

Getting into Work



Agenda

- Introduction
- Why look for a job?
- Interview Tips
- Looking for jobs!

Please get a pen and paper

Be ready to answer a few questions

And have fun



Who am I...



Tony Mullen

The Springboard Charity

Programme Manager



Why should I look for a job when I can?



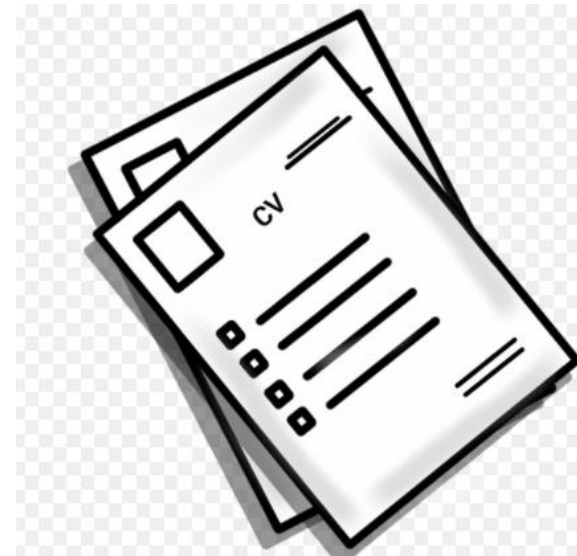
Builds confidence



Builds life skills



Helps you decide
what you would like
to do?



Great for your CV,
applying for college
or university

Why should I look for a job when I can?

Feels great to be able to treat yourself and your loved ones



Two stages of getting a job!!!

1. Strong CV = Interview



2. Strong Interview = Job

How long do you think a company would look at your CV for?

- A. 10 minutes
- B. 6 seconds
- C. 1 minute
- D. 5 minutes

On average, a company only spends 6 seconds reviewing a CV.

So remember to take the time to put together a good CV!



How will a company contact you?

- Telephone/Voicemail
- Email
- Text

- Pre-Interview Interview



An interview is:

“A conversation with purpose”

An opportunity to:

- ✓ Discuss your qualifications
- ✓ Assess your ability and skills
- ✓ Demonstrate your skills and personality
- ✓ Show why you would be a great fit to work with that company



The purpose of an interview

To let the interviewer see:

- ✓ If you meet the requirements for the job
- ✓ Your personal qualities
- ✓ How well you express yourself
- ✓ Your motivation and enthusiasm



The purpose of an interview

To allow you to:

- ✓ Convince the employer that you are the right person for the job
- ✓ Communicate information about yourself
- ✓ Ask questions about the job and the organisation
- ✓ Decide if the job is right for you



Types of interviews

- ✓ Face to face – one to one or panel
- ✓ Telephone
- ✓ Group Assessment
- ✓ Work Trial
- ✓ Competency Based
- ✓ Virtual interview



An interviewer is checking for 3 things

- ✓ Can you do the job?
- ✓ Will you do the job?
- ✓ Will you fit in?



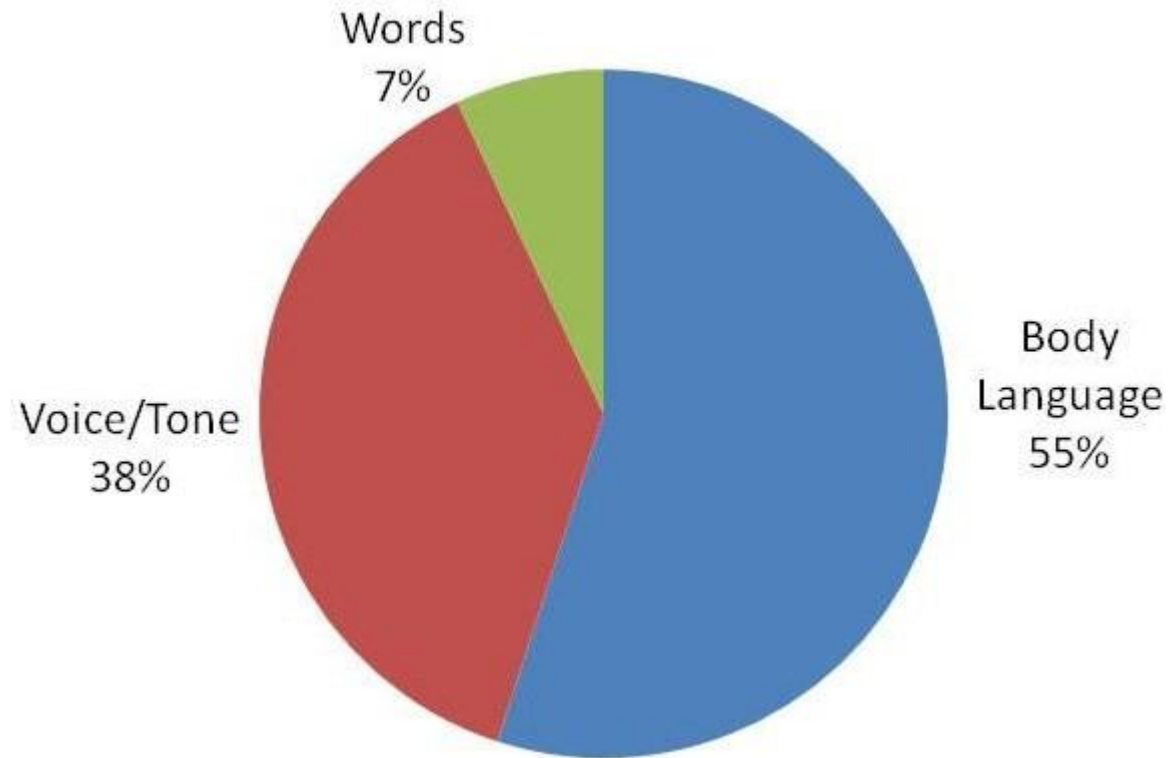
The critical first 3 minutes

- ✓ Appearance
- ✓ Posture
- ✓ Speech
- ✓ Confidence

You never get a second chance to
make a first impression!



Ways we communicate



It's what we DON'T say that counts!



Dress for Success



If unsure go formal!!!!



What will I be asked?

- ✓ There is not an endless list of interview questions but Google Typical questions
- ✓ Look at the job advert
- ✓ Prepare the basics and this will increase your chances – and your confidence!



At the interview

- ✓ Be pleasant, polite and SMILE!
- ✓ Make eye contact with interviewer
- ✓ Be positive, sell yourself
- ✓ Listen to each question
- ✓ Try not to waffle when answering but if you do just smile and be positive
- ✓ Demonstrate your suitability
- ✓ Explain why you want the job
- ✓ Ask questions
- ✓ Check on next stage
- ✓ Thank them for their time



After Interview

- ✓ Drop an email to say thanks and that you are looking forward to hearing from them
- ✓ If unsuccessful, drop them an email saying thanks and to ask to be kept in mind for future vacancies



Some Basic Questions to Practice

- What do you know about this company?
- Why would you like to work for this company?
- Why do you want to work in this role?
- What can you bring to this role (experience if you have but if not then your skills, education and personality)?
- What are your strengths (relatable to the job)?
- What are your weaknesses?
- Tell me a time when you worked as part of a team to achieve something?
- Tell me a time when you had to prioritise more than one thing?



Weaknesses

I get frustrated if things don't go smoothly as I am a perfectionist: “My greatest weakness is that I get frustrated when things don't go as well as they should. To avoid this, I've started being more proactive and paying attention to how I'm reacting if things are going as planned and making sure I remain positive and motivational and accepting that things go wrong, it is how we react that matters.

I lack experience in: “My greatest weakness is I lack experience of working in customer service as I am only young and have not had the chance to work yet. But what I lack in experience I make up for in passion as I am a real people person and love talking to people. At school I have some experience in looking after people as I have been responsible for making new students feel welcome. This is something I really enjoy. I also learn new things very quickly”



Concluding Questions – Can you ask about money?

Good Concluding Questions

- Can you describe the culture of the company?
- What is it you enjoy about working here?
- How did you get to your position?
- Why do you enjoy about your job?
- Are there good learning and development opportunities?
- Do you have apprenticeship opportunities?
- What do you expect from team members in this position?
- What is a typical day like in the department?
- Where do you see the company in 5 years?

Final questions (and only ask after 1 or 2 other questions)?

- What are the hours for the job?
- What is the salary for the job?
- What are the hours for the job?
- What are the next steps/When will I hear back from you guys?



Remember the 5 Ps

- **Proper** First 1st impression counts
- **Preparation** – Research the company;
- **Paperwork** –Proof of your right to work in the UK
- **Personality** – be yourself, the employer wants to get to know you
- **Poor timekeeping** – do NOT be late, know where the interview will be held and how you are getting there



Recommended Websites for jobs

- ❑ Caterer.com
- ❑ UKhospitalityjobsuk.com
- ❑ Indeed.co.uk
- ❑ Gumtree London
- ❑ Harri.com
- ❑ Reed.co.uk
- ❑ Totaljobs.com
- ❑ Leisurejobs.com
- ❑ Monster.co.uk



Finally!!!

- ✓ When you are able to try to get a part-time job or a summer job, it is great for your life experience, confidence and CV and of course you can then treat yourself and your loved ones too



Mock Interview Exercise

- ✓ You have applied for a part-time role to work in customer service at Nando's. It is a weekend role.
- ✓ Pair up with somebody else and take it in turns to interview each other for this job using the mock interview template provided by your teacher
- ✓ Give feedback to each other on how you did with the mock interview. Remember it might be the first time for you both to do a interview so keep the feedback as positive and helpful as possible.



30

years
of



Springboard

Questions?

