. These workshops will cover:
   1. Understanding what the term ‘employability’ really means;
   2. Identifying transferable skills (de-constructing a job advertisement so you know what employers really want);
   3. Writing reflectively to evidence your skills and respond to selection criteria;
   4. Tailoring your resume for a specific job and writing a formal expression of interest;
   5. Developing a plan so you will ‘stand out’ when you graduate; and
   6. Pulling it all together and finalising your assignment.
2. Reflect on your experiences in Project Management Principles to develop your understanding of ***why*** project management skills (and the associated transferable skills) are highly valued by employers.
3. Prepare your application to clearly establish:
   1. Your interest in the role / organisation;
   2. The strengths, skills and knowledge you would bring to the role (aligned to the job advertisement i.e., address the selection criteria);
   3. Previous experiences you have had that demonstrates your suitability for the role.
4. Prepare a tailored resume that supports your two-page expression of interest.
5. Refer to the Rubrics attached for further guidance.

# Rubric:

| **Expression of Interest (EOI) Criteria** | **Outstanding**  *A mark of 9 or 10 out of 10 will typically be awarded for a response that shows these things* | **Good**  *A mark of 7 or 8 out of 10 will typically be awarded for a response that shows these things* | **Minimum Standard**  *A mark of 5 or 6 out of 10 will typically be awarded for a response that shows these things* |
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| **Response to Required Qualifications and Discipline-Specific Skills** | * All required qualifications and skills are addressed with appropriate supporting evidence; * Language used aligns with that used in the advertisement; * Intent of expression of interest is clear and convincing throughout. | * Most required qualifications and skills are addressed with some supporting evidence; * Language used aligns with that used in the advertisement; * Intent of EOI is clear. | * Some required qualifications and skills are addressed, with limited supporting evidence; * Language is appropriate, although may not explicitly align with advertisement; * Intent of EOI is unclear. |
| **Identification of Transferable Skills** | * Insightful selection of transferable skills with explicit relevance to the role; * Thoughtful and creative examples of how skills can be adapted/ used in the context of the job. | * Appropriate selection of transferable skills with some relevance to the role; * Appropriate examples of how skills can be adapted / used in the context of the job. | * Transferable skills identified but relevance to the role is not made clear; * Examples of skills are not adapted / used in the context of the job. |
| **Structure of Expression of Interest** | * Structure is appropriate and professional; * Strong opening sentence with details of job and where it was advertised; * Motivation to apply for this job / organisation is positive and clear; * Formal writing is clear and succinct with no grammatical or spelling errors; * EOI is maximum of two pages in length (with appropriate font size). | * Structure is appropriate and professional; * Good opening sentence with details of job and where it was advertised; * Motivation to apply for this job / role is apparent; * Formal writing is clear with few grammatical or spelling errors; * EOI is maximum of two pages in length (with appropriate font size). | * Structure is mostly appropriate and professional; * Opening sentence states details of job and where it was advertised; * Motivation to apply for this job / role may not be apparent; * Formal writing is clear with numerous grammatical or spelling errors; * EOI is longer than two A4 pages. |