You can email careers@fazakerleyhigh.org or call Miss Jones for support / appointments / advice / even after you have left the school.
CAREER MATCHING PROGRAMS

Discover your interests and skills then discover the types of jobs you are suited to and use this as a starting point in your career research – Search the APP store too!

- www.nationalcareersservice.direct.gov.uk/tools
- https://www.truity.com/test/holland-code-career-test
- www.icould.com/buzz
- https://www.barclayslifeskills.com/i-want-to-choose-my-next-step/school
- http://www.futuremorph.org/my-future-finder
- School website – Homepage – Career Coach
- http://www.yourfreecareertest.com/
- http://www.startprofile.com/Login.aspx
- https://careerfinder.ucas.com/
- cascade/kudos – license homejobs51
- https://www.allaboutschooleavers.co.uk/career-test
Useful Jobsearch Websites

The vast majority of employers now advertise their vacancies online. Most large companies will advertise their vacancies on their own company website so if there is a particular company you would like to work for check out their website.

Below are some general and specialist websites where you might want to check to find suitable vacancies:

**Universal Jobmatch**
www.gov.uk/jobsearch

**Jobsearch Websites**
www.fish4jobs.co.uk
www.fusionpeople.com
www.gumtree.com
www.indeed.co.uk
www.jobdirectory.co.uk
www.jobs.guardian.co.uk
www.jobs.telegraph.co.uk
www.jobsearch.co.uk
www.jobseekers.direct.gov.uk
www.jobsgopublic.co.uk
www.jobsite.co.uk
www.jobs-mersyside.co.uk/
www.jobstoday.co.uk
www.localrecruit.co.uk/liverpool/
www.merseyside.fish4jobs.co.uk
www.milkround.co.uk/main.htm
www.monster.co.uk
www.overseasjobs.com
www.plnetrecruit.com
www.reed.co.uk
www.tiptopjob.com
www.topjobs.net
www.totaljobs.com

**Accounts**
www.gaaaweb.com

**Airport Jobs**
www.airportjobs.co.uk

**BBC**
www.bbc.co.uk/careers

**Chemical Industry**
www.chemicalindustry.com

**Educational Jobs**
www.education-jobs.co.uk

**Engineers**
www.thecareerengineer.com
www.tpe.co.uk
www.earthworks-jobs.com

**Executives**
www.executivesontheweb.com

**Graduates**
www.prospects.ac.uk

**Healthcare**
www.jobs.nhs.uk
www.bupa.co.uk/careers

**Hospitality**
www.caterer.com

**I.T Jobs**
www.jobserve.com
www.cvjobs.co.uk

**Public Sector Jobs**
www.civilservice.gov.uk/jobs
www.liverpool.gov.uk/jobs-and-training
www.knowsley.gov.uk/jobs-at-the-council
www.sefton.gov.uk/jobs-training
www.sthelens.gov.uk/jobs
www.wirral.gov.uk/jobs/general
www.webapp.halton.gov.uk/JcoVac
www.jobsgopublic.co.uk

**Retail.**
www.inretail.co.uk
www.retailchoice.com
www.jobs.liverpool-one.com

**Vacation Work**
www.bunac.org.uk
www.campamerica.co.uk

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**SCHOOL LEAVERS FACT SHEET**

**LOOKING FOR A JOB?**

**UNIVERSAL JOBMATCH**
www.gov.uk/jobsearch

**APPLY ONLINE FOR UNIVERSAL CREDIT**
www.gov.uk/apply-universal-credit

**APPLY ONLINE FOR JOBSEEKERS ALLOWANCE**
www.gov.uk/jobseekers-allowance

**FOLLOW US ON TWITTER**
For the latest information & vacancies
www.twitter.com/JCPinMerseyside

**TELEPHONE JOBSEARCH**
JOBSEEKER DIRECT
0845 6060 234
Mon – Fri 9am-9pm
Sat – 9am-1pm
The Following things will be Invaluable in your Search:-

- Pen
- Paper
- Access to the Internet
- Phone
- Newspapers & Magazines

Decide what you want to do – Make a list

Can’t think of anything? – Try this
- List your hobbies, interests, favourite subjects, any previous work experience, role models, family businesses and skills
- Talk to your family & friends – where do they think your talents lie?
- Go on the Internet and search for items on your list in relation to work or employment.
- Check on Jobsearch websites, and Newspapers & Magazines to see what’s available
- Consider starting your own business!

What comes up? Does this inspire you? Write it down!

Research is the key! – Investigate your career preferences thoroughly

- Where are the growth industries right now?
- What qualification & training might be needed?
- Do you need a special licence or are there age limits on the work you want to do?
- Have you got any relevant experience yet?
- What Financial Costs might there be?

You can usually find the answers to these questions on the Internet
- Check on company websites what the requirements are for their business
- Call Companies, Colleges and Academies to ask their advice – don’t be afraid – they will respect your initiative
- Check for any restrictions – legal, age related, financial, personal
- Consider Voluntary Work to build your experience levels
- Check costs – there may be funding or other support available

Apprenticeships - Earn while you learn!

If you want to gain real hands on work experience, while training, and earning a wage, then apprenticeships are a really good way for you to move into the job you would like to do. You can start earning from day one of your apprenticeship.

The following websites are the best to check out for more information about apprenticeships and what opportunities are currently available:-

- www.apprenticeships.org.uk
- www.nhscareers.nhs.uk/apprenticeships

Build up your Work Experience
You have a better chance of being successful in applying for a job if you have some proven work experience.

You could consider volunteering to gain valuable hands on experience with a company. The following websites have opportunities for voluntary work.
- www.do-it.org.uk
- www.knowsleyvcs.org.uk
- www.csv.org.uk

If you have been claiming Jobseekers Allowance for you can also improve your skills and employment history by taking part in a Work Experience Placement.

These are 2-8 week placements with an employer, usually for 25-50hrs per week, you will remain on your benefit and get travel costs. This gives you valuable experience to include on your CV. Speak to your Jobcentre Plus Adviser if you are interested in this.

Curriculum Vitae (CV’s)
It is important that you have an up-to-date, relevant CV which summaries all of your experience and qualifications, and is focused on the type of work you would like to do. Most employers now would expect you to apply for vacancies online, so keeping a copy of your CV saved in your emails would be beneficial.

If you need support with producing a CV or Covering Letter the following Websites can help you
- www.nationalcareersservice.direct.gov.uk/tools/cv
- www.reed.co.uk/cvbUILDER
- www.monster.co.uk/cv
- http://www.prospects.ac.uk/how_to_write_a_cv.htm

Social Media
Social Media is fast becoming one of the most popular methods of recruiting staff. Employers are using websites such as Twitter, Facebook & LinkedIn to recruit staff. It is advisable to set up a ‘professional’ account on these websites for jobsearch, keeping your personal account separate.

A good place to start to find out about jobs is by following your local Jobcentre Plus Twitter Page www.twitter.com/JCPinMerseyside

Recruitment Agencies
Signing up with Recruitment Agencies will open more job opportunities for you. Sometimes these vacancies may be temporary, but they can lead to permanent opportunities and also provide valuable work experience for your CV

Some local Recruitment Agencies are:-
- www.acs-recruitment.co.uk
- www.adec.co.uk
- www.axisrecruitment.co.uk
- www.bluearrow.co.uk
- www.brookstreet.co.uk
- www.connex-education.com
- www.hays.com
- www.jobwise.co.uk
- www.kellyservices.co.uk
- www.manpower.co.uk
- www.office-angels.com
- www.par temps.co.uk
- www.ppl-job.com
- www.randstad.co.uk
- www.reemploi.co.uk
- www.rullion.co.uk
- www.serviceeducation.com
- www.teachingpersonnel.com
- www.topgearrecruitment.co.uk
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- www.redd.co.uk/cvbuilder
- www.monster.co.uk/cv
- http://www.prospects.ac.uk/how_to_write_a_cv.htm

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www.adecco.co.uk             www.kellyservices.co.uk
www.axisrecruitment.co.uk    www.manpower.co.uk
www.bluearrow.co.uk          www.office-angels.com
www.brookstreet.co.uk        www.porttemps.co.uk
www.connex-education.com     www.ppl-job.com
www.hays.com                  www.prime-time.co.uk
www.randstad.co.uk           www.ratio.co.uk
www.remploy.co.uk            www.rullion.co.uk
www.serviceeducation.com     www.teachingpersonel2u.com
www.topgearrecruitment.co.uk www.workforce.co.uk
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- www.fusionpeople.com
- www.gumtree.com
- www.indeed.co.uk
- www.jobdirectory.co.uk
- www.jobs.guardian.co.uk
- www.jobs.telegraph.co.uk
- www.jobsearch.co.uk
- www.jobseekers.direct.gov.uk
- www.jobs4public.co.uk
- www.jobs4site.co.uk
- www.jobs4merseyside.co.uk
- www.jobstoday.co.uk
- www.localrecruit.co.uk/liverpool
- www.merseyside.fish4jobs.co.uk
- www.milkround.co.uk/main.htm
- www.monster.co.uk
- www.overseasjobs.com
- www.planetrecruit.com
- www.reed.co.uk
- www.tiptopjob.com
- www.topjobs.net
- www.totaljobs.com

**Accounts**
- www.gaanweb.com

**Airport Jobs**
- www.airportjobs.co.uk

**BBC**
- www.bbc.co.uk/careers

**Chemical Industry**
- www.chemindustry.com

**Educational Jobs**
- www.education-jobs.co.uk

**Engineers**
- www.thecareerengineer.com
- www.tpe.co.uk
- www.earthworkse-jobs.com

**Executives**
- www.executivesonthejob.com

**Graduates**
- www.prospects.ac.uk

**Healthcare**
- www.jobs.nhs.uk
- www.bupa.co.uk/careers

**Hospitality**
- www.caterer.com

**I.T Jobs**
- www.jobserve.com
- www.cvjobs.co.uk

**Public Sector Jobs**
- www.civilservice.gov.uk/jobs
- www.liverpool.gov.uk/jobs-and-training
- www.knowsley.gov.uk/jobs-at-the-council
- www.sefton.gov.uk/jobs-training
- www.sthelens.gov.uk/jobs
- www.wirral.gov.uk/jobs/general
- www.webapp.halton.gov.uk/jcoVac
- www.jobs4public.co.uk

**Retail**
- www.inretail.co.uk
- www.retailchoice.com
- www.jobs.liverpool-one.com

**Vacation Work**
- www.bunac.org.uk
- www.campamerica.co.uk

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Department for Work & Pensions

**SCHOOL LEAVERS FACT SHEET**

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**FOLLOW US ON TWITTER**
For the latest information & vacancies
www.twitter.com/JCPinMerseyside

**TELEPHONE JOBSEARCH JOBSEEKER DIRECT**
0845 6060 234
Mon - Fri 9am-9pm
Sat - 9am-1pm
Our easy guide will help you put together a CV that shows you in the best possible light.

Whether you’re thinking of applying for work experience, an entry-level job or a school leaver training programme, chances are you’ll need to put together a CV. This is a standard part of the application process and helps to give employers a clear idea of whether your written communication skills are up to scratch. Your CV needs to be easy to read and understand; it should cover all the necessary information and shouldn’t include any howlers, such as spelling mistakes, that will put the recruiter off.

There is no one right way to put together a CV. There are some standard headings that you will find useful and there are some common errors you need to avoid. However, you can adapt the format to suit you and reflect your strengths. A CV is a personal document and everybody’s CV is different.

You should also update your CV for each job application and adapt it to show you have the qualities and qualifications the employer is looking for.

What should you include?

Our example CV will give you ideas and help you get started. It has notes on the level of detail you need to include, how your CV might evolve over time, and some optional extras.

This is the basic information you need to cover:
• Personal details and contact information – this is essential.

• Education – again, essential. Our CV uses ‘Education and qualifications’ as a heading. If you have done a relevant training course you could highlight this by using ‘Training’ as a separate heading.

• Employment history and work experience – another must-have. You could present this as two separate sections.

• Voluntary work. You could give this its own separate heading, create a ‘Work experience and voluntary work’ section, or give details of your voluntary work in your ‘Interests’ section.

• Skills. When you are describing your work experience and voluntary activities, look for ways to highlight skills such as communication and teamworking. If you have specific relevant skills you can draw attention to them by putting them in a section of their own.

• Strengths and achievements. You could give these a section of their own, or cover them in the other sections.

And a few don’ts...

• Most importantly of all, don’t lie. If you’re found out you could lose your job and, even worse, in some cases you might be liable for criminal prosecution.

• Don’t waffle. Your CV should be no longer than two pages and at this stage it’s more likely to be one page, as in our example. You can use bullet points and you don’t have to use full sentences.

• Don’t be too fancy or too informal. Describe what you can do in a direct, confident way. Use a professional-looking font such as Times New Roman, Arial, Verdana and Cambria.

• Check your spelling and grammar and get somebody you trust to read your CV and check it again. Employers spend 30 seconds on average scanning a CV, so make sure you don’t give them any reasons to reject you.
JOHN THORPE
17a Christmas Way, Abingdon, Oxon OX9 2PQ
Email: johnthorpe@inter.net
Tel: 01449 123456 Mobile: 07759 234567

Education and qualifications
2008–present Abingdon Secondary School
A levels (predicted): Maths (B), Physics (C), Chemistry (C)
BTEC Level 2 Diploma in Engineering (Merit)
GCSEs: Maths (A), Physics (A), Chemistry (B), Biology (C), English Literature (C), English Language (B), Geography (C), IT (B)

Employment and work experience
2014 (2-week placement, August) Civil Engineers & Building Design, High Street, Abingdon
Shadowed design team and attended design meetings. Used technical computer programs, including AutoCAD 2014. Helped to compile reports for clients. Performed necessary administrative tasks and gained an understanding of all departments.

2014 (July) South Oxfordshire Holiday Park, Wallingford
Helped caretaker with repairs and maintenance, including cleaning and gardening.

2011–present Customer service assistant, Tesco, Abingdon (part-time)
Working on the checkout and at the customer service desk. Has helped develop my commercial awareness and communication skills.

IT skills
Good working knowledge of AutoCAD 2014, Excel and Word.

Interests
I am a keen footballer and have played in the school team for the last five years. In the year I was captain (2012) we came second in the county league. I have volunteered as a football coach at local primary schools’ after-school clubs and have tried and enjoyed many other outdoor activities, including kayaking and climbing.

References available upon request

You don’t need to say “Curriculum Vitae” at the start of your CV. Begin with your name. Include contact details: phone numbers, an address and an email address. Make sure this is sensible and sounds professional. You don’t need to include your date of birth or age.

If you aren’t writing a covering letter, you can include a personal statement at the beginning of your CV that describes your strengths and why you are interested in the career. If you do this, keep it brief—ideally two to three lines and not more than 50 words. We’ve started this CV with education and qualifications instead. Employers will expect to see education and qualifications covered near the top of your CV.

If you’ve attended more than one secondary school, list the most recent first. You don’t need to include your primary school.

If the apprenticeship or job you are applying for specifies that you need specific exam grades, show that you have them.

Employers won’t expect you to have lots of relevant work experience, but they will be interested in any that you do have. Give some details about what you learned and contributed.

You can provide a brief description of any full-time or part-time jobs you have had, explaining your responsibilities and achievements.

Employers will be keen to find out about your skills, for example, IT, team working, customer service and communication skills. If it’s relevant to the role, mention that you have a full clean driving licence.

You don’t have to include this. Employers will assume you have references and will follow them up if you get through to the next stage. You definitely don’t need to include contact details for them.

Putting any voluntary work you have done on your CV helps to create the impression that you are committed and motivated. Include any fundraising, involvement in teams, positions of responsibility and awards.

www.gov.uk/jobsearch
www.fish4.co.uk/liverpool
www.myliverpooljobs.co.uk
www.totaljobs.com
www.indeed.co.uk
www.monster.co.uk
www.volunteercentreliverpool.org.uk

To contact Miss Jones with any questions you may have:

Email: careers@fazakerleyhigh.org
Interview Skills

There are some easy steps that you can take that will increase your chances of success at interviews.

First, remember that job interviews should be a process of two-way communication. Not only are they a tool for employers to use to evaluate you, but they are also an opportunity for you to assess the job, the organization, and to see if there is a "fit."

The keys to a successful interview are preparation and practice. The following suggestions will help you prepare for an interview:

Self-evaluation It is important for you to think about yourself and your past experiences in order to be ready to articulate what you have to offer an employer. Consider the following topics:

- How your present and past experience relate to the position
- Your current and future career goals
- What skills and expertise you have to offer
- The skills that you would like to develop or improve
- Location, salary, and lifestyle priorities
- Kinds of people and environments you prefer
- Past experiences you want to highlight such as volunteer work, hobbies, travel

Before the Interview

Research the Company - A company's website is an excellent place to begin. It usually gives you information on whether it is international or domestic, what its revenues are, how many locations it has, and the nature of its major products. Most companies are very proud of their websites. Don't be surprised if one of the first questions interviewers ask when you arrive is, "Have you had a chance to look at our website?"

Practice interviews - Write down a list of possible questions that you think may be asked, then have a friend act as an interviewer and direct them to you in a practice interview situation. Don't stop until you feel comfortable answering each question. Practicing beforehand will make you feel more comfortable and relaxed during the interview.

Dress Professionally - In today's environment, wearing a suit isn't always necessary. Contact the HR Manager of the company or your recruiter, and find out what the dress code is for the company at which you are going to interview. Then dress one level above. For instance, if it is business casual, men can wear dress pants, dress shirt, and sport coat. Women can wear a pantsuit, dress, or a skirt and blouse. Visual impressions are very important. Therefore, if in doubt, always dress on the conservative side.

Arrival - Try to arrive at the interview location a little early. This gives you time to determine where you need to go, and will give
you a few minutes to collect your thoughts. DO NOT arrive late. Nothing destroys your chance at impressing an employer more than arriving late and offering no explanation. If you learn at the last minute that you are going to be arriving late at the interview, call and let the interviewer know. Interviewers understand that things can come up suddenly. You are never considered late if you call and make them aware of the fact.

**During the Interview**

**First impressions** - First impressions take only thirty seconds. Establishing rapport, direct and sustained eye contact, a firm handshake, a warm smile, good posture, and introducing yourself in a confident manner are important ingredients. A well-groomed, professional appearance is critical. Greet the interviewer with a firm handshake, whether it is a woman or a man. (No one likes a weak handshake.) Always maintain eye contact while shaking hands.

**Smile** - A smile denotes confidence in a candidate. Try to smile often. Also, don't be afraid to use some hand animation while answering questions. This suggests enthusiasm in a candidate.

**Body Language** - Use good posture, and look the interviewer right in the eye. Sit up straight. Never slouch.

**Speak Clearly** - Don't mumble. It portrays a lack of confidence. Speak with assurance. This indicates confidence.

**Listen Before Answering** - Allow the employer to begin the interview, but be prepared with some opening statements or questions such as, "I understand that this position involves…," or "What are you looking for in a job candidate?" Make sure you understand the question. If not, ask the interviewer to clarify it. Don't be afraid to take some time to think before answering. Interviewers are impressed with someone who thinks out an answer before speaking.

**Give Brief Answers** - Make your answer concise and to the point. Rambling tends to suggest that you really don't have the answer to the question(s) asked.

**Previous Employers** - Never, ever say anything negative about your present or previous employers. No matter how much you may have disliked someone, find a way to give your experiences a positive spin.

**Be Truthful** - Don't lie when asked about something you haven't done. The next question will be "tell us about it."

**Know Your Resume** - Be prepared to talk about every fact that is on your resume. Many people embellish their accomplishments on their resumes. Avoid this, since the only point of reference an interviewer has about you is the resume you provide to him/her beforehand.

**Keep things at a professional level** - Sometimes near the end of an interview, the two parties start feeling comfortable with each other. Don't let this comfortable feeling lead
you to telling them something about yourself that they really shouldn't know. Always keep things at a professional level.

**Look for Something in Common** - This is something that has given us an edge in the past. Try to find a common bond between yourself and your interviewer. If you are being interviewed in an office, look at how the office is decorated. Look for something you can identify with. Is his/her college diploma hanging on the wall? Did you attend a nearby school, or perhaps one in the same Division? If so, make a quick comment about it: "Did you attend Penn State? I attended the University of Michigan. What a great football conference." Interviewers sometimes feel more comfortable with people with whom they have something in common. This approach has helped several candidates obtain a position over other qualified candidates. Above all, be sincere.

**After the Interview**

**Back in Touch** - Ask the interviewer when s/he expects to get back to you on her/his decision.

**Get Everyone's Business Card** - Before you leave, be sure to get the business cards of all of the people with whom you visited. If you cannot do that, ask a secretary for their names and e-mail addresses.

**Thank the Interviewer** - Verbally thank the interviewer for taking the time to interview you, before leaving. Within a day, send thank-you letters to all of the interviewers with whom you spoke. This does not need to consist of a written letter sent via snail mail; an e-mailed thank-you works just as well.

**Do not give up** - Sometimes, within ten minutes of the start of an interview, you will know that the job is not one you want to pursue. If you begin to feel this way, don't give up on the interview. Continue to interview as if the job was the most important thing in the world. This provides you with practice for your next interview, which may be for your dream job! Not all interviews will lead to offers of employment, but, if you approach every interview as if it's the most important interview you ever had, you will come out a winner!

**Additional tips**

- Focus on presenting a positive, enthusiastic tone.
- If you are asked to describe a weakness, mention lessons learned, and steer away from negative descriptions.
- Think about three or four key points that you want to make about your personal characteristics, skills you have learned, and relevant experiences that demonstrate that you could perform the job well.
- Find specific, rather than general, examples from your experience that illustrate important points about yourself.
- When answering questions, focus on experiences that demonstrate flexibility, adaptability, responsibility, progress, achievement, creativity, initiative, and leadership.
• If the employer signals the end of the interview and asks you for questions, and you haven't discussed some key points, say: "There are a couple of points I would like to mention."

After the interview, write a brief thank you letter. Express your appreciation for the opportunity to interview and learn about the organization, re-confirm your interest, and re-emphasize how your background and skills might be of interest to the organization.

**Some Interview Questions**

You can expect to be asked some of the following types of questions in an interview.

**Case Questions** are often used by consulting companies to assess analytical and problem solving skills. The interviewer presents a situation and asks you to discuss possible solutions. A sample case question is, "Describe a managed care company that you think is successful and explain why. What do they do that works? What are their potential problems? What is your outlook for their future? What suggestions do you have for their future?"

Behavioral or situational questions are used to assess how you would behave in different circumstances and to predict your behaviour in future, similar situations. An interviewer may ask, "Tell me about a time when a team you were working on was unable to proceed due to some interpersonal conflict. How did you respond, and what role did you play on the team?"

Role-play questions entail the interviewer asking you to put yourself in another role and decide how you would handle a specific problem.

**Industry-specific questions** are questions regarding the latest trends or issues in the industry. An interviewer may ask, "If you were a CEO of Microsoft’s main competitor, what actions would you take in the on-line services market?"

**Brainteasers** are quick questions where the obvious answer is not necessarily the right answer such as, "Which would you rather receive: fifty thousand pennies or a 10x10x10 room filled with pennies?"

**General questions**

• Tell me about yourself.
• What are your key experiences and accomplishments?
• How would you rank your achievements?
• What are your strengths and weaknesses?
• How would your friends describe you?
• Explain your reason for leaving your current job.
• What are the most important things to you in a job?
• What do you value in a supervisor?
• How would you describe your management style?
• What appeals to you about this job and organization?
• Describe the ideal position in our company.
• What qualities do you think make someone successful in our industry?
• What would you like me to know most that is not on your resume?
• Explain your understanding of the issues and trends in your specialty and in the overall industry.
• Why are you qualified for this position?
• Give an example of a situation where you demonstrated leadership.
• Give an example of how you worked on a team.
• What questions do you have about the organization? Questions for the interviewer are queries that usually focus on the culture or mission of the organization, and job responsibilities. This is not the time to bring up questions about salary, benefits, and vacation about which you can inquire after you have been offered the job.

The Phone Interview

Due to a company's geographic location, travel costs, and divergent schedules, a phone interview may often be your initial contact with a prospective employer. Therefore, we're offering some phone interview tips.

Objective - The idea behind a phone interview is to gain an invitation for a personal interview, and to gather more information for future steps in the process.

Preparation - Have a pad, pen, and a copy of your resume near the phone. Use a phone in a quiet area. Avoid any background noise. Also avoid using a cordless phone, because they tend to transmit poorly.

Speaking

a. Smile and be enthusiastic. Your enthusiasm will carry through to the interviewer.

b. Speak in a conversational manner, and be sure to speak loudly enough to be heard. Speak with some inflection and tone.

c. Let the interviewer do most of the talking. When s/he asks you a question, expound upon the answer. Use the opportunity to sell your skills and experience.

d. When the interview is over, let her/him know that you are very interested in scheduling a personal interview at her/his place of business.

References

Finding a Part Time Job

Universal Job Match [www.gov.uk/jobsearch](https://liverpool.gov.uk/jobs-and-training/current-vacancies/)

[www.fish4.co.uk/liverpool](http://www.fish4.co.uk/liverpool)

[www.myliverpooljobs.co.uk](http://www.myliverpooljobs.co.uk)

[www.totaljobs.com](http://www.totaljobs.com)

[www.indeed.co.uk](http://www.indeed.co.uk)

[www.monster.co.uk](http://www.monster.co.uk)

Liverpool Echo/jobs

Visit the employer’s website (eg NANDOS/KFC/NEXT) and click on vacancies to see advertised positions in a company of your choice.

You can also walk in to any business and leave your CV with a cover letter – not all companies will accept a paper CV and will ask you to check the website
A guide to apprenticeships

What’s an apprenticeship?

An Apprenticeship is a paid job which also gets you properly qualified for the career you want. It is one of the options available to school leavers and other individuals who want to earn whilst they learn.

www.apprenticeshiphub.org.uk
There are a wide range of Apprenticeships available, in almost every sector of industry.

1. On an Apprenticeship, you are employed and follow a training programme which gives you the skills to do your job to industry standards.
2. Training is a mix of on-the-job skills practice and classroom learning. Throughout your Apprenticeship, you will be supported by a college or training organisation, and a workplace mentor.
3. An Apprenticeship lasts a minimum of 12 months. Many apprentices stay on with their employer once they have completed their training. Chances of long term employment are much higher when apprentices work hard and make the best impression.
4. Apprenticeships are a proven route into successful, well paid employment and as your career develops, you can progress onto higher or degree Apprenticeships which are equivalent to university level education.

Why choose an Apprenticeship?

- It’s a paid job – you can start earning!
- You’ll get proper skills and qualifications that employers want
- Opens great opportunities to progress – both in your career and into higher level training
- Train at a pace that suits you
- Paid holidays just like other employees
- Gives you increased earning potential

What levels are there?

<table>
<thead>
<tr>
<th>Name</th>
<th>Level</th>
<th>Equivalent educational level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate</td>
<td>2</td>
<td>5 GCSE passes at grades A* to C</td>
</tr>
<tr>
<td>Advanced</td>
<td>3</td>
<td>2 A level passes</td>
</tr>
<tr>
<td>Higher</td>
<td>4, 5, 6 and 7</td>
<td>Foundation degree and above</td>
</tr>
<tr>
<td>Degree</td>
<td>6 and 7</td>
<td>Bachelor’s or master’s degree</td>
</tr>
</tbody>
</table>

Entry requirements

Because Apprenticeships are real jobs, entry requirements will vary depending on the employer’s requirements. If necessary, Apprenticeship training providers can help prepare individuals to reach the levels required by the employer before they go for interview.

This could be by providing a place on a Traineeship to those who aren’t quite ready for an Apprenticeship. This allows individuals to get help with things like Maths and English, and gain work experience before applying for an Apprenticeship.

How do I apply?

Apprenticeship vacancies are listed online at [www.gov.uk](http://www.gov.uk). Go to this site and search for “Apprenticeships”. You can also find out more about Apprenticeships in Liverpool City Region and how to apply at [www.apprenticeshiphub.org.uk](http://www.apprenticeshiphub.org.uk)
Useful Career Websites

www.nationalcareersservice.direct.gov.uk The National Careers Service website provides careers advice and information on a wide range of jobs, training course resources and funding

https://www.allaboutschooleavers.co.uk - help school leavers get jobs and understand the career paths available to them

www.icould.com Personal career stories & career games

Movingon.co.uk - Lots of useful resources and info - FREE magazine available to download

Careersworld.co.uk - Lots of useful resources and info – FREE magazine available to download

www.careersbox.co.uk Online careers film/video library

www.skillsexplorer.com Careers tool for students

www.stepintothenhs.nhs.uk Working and training in the NHS

www.wherestemcantakeyou.co.uk Careers in Science, Technology, Engineering, and Mathematics (STEM).

www.volunteeringliverpool.org.uk Volunteers and organisations

www.opendays.com Directory of university and college open days. Offers calendars, open day descriptions, contact information and useful advice

http://getingofar.gov.uk - Apprenticeships

www.ucas.com/ucas/after-gcsesUCAS Progress A national course directory covering learning opportunities available across England once you have completed year 11. UCAS is also the central website for university applications and courses.
www.careerpilot.org.uk
Plan your study & work - your choices at 14, 16 and 18, explore different job sectors and how you can study and work at the same time - even to university level.

www.apprenticeships.org.uk Information about apprenticeships and available vacancies

Hugh Baird College - http://www.hughbaird.ac.uk
City of Liverpool College - http://www.liv-coll.ac.uk
Knowsley College - https://www.knowsleycollege.ac.uk

Liverpool John Moores University - https://www.ljmu.ac.uk
University of Liverpool - https://www.liverpool.ac.uk
Edge Hill University - https://www.edgehill.ac.uk
Hope University - http://www.hope.ac.uk