Improve your career prospects & employability with this month’s interview skills workshops

Interviewing skills workshops 10-14/02/20

Join us next week in room 215 and in the library for an interviewing skills enhancement workshop! These support sessions will prepare you for how to interpret a job advert and what to say in the interview.

Come along for useful tips and invaluable practice opportunities: The student experience team will prepare you for as many mini-interviews as you would like to have with our panel. College Deans and Managers, as well as some HR representatives and even the college Principal will ask you some popular interview questions, and help you to perfect your answers, so that your next job will be in the bag.

TIME AND PLACE:
⇒ 10th Feb, 10am-12pm, Room 215
⇒ 11th Feb, 1:45pm-3:45pm, Room 215
⇒ 14th Feb, 1:15pm-3:15pm, Library

What will happen and how to prepare?

1. Come to a guided support session on how to prepare for tough interview questions in room 215 or the library on the dates above.

2. Student Experience will guide you through the job descriptions (see inside); choose one and get help predicting and preparing the interview questions and your answers to them

3. Practice answering them with a variety of interviewers over 1-3 days if you want to. They will give you feedback on how to give the best performance at interview.

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What’s in it for you?

• Improve your confidence
• Get vital support and help with your employability prospects
• Practice interview answers in a safe and supportive environment
• Gain new skills and insights into the recruitment process
• Understand what employers want to see and hear
Top tip: Research the job before applying and the interview

It allows you to be able to say how your skills, knowledge, and values match those of the company and industry: e.g.: you can say the company has a reputation for serving its customers well /the quality of its products / services are superior

1. Start with the company’s website. Read their “About Us” page. ...
2. Google them. Find any and all news from the past year or so and read it. ...
3. Identify their competitors. ...
4. Find them on LinkedIn.
5. Find them on social media.

Employability workshop series Job Descriptions:
1. Team Shift Leader /Senior Carer

Team Shift Leader /Senior Carer to become an Assistant Manager of a private 32 room Dementia Care Home

Key Responsibilities
A Team Shift Leader/Senior Carer will need to:
* Have supervision and leadership experience.
* Supervise and handle and administer medication and controlled drugs.
* Have strong communication skills.
* Be responsible for the safety and well-being of the residents.
* Have one-year care sector experience and hold at least an NVQ level 3
* Supervise and support the care team ensuring the homes values of trust and respect are always maintained
* Contribute to risk assessments, care plans, assessments of need and appraisals
* Have a good understanding of Duty of Care and CQC essential standards, Safeguarding, dignity and privacy, deprivation of liberty

2. HR Assistant

Key Responsibilities
Recruitment
* Managing the recruitment and on-boarding process from end to end including liaising with recruiting managers to review job descriptions and create advertisements.
* Maintain relationships with candidates as they progress through selection process.
* Screen CVs forwarding the shortlisted CVs to the recruiting managers.
* Arrange and prepare for the interviews, attending where necessary.
* Maintain the HR database and HRIS with accurate and up-to-date employee records, in line with GDPR.

HR
* Completing leavers paperwork and assisting with exit interviews
* Managing the Compensation and Benefits administration including liaising with the benefits providers to ensure starters / leavers are added and removed.
* Updating payroll on a monthly basis with starters / leavers and any changes.
* Updating and maintaining the HR folders to ensure they are organised and easy to use. This will include managing starters / leavers as well as changes.
* Liaise with Office Management to ensure all aspects of Health & Safety are being adhered to. This includes maintaining a list of fire marshals and first aiders.

Skills & Experience
* One years' experience within a business role, with experience in Recruitment and/or HR Administration.
* Must be able to prioritize and plan work activities as to use time efficiently
* Must be organized, accurate, thorough, and able to monitor work for quality
* Must be adept at problem-solving, including being able to identify issues and resolve them in a timely manner
* Must possess strong interpersonal skills and able to communicate with all levels of the business
* Excellent written and verbal communication skills. Proficient in MS-Office (Word, Excel, Power-point and Outlook).
Make an excellent first impression

1. **Show Up on Time:** Don’t be too early or late, but let the interviewer know ASAP if you have been held up: they’ll appreciate it much more than if you keep them waiting for 30 minutes and then offer some excuse.

2. **Dress the Part:** When you show up in a neatly pressed suit and scuff-less shoes with a portfolio in tow, you’ll come across as professional and well put-together. If, on the other hand, you’re dressed down a few notches more casual than everyone else in the office, juggling your briefcase, purse, umbrella, and a stack of resumes, you’re not going to exude the same sense of professionalism.

3. **Bring Only the Essentials:** Leave your coffee cup, gum or breakfast bar outside: you probably don’t want your first interaction with your potential employer (or even the receptionist) to be “Have you got a bin?”

4. **Be Nice to the Receptionist:** Some companies specifically ask their front desk attendants to report back on the demeanor of interviewees who come through the door. And that likely plays a role in the ultimate hiring decision.

5. **Put Your Phone Away:** If you’re waiting in the lobby, don’t automatically default to your phone. Instead, take that time to look over your CV and think what you want to convey.

6. **Have Everything Neat, Organized, and Accessible:** Bring a copy of your updated CV and have it and things like a pen or business card accessible.

7. **Make the First Move:** You might expect they’ll make the first move when it comes to introductions, but don’t be afraid to extend your hand first for that introductory handshake. You’re showing you’re ready to jump into your interview, confident, and self-assured.

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3. **Junior Marketing Assistant**

Seeking Applicants with experience in sales, marketing, customer service, sales training, and sales strategy development!

**Key Responsibilities**

- Contribute to the development of company sales activities and strategies.
- Working with our clients and senior sales managers on sales research and lead generation.
- Assisting in organizing sales implementation and territory management within the organization.
- Identifying and updating improvements to all sales collateral when required.
- Ensure that the sales inquiry process is conducted in a timely manner that meets internal procedures and customer time-scales.
- Liaise with business development managers over sales activities progress and future pipeline opportunities for growth.

**The successful candidate will be confident, personable and persuasive and have a collaborative approach to sales.**

**Previous experience is not essential but you should have a passion and natural ability for sales and delivering excellent customer service.**

While working with the company you must be well presented and have:

- Excellent communication skills.
- Demonstrable knowledge of the sales industry.
- Interpret, understand and act on data to achieve customer solutions.
- A very high level of organizational capability.
- Commercial acumen, with interpersonal and leadership skills.

This really is a very exciting opportunity, We offer a great working environment and exciting progression paths for the right individual.
Common Interview Questions and how best to prepare your answers to them

1. "Tell me a little about yourself."

If you’re the interviewer, there’s a lot you should already know: The candidate’s resume and cover letter should tell you plenty, and LinkedIn and Twitter and Facebook and Google can tell you more.

The goal of an interview is to determine whether the candidate will be outstanding in the job, and that means evaluating the skills and attitude required for that job. Talk about why you took certain jobs. Explain why you left. Explain why you chose a certain school. Share why you decided to go to college. Discuss why you took a year off to work, and what you got out of the experience.

When you answer this question, connect the dots on your resume so the interviewer understands not just what you’ve done, but also why.

2. "What are your biggest strengths?"

Be clear and precise. If you’re a great problem solver, don’t just say that: Provide a few examples, pertinent to the opening, that prove you’re a great problem solver. If you’re an emotionally intelligent leader, don’t just say that: Provide a few examples that prove you know how to answer the unasked question. In short, don’t just claim to have certain attributes -- prove you have those attributes with examples from college experience or a previous job.

3. "What do you consider to be your biggest achievement?"

Here’s an interview question that definitely requires an answer relevant to the job. If you say your biggest achievement was improving throughput by 18 percent in six months but you’re interviewing for a leadership role in human resources ... that answer is interesting but ultimately irrelevant.

Instead, talk about an underperforming employee you "rescued," or how you overcame infighting between departments, or how so many of your direct reports have been promoted.... The goal is to share achievements that let the interviewer imagine you in the position and succeeding.

4. "Tell me about the last time a co-worker or customer got angry with you. What happened?"

Conflict is inevitable when a company works hard to get things done. Mistakes happen. Sure, strengths come to the fore, but weaknesses also rear their heads. But a person who tends to push the blame and the responsibility for rectifying the situation - onto someone else is a candidate to avoid. Hiring managers would much rather choose candidates who focus not on blame but on addressing and fixing the problem. Every business needs employees who willingly admit when they are wrong, step up to take ownership for fixing the problem, and learn from the experience.
5. "Tell me about a time you disagreed with a decision. What did you do?"

No one agrees with every decision. Disagreements are fine; it's what you do when you disagree that matters. Show that you were professional. Show that you raised your concerns in a productive way. If you have an example that proves you can effect change, great -- and if you don't, show that you can support a decision even though you think it's wrong (as long as it's not unethical, immoral, etc.). Every company wants employees willing to be honest and forthright, to share concerns and issues ... but to also get behind a decision and support it as if they agreed, even if they didn't.

6. "Why do you want to leave your current job?"

Let's start with what you shouldn't say. Don't talk about how your boss is difficult. Don't talk about how you can't get along with other employees. Don't bad-mouth your company.

Instead, focus on the positives a move will bring. Talk about what you want to achieve. Talk about what you want to learn. Talk about ways you want to grow, about things you want to accomplish; explain how a move will be great for you and for your new company.

Complaining about your current employer is a little like people who gossip: If you're willing to speak badly of someone else, you'll probably do the same to me.

7. "What kind of work environment do you like best?"

Maybe you love working alone ... but if the job you're interviewing for is in a call center or a busy hotel, that answer will do you no good. So take a step back and think about the job you're applying for and the company's culture (because every company has one, whether intentional or unintentional). If a flexible schedule is important to you, but the company doesn't offer one, focus on something else. If you like constant direction and support and the company expects employees to self-manage, focus on something else. Find ways to highlight how the company's environment will work well for you -- and if you can't find any ways, don't take the job, because you'll be miserable.

Remember to prepare some insightful questions for the interviewer as well. It can be awkward if they say: “Have you got any questions for me?” And you say, no. Here are some questions to fall back on:

Questions to ask at the Interview

Don't waste this opportunity. Ask smart questions, not just as a way to show you're a great candidate but also to see if the company is a good fit for you -- after all, you're being interviewed, but you're also interviewing the company.

1. "What do you expect me to accomplish in the first 90 days?"

2. "If you were to rank them, what are the three traits your top performers have in common?"

3. "What really drives results in this job?"

4. "What are the company's highest-priority goals this year, and how would my role contribute?"

5. "What percentage of employees was brought in by current employees?"

6. "What do you plan to do if...?"
Useful websites to use in your Job search

1. Indeed.co.uk
   Indeed enables you to search jobs posted on thousands of websites. No matter where a job is posted online, you should be able to find it on Indeed. Rather than visiting numerous job sites, you can save time by just heading to Indeed. 38.4 million visits to their UK site each month.

2. Reed.co.uk
   Reed’s site offers positions from over 25,000 recruiters a year, including private and public sector employers and leading recruitment agencies and consultants. Jobs spanning 42 industry specialisms across the UK and beyond.

3. TotalJobs.com
   110,000 live job ads the site carries at any one time.

4. CV-Library
   Candidates are able to apply directly to over 145,000 live vacancies from across the UK, covering over 70 different sectors. Job seekers can register their CV for free with CV-Library and be headhunted by the UK’s top recruiters and direct employers.

5. Universal JobMatch
   British government website for finding both full time and part time job vacancies.

6. Jobsite.co.uk
   Over 150,000 vacancies through their job search tool every month

7. Monster.co.uk
   over 5 million UK website visitors a month and thousands of jobs from entry level to management roles, they also have great resources for job seekers including creating a killer CV and cover letter, searching for jobs, preparing for interviews, job market insights and launching your career.

8. NHS Jobs
   25,000 jobs advertised on their website every month and 3.9 million website visitors. If you’re looking to begin or develop your career in the NHS, this site should be your first port of call.

9. Fish4Jobs.co.uk
   The recruitment section of the Daily Mirror and 100+ regional newspapers