

DWP
East London
Schools Team

MY CAREER **MY FUTURE.**



2023/24 Edition

Create your own path

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Welcome to the 5th issue of our Post 16 careers guide. The Guide is now 5 years old!

As always, we have filled it with everything you need to know about getting into the world of work and what to expect once you start. We want you to be prepared for what you will have to do to find work, but also how to sustain a job.

According to the Office for National Statistics, the UK employment rate was estimated at 76% in February to April 2023. We want you to eventually become a part of the 76% of employed people and this guide will give you valuable insight into how to make that happen.



Thank you for supporting the East London Support for Schools Team!

Natasha

Natasha Whittingham
East London Schools Lead

What is next for me?

16 -18

BTEC / A-Levels

T-Levels

Apprenticeships

Applied Qualifications

Traineeships

Supported Internships

After leaving school or college, have you considered what your next steps will be? You can speak to family, friends, and careers professionals about the many career pathways that are out there for you.



18+

Further Education

Higher Education

Employment

Apprenticeships

Applied Qualifications

Support Internships

HOW DO YOU LEARN?

STUDY A-LEVELS

Research Skills
Independent Learner
Organisation Skills
Analysing Information

UNDERTAKE AN APPRENTICESHIP

Fast Learner
Enthusiasm
Interpersonal Skills
Work Ethic

STUDY A BTEC, NVQ OR T-LEVEL

Combine practical learning with theory
Hands on approach
Lead on specific jobs
Commitment



Steps to Success

Take a few moments to consider how you will achieve your ideal career. What qualifications will you need? Will you need relevant experience along the way? Start by filling in the box at the top titled '**Where do I want to get to?**' and then work your way up from the bottom to see how much you know about your intended career path.

In the **Where am I now** box located at the bottom of the page, you could for instance write '*apply for work experience at a local art studio*' or even write down the results you received e.g., '*5 GCSES 4-9 including Maths & English*' or the course(s) you are due to begin.

Where do I want to get to?

Where am I now?

What skills are most in demand?

Management

Project Management

Research

Customer Service

Communication

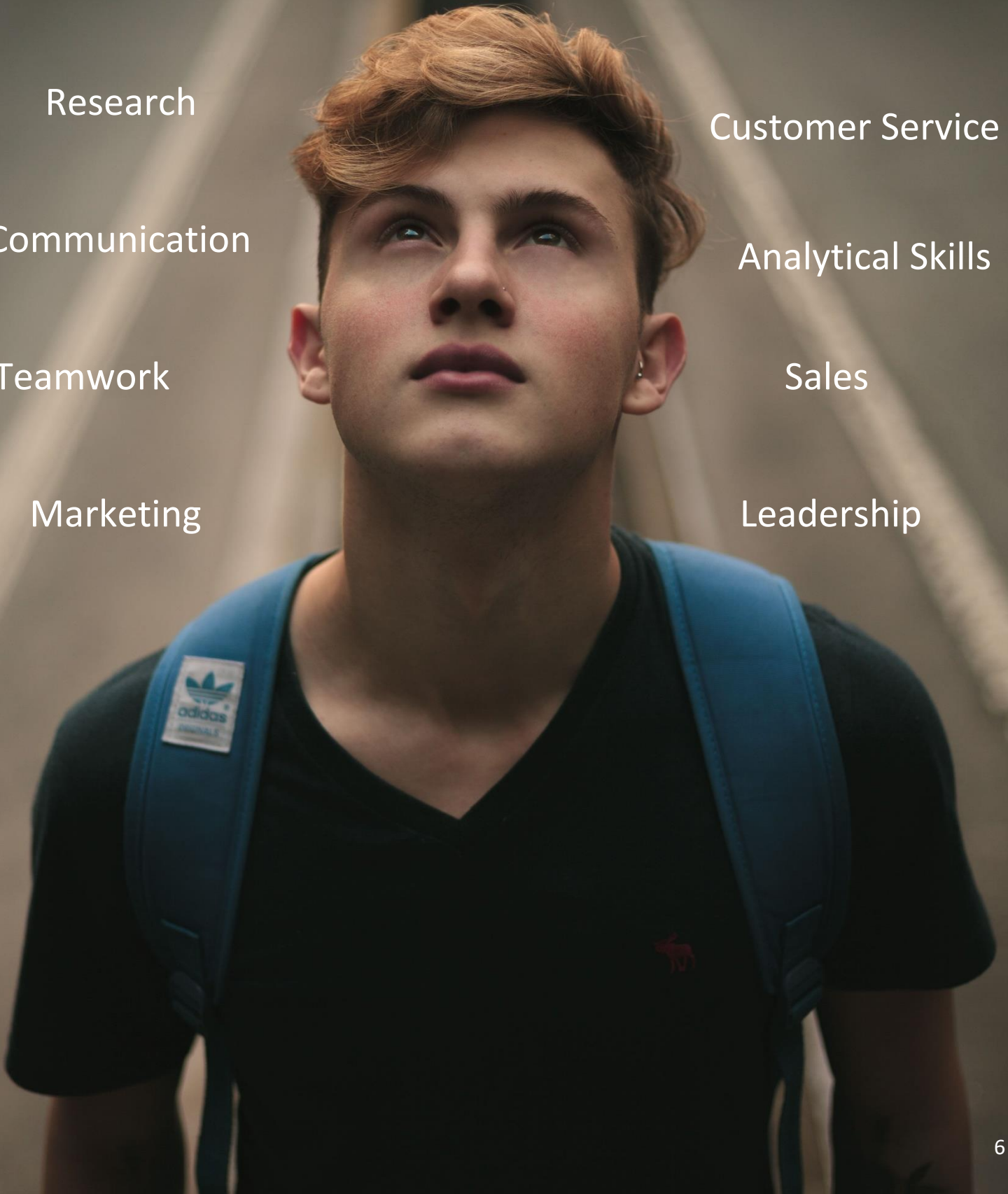
Analytical Skills

Teamwork

Sales

Marketing

Leadership



SKILLS CHECK

How good are you at...?	Not Confident	Slightly Confident	Very Confident
Communicating in a way that is appropriate to the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making use of help and support when working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowing what skills are in demand from employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing CVs, letters, and job applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenting yourself effectively at interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysing and translating information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning your own learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapting to different environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding which skills you need to develop & improve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping and attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively listening to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Producing high quality work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking prompt & appropriate action when facing a problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepting constructive feedback to improve work quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability skills are personal qualities that make you “employable” and can often be the difference between gaining and maintaining a job, these skills can also be transferred to every part of your everyday life.

Developing Your Core Skills

COMMUNICATION

To be a strong communicator means speaking in a clear, direct manner, using easily understood language.

TEAMWORK

Open communication and mutual support are two key descriptions of good teamwork that contribute to increased job fulfilment.

PROBLEM SOLVING

Good problem-solving skills require critical thinking, creativity, decision-making, planning and organisation.

LEADERSHIP

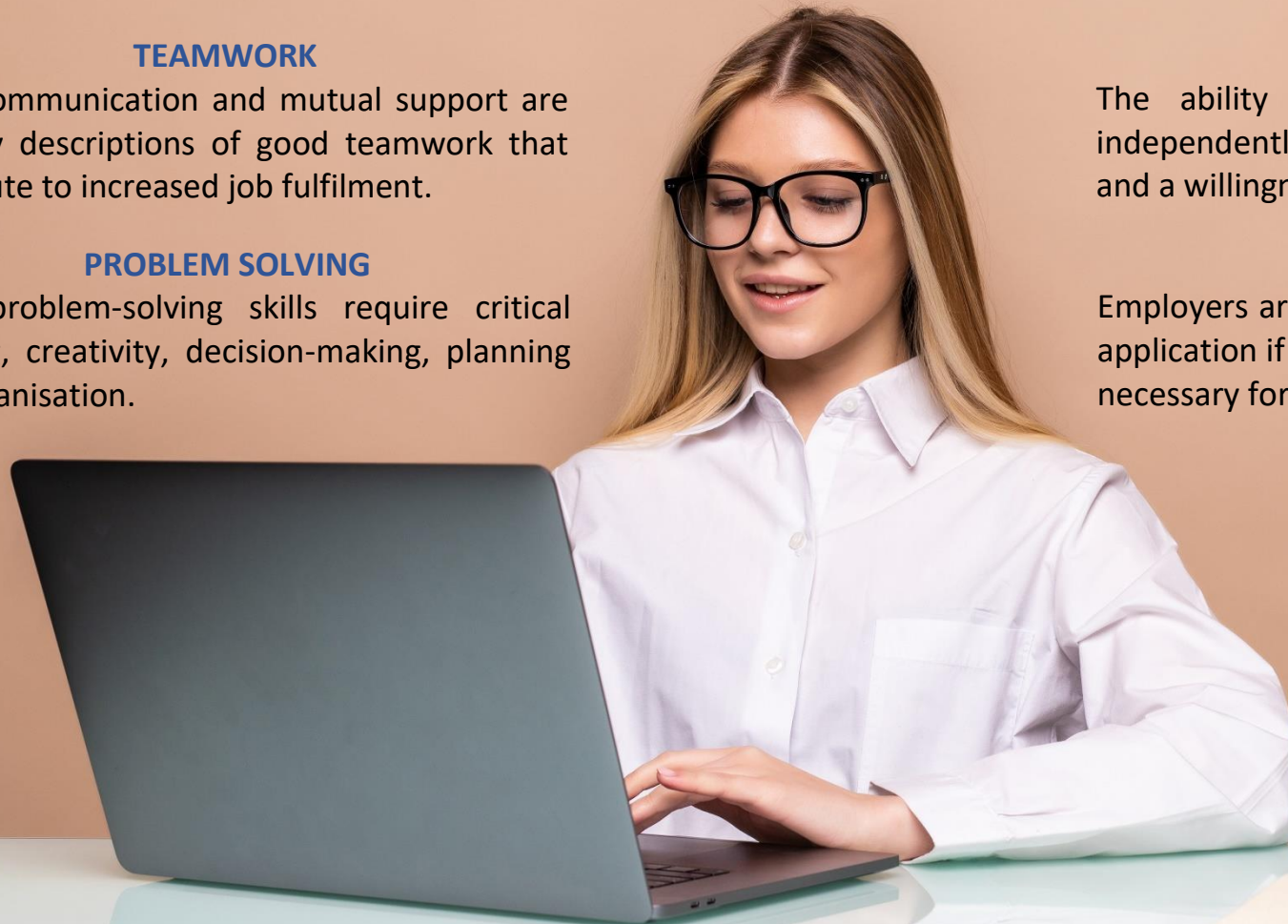
As well as providing direction, vision, and guidance, good leaders show courage, passion, confidence, commitment, and ambition.

INITIATIVE

The ability to assess and initiate things independently. This demonstrates confidence and a willingness to work hard.

DIGITAL

Employers are more likely to consider your job application if you have the relevant digital skills necessary for the job role.



91% of all employers are currently using social media as part of their hiring process.

45% of recruiters post content on social media to engage with candidates.

The average UK company spends a quarter of their recruitment budget on social media.

Millennial job seekers are the most active age group on social media with 85% incorporating social into their job search.





Social Media Revolution

Khabane Lamé (aka Khaby Lamé) is a comedy TikTokker who has become a very familiar face on the app, thanks to his videos in which he reacts to some of the weirdest 'life hack' videos on the internet.

His videos regularly get tens of millions, if not hundreds of millions of views, with viewers loving his wordless reactions.

Khaby Lamé is the most followed creator on the platform, as of June 2023. He has an incredible 159.5 million followers, and that number continues to grow.

His current net worth is around £12.5 million.

In the box below, list two skills that you might need to become a top influencer like Khabane Lamé

What if I don't have work experience?

If you have a CV with no work experience, then the key is to focus on your skills and achievements, rather than experience you don't have.

It is a good idea to include awards that highlight your skills and abilities related to the job you're applying for. Also, remember to add all recognitions that you've received, even if they were not formal awards.

Examples of student achievements

- Achieved 5 GCSEs at grade 7 and above
- Won an award for punctuality
- Elected class representative

Examples of personal accomplishments

- Completed a marathon for charity
- Learned a new programming language
- Captain of the local sports team

Examples of Extracurricular activities

- Student Council
- Clubs/ Organizations/ Societies
- Fundraising

**Think about any
volunteering, school or
project work you have
done in/outside of
school**





Types of Work Experience

Work experience is a great opportunity to learn about a job or an area of work. You will use skills that you might not even know you have and develop new skills that will help you work better with other people now and in the future.

VOLUNTEERING

You can pick a project you care about and give as much time as you can

WORK EXPERIENCE

Younger students get a feel for an industry they're interested in working in

EXTRACURRICULAR ACTIVITIES

Being part of a sports team, club, or group such as a theatre group or choir

INTERNSHIP

An internship (paid/unpaid) can help you gain skills that can be applied to future jobs

WORK PLACEMENT

Students apply their classroom learnt industry skills, in a real work environment

WORK SHADOWING

Shadowing in the workplace to understand what an employer does and how they do it

(Your name)
(Email Address)
(Contact telephone number)

(Date)
(Employer's Name)
(Full Address)
(Postcode)

Date

To whom it may concern,
I am a Year *(state year)* student, and I am currently seeking a placement for work experience from the *(insert dates)*.

I am interested in a career in *(insert what career you are interested in)* because *(give a reason why)*.

I would be very grateful if you were able to offer me a placement at your business. I feel that carrying out my work experience with your company I would be able to learn a great deal from you and gain some valuable skills and experience that will help me in the future.

In my spare time I enjoy *(give some relevant examples and why)*. I understand that my working hours would not be the same as my school hours and that I would need to follow your rules and procedures.

If you have any questions with regards to work experience, please contact *(input teachers contact details)*.

If you would like to meet me before offering a place, then please contact me on the details above.

Yours sincerely

Sign your name here

Work Experience Letter Template

A well-written application letter can make all the difference when it comes to being considered for your ideal placement.

Contact Details

Always double-check to make sure you have got the right address and name, and don't forget to edit it for each organisation you send your letter to.

Who am I

Give the employer a brief outline of who you are, what you're doing and explain what you're looking for. Include relevant subjects to the sector you want to go into.

Sell yourself to the employer

List all of your relevant skills and think of a real-life example to back each of them up. The examples can be from any area of your life, but it is important that they accurately quantify your skills.

Closing the letter

Reiterate. Always express your gratitude for their consideration.

Have you considered volunteering?

Young people who volunteer can gain a lot of benefits from the experience. There are a lot of volunteering opportunities out there for you to develop. Below are two websites that offers both national and London wide volunteering opportunities.



Promote volunteering and other wellbeing experiences, manage your volunteer communities, and access the UK's largest volunteer network.

<https://doit.life/discover>

Team London

Volunteering is open to everyone! Give back to your community while building new skills and help to make London a better place.

www.london.gov.uk/what-we-do/volunteering/search/



Have you thought about attending a Careers Fair?

Career fairs give you a chance to speak one-on-one with multiple company representatives and network with people that work in the industry you would like to work in.

You can find information on career fairs at
at
Youthemployment.org.uk



Supported Internships

Supported Internships are a structured, unpaid, work-based study programme for 16 to 24-year-olds with SEND, who have an education, health and care (EHC) plan.

Supported internships last for a minimum of 6 months and up to a year. Benefits of supported internships include:

- Learning new skills
- Building confidence and life skills
- Increase social networks

Access to Work can help you get or stay in work if you have a physical or mental health condition or disability. The support you get will depend on your needs. Through Access to Work, you can apply for:

- A grant to help pay for practical support with your work
- Support with managing your mental health at work
- Money to pay for support at job interviews

For more information, please visit:
<https://www.gov.uk/access-to-work>



T Levels

T Levels are an alternative to A levels, apprenticeships and other 16 to 19 courses. Equivalent to 3 A levels, a T Level focuses on vocational skills and can help students into skilled employment, higher study, or apprenticeships.

Each T Level includes an in-depth industry placement that lasts at least 45 days where students can gain valuable experience in the workplace.

TECHNICAL QUALIFICATION

The main classroom-based element part of a T Level where students will learn about their chosen sectors

ENGLISH, MATHS & DIGITAL PROVISION

This is built into the classroom-based element of the T Level

INDUSTRY PLACEMENT

Runs for at least 45 days and will give students practical insights into their sector



Apprenticeships are an exciting option - you get hands-on training and the chance to put your skills into practice.

Apprenticeships are available at multiple levels. From school leavers, people upskilling in their careers and complete career changes. There are hundreds to choose from and some include a qualification, like a degree.

DIFFERENT LEVELS OF APPRENTICESHIPS

INTERMEDIATE

Level 2
5 GCSEs, 4+

ADVANCED

Level 3
2 A-Levels

HIGHER

Level 4/5
A foundation
degree or above

DEGREE

Level 6/7
A Bachelors /
Masters degree

The national minimum wage (NMW) for apprentices is
£5.28 per hour as from April 2023

Anyone living in England, over 16 years old and not in full-time
education can apply to be an apprentice

What you earn will depend on the industry, location and type of
apprenticeship you choose

If you're 19 or over and have completed the first year of your apprenticeship,
you are entitled to the National Minimum Wage

This is the minimum you'll earn - many employers pay a lot more and offer
their apprentices a competitive salary

Apprenticeships

Degree Apprenticeships

Degree apprenticeships are primarily targeted at 18 to 19-year-old school leavers as an alternative route to gaining a degree via university. As the scope for degree apprenticeships expands, so does the range of provider universities and employers. Below are a few examples that can provide you with a flavour of what is available.

UNIVERSITIES

Project

Management

Aston University and
University of Cumbria

Nursing

University of Brighton and
University of West London

Architect

De Montfort University and
University of Portsmouth

EMPLOYERS

Digital and technology solutions

BT, Fujitsu and Network
Rail

Construction

BAM Construct UK Ltd and
Laing O'Rourke

Nuclear

EDF Energy and
Sellafield



Employer Testimonials

"The biggest benefit that these programmes have brought to the business is that a young person comes in, they learn on the job and they have got a qualification to look forward to at the end."

Saira Hussain

Founder of HAD & CO

"Apprentices have had an amazing impact across our business and bring a fresh perspective to everything we do here at Channel 4. They really challenge the status quo, and we empower them to do just that."

Laura Boswell

Industry Talent Specialist, CHANNEL 4

"Our apprenticeships have improved productivity because they're learning on the job and they can give back more or less immediately."

Caroline Ash

Production Director, Fashion Enter

"We've managed to recruit a large number of new staff and for them to develop onto a really worthwhile career pathway."

Tony Spence

Deputy Head of the Yorkshire Ambulance Service Academy



When choosing an apprenticeship, consider these three factors:

THE VACANCY

- Level
- Sector
- Employer
- Training Programmes
- Career Path

THE APPRENTICE

- Technical Training
- Networking
- Study Time
- Support
- Career Prospects

THE EMPLOYER

- Work Environment
- Company Size
- Pay
- Progression
- Company Reputation



Apprentice Early years Educator

SHINING FUTURES LTD

[Return to search results](#)

[Print this page](#)

[Report this vacancy](#)

This apprenticeship is a great way to achieve your Level 3 Childcare qualification whilst gaining work experience. During this apprenticeship, you will complete a variety of tasks with guidance from qualified staff. To ensure high standards in all aspects of care and development in line with the EYFS for all children attending the nursery.

[Sign in to apply](#)

Closing date: 29 Aug 2023

Apprenticeship summary

Annual wage

£10,982.40 to £21,673.60

[Wages explained](#)

Working week

Monday - Friday (Times to be confirmed) * they will be expected to work 30 hours to 40 hours a week.

Total hours per week: 40

Expected duration

16 Months

Possible start date

01 Sep 2023

Date posted

04 May 2023

Distance

0.7 miles

Apprenticeship level

Intermediate
Level 2 (GCSE)

Reference number

VAC1000154143

Positions

4 available

What will the apprentice be doing?

- To organise resources for activities and experiences in the nursery
- To assist in enhancing the developmental progress in children
- To implement the daily routine within the nursery
- To maintain a high standard of cleanliness and good housekeeping
- To maintain a thorough knowledge of all the Nursery's policies and procedures, ensuring that they are followed and respected

What training will the apprentice take and what qualification will the apprentice get at the end?

- Level 3 Early Years Educator qualification
- Level 2 Functional Skills in maths and English (if required)
- End-Point Assessment (EPA)
- Employee Rights and Responsibilities (ERR)
- Personal Learning and Thinking Skills (PLTS)
- Apprentices must successfully complete the Level 3 Award in Paediatric First Aid. (RQF) or Level 3 Award in Emergency
- Paediatric First Aid (RQF)

What is the expected career progression after this apprenticeship?

For the successful candidate there is the possibility of ongoing employment upon completion of the relevant qualification.

Can you read a vacancy?

Research the company

What are the company values?
Do you know the company?
What reputation do they have?

Look for contract information

How long is the apprenticeship for?
What is the start date?
Does the job include benefits?

Read through the job duties

The duties can vary depending on the company, even if the job titles are the same.

Check the criteria

Sometimes, employers will put certain criteria or use certain grades in their application.

To see apprenticeship vacancies like the one above, please go to <https://www.gov.uk/apply-apprenticeship>

A good apprenticeship application

Your apprenticeship may be your first real job and your first opportunity to earn a weekly or monthly wage. There are plenty of examples that you can include in your application that will show what a fantastic candidate you are.

Below are some of the most frequently asked questions you might come across.

What are your main strengths?

“One of my main strengths is my ability to communicate effectively. Whilst doing my work experience placement with Barclays bank, one of my main duties was to greet customers and clients, take phone calls and book meetings for consultants.”

What are your hobbies and interests?

“My main hobby is playing football; I play once a week for a Sunday league team for whom I have been the captain for almost 2 years now. I also enjoy cooking dishes for my friends and family as it relaxes me and allows me to socialise with them.”

What personal skills would you like to improve?

“I would like to have the opportunity to develop on my team working skills as I do not have much experience in that field. Whilst I was doing my course at Sample Training, I had two projects to work on as part of a team.

We were tasked with coming up with an idea for a Dragons Den project. So, I would like to improve on my team working skills or build on it, because working in a team is just as important as working on my own.”

Top Tips

It is important to demonstrate your strengths
Make sure that your personal skills relate to the job you are applying for
It is a good idea to include any personal achievements

What are your main strengths?



CV

Nearly half of all CV's that are more than two pages long are discarded.

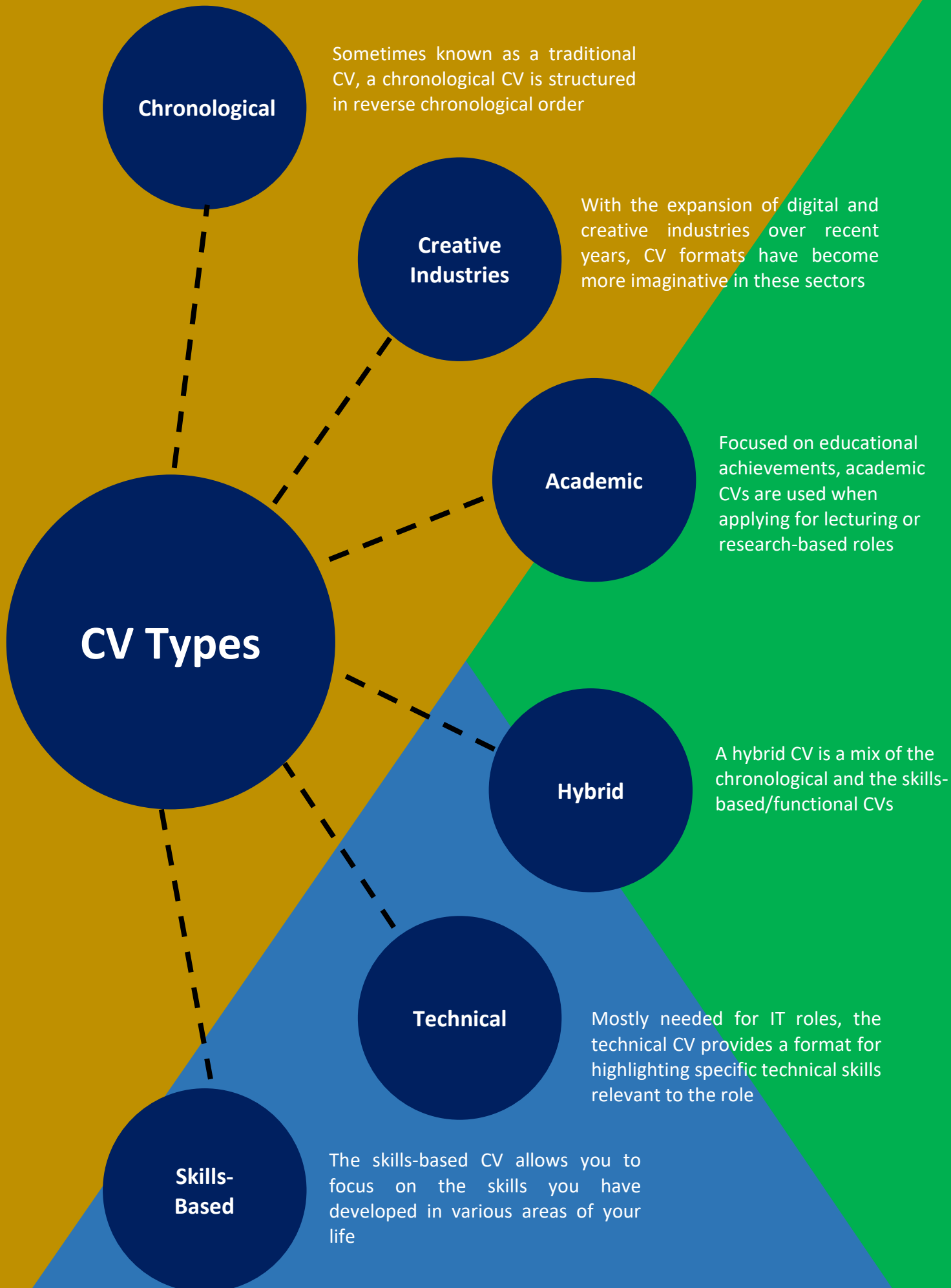
On average, recruiters will spend no more than 5-8 seconds looking at your CV.

43% of CV's are discarded because they are written in third person and 1 spelling or grammar mistake and your CV will be thrown away.

76% of CV's are ignored if you have an unprofessional email address.

There is an average of 118 people that apply for any given position, but only 20% of applicants get an interview.

Around 45% of people applying to a job opening do not include a cover letter with their CV.



Is your CV sorted?

In your CV, make sure to include the essentials: *contact information (telephone and professional email), personal profile, work experience, education, and skills.*

Think about how your skills and experience can match what the employer is looking for and gather the information you will need.

It is good to include extracurricular activities, projects, awards, training, hobbies and interests and volunteering experience.

Your CV is the first piece of information a potential employer has about you, so it's best to be honest and accurate.



JOE BLOGGS

name@email.com | 01234 567 890
1 Street Avenue, Town, County A12 B34

PROFESSIONAL SUMMARY

I am a hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level position within your company. I am a good listener and learner, able to communicate well with a group and on an individual level. I seek to achieve a high standard in whatever work I undertake.

WORK HISTORY

Sales Assistant | Employer Name - Town, County 07/2023 - 07/2023

- Provided service with a smile, offering courteous, helpful advice to best meet customer needs.
- Accepted and processed cash, cheque, card and mobile payments using POS systems.
- Greeted customers and offered assistance with selecting merchandise, finding accessories and completing purchases.
- Maintained impeccably high standards store presentation and hygiene through cleaning.

SKILLS

- Time Management
- Communication
- Problem Solving
- Digital Skills
- Leadership
- Team Working

EDUCATION

School/College, City 09/2023 – Current

A-Levels: State the subjects you studied

School/College, Town 09/2018 – 06/2023

GCSEs: 10 GCSEs grades 4-9

- Received (write any awards you may have won/earned)
- Member of (Student Organisation or Club)
- Awarded (Award Name e.g. Jack Petchey, Duke of Edinburgh)

HOBBIES AND INTERESTS

You **should** include hobbies and other interests, especially if they involve social and community activities. These activities are important – cover membership of societies, sports clubs/teams, etc. All these activities and the extent of your involvement gives the employer information about you and your interests.

STAND OUT FROM THE CROWD

Your personal profile sits at the top of your CV, just underneath your name and contact details. Essentially, it's your introduction, explaining who you are, your skills and strengths and your career ambitions. First impressions count, so you should sell yourself in those initial five or six lines.

Joe Bloggs

01234 567890 * 079 0000 0000

name@mail.com

Personal Profile

"I am an ambitious school leaver with eight strong GCSE passes and a commitment to pursuing a career in retail. Completed an enjoyable period of work experience at John Lewis, demonstrating a natural aptitude for interacting with customers and providing service with a smile. I have played a key role in the school's successful netball and hockey teams. I am keen to secure an entry-level role with a fashion retailer, which will provide opportunities for further development and progression."

You must ask yourself the following: Who am I? What do I have to offer? What am I aiming for in my career?

Try and provide detailed examples where possible.

Remember generic personal statements can prompt a CV to fall at the first hurdle.

Top tips

No more than 6 lines
Use real life examples and achievements
Make it relevant to the job

Consider your chosen industry and create a personal profile of about 5 or 6 lines

BUZZWORDS

ACHIEVEMENTS

Accomplished
Delivered
Demonstrated
Launched
Perfected

CREATIVITY

Authored
Built
Designed
Developed
Innovated

COMMUNICATION

Addressed
Advocated
Dedicated
Explained
Reviewed

RESPONSIBILITIES

Acted
Conducted
Counselled
Executed
Maintained

PROBLEM-SOLVING

Absorbed
Constructed
Documented
Reconciled
Restored

MANAGEMENT

Allocated
Controlled
Delegated
Fostered
Lead





Common CV Errors

Poor formatting

- CVs that are not clear and easy to read are a huge turn-off for employers.
- Recruiters spend an average of just 8 seconds reviewing each CV that they receive.
- Avoid confusing layouts and beware of using too many fonts or font sizes.

Failing to tailor your application

- When it comes to CVs, one size doesn't fit all. Evaluating which of your skills match the job specification to give you the best chance of success.

Spelling errors

- An error-free CV is vital in showcasing your precision and attention to detail.

Lying

- The facts on your CV are easy to corroborate so never assume that recruiters won't make enquiries to do so.

Lack of evidence

- However, failing to effectively evidence your skills, achievements and experiences can be a fatal mistake.
- Quantify your successes whenever possible.

Not explaining 'why'

- It is not enough to just state your credentials; you need to prove them by justifying why you've chosen to undertake certain activities in terms of your personal and professional development.

Ignoring gaps in your work history

- Any unexplained absences of this length will be looked upon with suspicion by potential employers.
- Don't be afraid to let recruiters know that you took some time out to volunteer e.g. travelled the world.

Hobbies and Interests

Enjoy spending time with your family or captain of your sports team?

Including your extracurricular activities on your CV can boost your application if you have little to no work experience.

Firstly, it showcases interests that look beyond work experience and education.

It also helps to build a more personal connection between you and the employer.



Cover Letters

A cover letter is a document you submit with your CV when applying for a job. The purpose of the cover letter is to introduce yourself professionally to the employer. It comprises a summary of your professional qualifications, achievements, and other personal qualities that qualify you for the role.

When well written, a cover letter can vastly increase your chances of getting hired because it sets you apart from other applicants. By writing a cover letter, the employer can perceive you as a person who is serious about working for their company, and this can make them to give your application more priority when it's time to hire.

Tips for success...

Customise your letter

Supplement your CV, don't repeat it

Include keywords and supporting details

Address any missing pieces

Proofread and ask for feedback.

Joe Bloggs

joebloggs@email.com

Tel: 011 2222 3333

Ms Jones
Company
Street Name
Town
County
Postcode

Dear Ms Jones,

My name is Joe Bloggs, and I am writing to submit my application for the position of junior accountant at Fernsby Accountants. I am a student at the University of Manchester, and due to graduate in two months.

I have managed to get consistently high grades in all of my university courses, which included financial reporting, financial statement analysis, management accounting and financial engineering. I have also worked in my university's accounting department over the summer. This granted me hands-on experience with the day-to-day work of accounting and helped me to develop good teamwork and communication skills.

Together with my keen eye for detail and organisational and time management skills, I believe I would be a valuable addition to Fernsby Accountants.

Thank you for taking the time to read and consider my application, and I look forward to hearing from you soon.

Sincerely,

Joe Bloggs

joebloggs@email.com

011 2222 3333

What goes into a supporting statement?

When applying for certain roles, employers will often request that you send a 'supporting statement' along with a CV or application form. The number of words requested usually ranges between 250 to 1500 words.

Sell your skills and experience:

- Include examples that will include a few of the identified criteria and demonstrate your impact
- Be clear, concise, and direct, indicating how you have led, developed and worked with others, managed change, taken initiative and made a significant impact
- The employer will appreciate that you work as part of a team, but you must bring out your individual role and impact as clearly as possible

General advice:

- Carry out the instructions to the detail
- Consider a 3-part statement – Opening, Evidence & Conclusion
- Ask someone else to proof-read and check for errors
- Do not reduce your font size below 10
- Break up with lots of paragraphs to make it easier to read

One shot at securing yourself an interview – to convince the employer of:

- What you have done in the past
- What you are doing in your current role that is useful to them
- Your developing skill set
- Your vision for the future
- How your strengths and skills can add value to the new school
- How your experiences to date can be used in the new context

Ask yourself...

- Does my application present me as a suitable candidate?
- Have I discussed my key achievements?
- Have I outlined my key strengths with evidence and impact?
- Do I sound as though I want this job, more than any candidate?



Assessment Centres

Assessment centres are designed to allow employers to see candidates in a variety of situations. You will be measured on your performance against a set of competencies that the employer is looking for. This means that if you don't do so well in one exercise, there are other opportunities for you to shine. Activities that you could be presented with include competency-based interviews, behavioural interviews, role plays, group exercises, presentations and personality testing.

Assessment criteria

Group exercises typically assess a candidate's behaviour in a group, and the overall group dynamics involved in the exercise.

Typical factors assessed in a group exercise include:

1. Team working ability.
2. Social skills, confidence, and communication skills.
3. Business acumen.
4. Leadership potential and influence.
5. Capacity to deal with deadlines under pressure.
6. How compatible a candidate's skills and behaviour are for the role.
7. Interpersonal skills, i.e., Listening skills, persuasion, diplomacy, composure, patience.



Did you know?

- More than half of all candidates are rejected at the first interview stage.
- The most common reason why a candidate would fail a job interview is a lack of understanding of the role.
- 4 in 10 employers would reject a candidate if they showed no enthusiasm.
- Only 2% of candidates who apply for a job are selected to attend a job interview.



Types of Interviews

PHONE

A phone interview is usually used as a screening round to filter potential candidates.

VIDEO

This is conducted via video chat on either your phone or on your computer.

INFORMAL

A lunch interview is when an employer asks you to discuss a job opening while the two of you have lunch/coffee.

TRADITIONAL

Also known as the traditional job interview, it is one of the most common types of job interviews.

GROUP

Group interviews are often more efficient than a one-on-one interview., You should be prepared, confident and a good listener.

STRENGTH-BASED

A strengths-based interview is an interview that gives candidates an opportunity to talk about their natural strengths.

BEHAVIOURAL

In a behavioural interview, the recruiter wants to understand your thought process and problem-solving skills.

PANEL

A panel interview is when two or more interviewers interview you at the same time. The panel can consist of a mix of people.

WORK TRIAL

When a candidate comes into the office to meet their prospective team and complete an assigned challenge.



S

T

A

R



Situation

Task

Action

Results

Briefly set the scene to give the interviewer some context. Ensure that you refer to a specific instance and real people. Do not generalise about typical situations and avoid being vague.

Explain what your responsibility was in this situation and what the challenges and constraints were.

Describe what you did and why. Focus on your contribution to the task, not what your colleague or your team did.

Always try to end your answers on a positive outcome. If the situation did not end particularly well, explain what you have learnt from the experience to turn it into a positive example.

SITUATION

“One time, while preparing for a presentation at a conference for Company X, one of our guest speakers had to unexpectedly cancel due to an emergency. We found out only a few hours before the event, and there was now a 1-hour gap in our schedule we had to fix.”

TASK

“So, we didn’t have a lot of time, and had to somehow fill up the time slot to keep the event going.”

ACTION

“As one of the main event organizers and community managers at the company, I decided to take initiative. Instead of the guest speaker, I wanted to present our CEO as the speaker instead - which was a possibility because he was working behind the scenes as well. I personally spent an hour working with him one-on-one, trying to get him to transform his decade’s worth of experience into a presentation. With 30 minutes to spare, everything was ready to go and all that was left was to present.”

RESULT

“From the one 1-hour gap, the speech lasted about 45 minutes, and for the rest of the 15 minutes we took some questions from the audience. After that, everything continued on track, and most of the audience members loved the presentation.”

Tips for a successful interview

Dressing the Part

To impress the company you're interviewing with, you must dress accordingly. Always wear the appropriate attire.

Review the Questions the Interviewers May Ask You

Make sure to prepare a list of questions that could possibly be asked by the interviewer. You can practice your interviewing skills with a friend or family member.

Do Enough Research on the Company

Review the website for the company you're applying for and make sure to write down facts you find interesting and questions you want answered by the interviewer in the company.

Be Respectful of the Interviewers

Give the utmost respect for interviewers that are conducting the interview and asking you the questions. The people are always writing notes about your answers and your behaviour.

Good Non-Verbal Behaviour

Keep eye contact with the interviewer during the interview. Make sure to always sit upright and be open with your body posture. Look interested in all the questions the interviewer is asking you.

Be On Time to the Interview

Make sure to arrive at least 10 minutes early to the Interview. Check where and when – sort out any travel and accommodation you need.

Bring Extra CVs

Make sure to bring extra CVs to the interview just in case the company needs another copy. If you also have a portfolio, you can bring that as well to showcase some of your previous work and achievements.

Speak with Energy and Provide True Details

Make sure to always have a lot of positive energy and only provide true details about your previous employment or achievements. **DO NOT LIE** about anything in your interview.



Video Interviews

Video interviews are often used in the early stages of the interview process to filter out large numbers of candidates. They can vary in style and length. The obvious benefits are the money and time savings for you and the company. It also means that the recruiter and their colleagues can watch the interview again rather than just relying on notes.

Top Tips

- Find a quiet, well-lit place, free from possible interruptions.
- When listening, nod and smile to show you are engaged.
- Check that your computer's audio is working.
- Ensure your internet connection is stable.
- Have a copy of your CV on your desk.
- Put your phone on silent.
- Test your computer's webcam.
- Dress professionally.



What **NOT** to say at your interview

Sometimes in an interview situation, you might be asked a question that takes you by surprise such as ‘what is your greatest weakness?’ it could be that the employer wants to see how fast you can think. Consider how you might answer some of the questions below:

Do you have any questions?

Applicants often trip themselves up with this question, as you'll see in these responses.

Will I need to pass a drug test before I get hired? How much notice will I have?

Do you cover sick days? How many can I have each month?

How much annual leave will I get?

Tell me about yourself

This question is not an invitation to confess your greatest hopes or your biggest sins. But it is another opportunity to show the employer how your skills and experience match up with the requirements of their job.

“There's not much to tell.” (Professional spy?)

“My real job is rock musician. I'm the drummer. But our agent quit, so we don't have any gigs scheduled the rest of the year. We're looking for a new agent, and I hope to get back to that soon. That's what I really do.”

What is your greatest weakness?

This is a very common question to be asked, and it doesn't take much time to prepare for it. But you do need to be prepared! These answers are not what you want to be saying:

I don't have any. (Amazing and unbelievable!)

I have so many; it's hard to pick just one.

I'm not a good speller. (Secretarial job)

What other obstacles do you think you may encounter at an interview?

“I’ve got the job, what now?”

Make your job work for you

Are you happy with the content and scope of the job that you do?

Work hard

Focus on your job, the effort that is required and give your employer the time you are getting paid for.

Be on time

Be punctual and be there, instead of making excuses for why you cannot be at work.

Be a team player

Be the employee who gets along well with everyone, who does not take part in workplace gossip, and who offers to help colleagues.

Be flexible

Flexibility can be a key component of staying in your job.

Offer to help

Volunteer for new initiatives to offer to help with projects and try and take on more responsibility.

Keep social media and work separate

Do not post your discontent on social media, because chances are, the wrong person will see it.

Be positive

A positive attitude is very contagious and may lead to you keeping your job long-term.



“I’ve just been paid”

If you're an employee, your employer will deduct Income Tax and National Insurance from your salary before they pay you. This is called PAYE (Pay As You Earn).

TAX CODE

A tax code is usually made up of three or four numbers and one letter, for example 1234L, and can be found on your payslip. The numbers reflect the Personal Allowance amount that you are entitled to in that tax year. Her Majesty’s Revenue and Customs (HMRC) uses a tax code to tell an employer what tax free earnings an employee is entitled to in a particular pay period (weekly/fortnightly/monthly), so that tax at the appropriate rates may be calculated on the balance. The standard Personal Allowance is £12,570 (as of April 2023), which is the amount of income you do not have to pay tax on.

WORKPLACE PENSIONS

A workplace pension scheme is a way of saving for your retirement through contributions deducted direct from your wages before you receive your pay.

Ref.	Employee Name	Process Date	N. I. Number	
001	Joe Bloggs	01/04/2023	AB 11 22 33 C	

Payments	Units	Rate	Amount	Deductions	Amount
Basic Pay	30.00	10.18	305.40	PAYE Tax	10.88
				National Insurance	7.64
				Workplace Pension	9.27

Your Employer Name		This Period		Year To Date	
Tax Period	1	Total Gross Pay	305.40	Total Gross Pat TD	305.40
Tax Code	1257L	Gross for Tax	305.40	Gross for Tax TD	305.40
Payment Method	BACS Transfer	Earnings for NI	305.40	Tax Paid TD	10.88
Payment Period	Weekly	Employer NI	19.50	Earnings for NI TD	305.40
				Employer NI TD	19.50

Sample	Net Pay 277.61
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INCOME TAX RATES AND BANDS

The table below shows the tax rates you pay in each band if you have a standard Personal Allowance of £12,570.

Band	Taxable income	Tax rate
Personal Allowance	Up to £12,570	0%
Basic rate	£12,571 to £50,270	20%
Higher rate	£50,271 to £125,140	40%

Am I job ready?

You have now completed the Post-16 Guide. Go through the statements below and tick the ones that you agree with:

Self Knowledge

- I have considered what is important to me in my career and life.
- I have identified my strongest abilities and skills.
- I am aware of the improvements I need to make.
- I have identified my interests.
- I can articulate experiences and achievements that are relevant to my career.

Employers and Careers

- I have started to develop a broad list of job titles to research.
- I have crafted a career plan to support me in reaching my goal.
- I have sought the help of those I trust to provide input on my career aspirations.
- I have participated in activities that relate to my chosen career.
- I am aware of Post 16 options that are available to me.

Application Etiquette

- I have at least 3 written examples of skills I can talk about during an interview.
- I have written an effective CV and cover letter and asked for feedback.
- I have prepared for job interviews by completing a mock interview.
- I have asked individuals to be professional references.
- I know how to network effectively.



Source Links

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"No one can discover you until you do. Exploit your talents, skills and strengths and make the world sit up and take notice."

Rob Liano