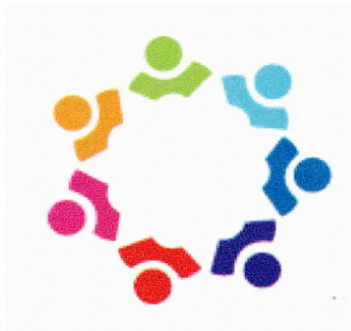




WORK THE CHANGE

Your Personal Summary Notes



Read BEFORE you apply for that job



Peace Child International
empowering young people



Why is learning about employability important for young people?

Employers are looking to hire young people with qualifications and technical knowledge, functional skills, a positive attitude, employability and personal skills. They believe these will increase young people's chances at succeeding in their chosen careers.

Employers believe young people who attain these **six vital capabilities** will be more ready for work

Driven

Displaying a positive attitude and applying yourself consistently, being reliable, motivated, punctual, well organised and hard-working and going the extra mile



Self-aware

Taking responsibility for yourself and others, exhibiting self-control, being accountable for your actions and recognising your own strengths and weaknesses

Self-assured

Having good levels of self-esteem, being willing to ask questions and seek more information, being able work alone without clear direction, displaying physical signs of self-esteem, such as a firm handshake.



Receptive

Being willing to address weaknesses, taking feedback and advice, being open to new ideas and working in different ways, being open minded, patient and flexible

Resilient

Coping with rejection and set-backs, learning from mistakes, being open to constructive criticisms and determined to overcome obstacles, persevering and not panicking under pressure



Informed

Having an understanding of the job market, being able to search for job vacancies, doing background research, understanding office etiquette, being well-presented, being able to effectively describe your achievements verbally and having a representative CV.

As you build these capabilities, you advance through the **stages of development** – emerging, developing and established – to learn and become more employable at each stage. You continue to become inspired to follow careers that are right for you and your skills and have the knowledge and confidence to pursue them.

01. Emerging

Identifying your strengths and realistic career goals, matching your skills and qualities to those needed in the career

02. Developing

Being able to self assess your skills and qualities

03. Established

Having a realistic view of chosen career options based on your skills, qualities and interests, will take responsibility and develop



Knowing What You Want to Do

It's never too early to begin thinking about what you want to do when you leave school. Think about what jobs or roles interest you and what you can be doing now to better your chances of landing that job. What skills, experiences and qualifications will you need, and how do you gain them?

First Steps

Know your passions, strengths and experience

Create a list of jobs you think you would enjoy.

Think of things that you are good at or that you like

Is there a crossover between your skills and your interests?

Do some research. What skills or qualifications do you need for these jobs?



When you figure out what type of work you would be interested in doing, **write a list of people you know or ask your parents** if they know anyone in the industry, and then talk to them. **Ask them if they have any tips for you. Ask them how they started off** and if there is anything that they wish they had known when they first started.

If you have the chance to do work experience, do it and use it wisely!

Try out a
career that
you are
actually
interested
in.



An employer expects you to...

- Be at work on time
- Wear appropriate clothes
- Listen and follow instructions
- Follow general and company health and safety rules
- Work hard and enthusiastically
- Respect both workers and customers

You can expect to...

- Increase your confidence
- Be more independent
- Be better organised
- Try out your skills
- Learn about work
- Show enthusiasm
- Work as a team member
- Develop new skills
- Find out what employers want
- Do something different



How to Look for a Job

Target specific companies you want to work for.

Look at what available positions they have on their websites

Make sure you know how far you are willing to travel for work



If you have to send your CV by email or upload it online, **make sure it's in a universally accepted format** (PDF or Word documents are the best). **Keep it up to date, too!**

Look Locally

Do your family members or friends know of anyone looking for someone new to employ?



Check the listings in newspapers

Drop off your CV to local businesses you would like to work for



Follow up with a call to make sure they have seen your CV

Be Professional

Use a sensible email address (for example, your full name)

Make sure your voicemail message is professional



If an unknown number calls make sure to answer with "hello, this is <insert name>".

If you are worried your CV may seem a little bare

Think about **skills you would like to add** to your CV and the **steps you can take to make it happen**. For example, if you wanted to develop and demonstrate your confidence, you could join a drama group or volunteer in a programme to teach younger students



How to Write a CV

A CV is a snapshot of your **qualifications, skills and qualities**. What you put in your CV will determine whether an employer thinks you match your **job requirements** and whether they will select you for an interview. It can be hard to start writing a CV if you have never done it before. Before you start writing it, think about what **experience** you have, Have you done childcare or yardwork for your neighbours? Have you been part of a team?

Create a great simple CV

There are many tools online that can help you

Get feedback from friends or family members

Customise your CV for the job you are applying for and include a cover letter so you can describe your skills more and let a little more of your personality shine through.

Do

- Left alignment
- Correct spelling
- Keep it clear and concise
- Keep it up-to-date
- Tailor it to the job you're applying for (do your research)
- Simple format with lots of white space
- Make sure it's in the right format if applying online
- Get someone else to check it

Don't

- Spelling errors, typos and poor grammar
- Providing irrelevant personal information
- Lying or misleading information
- Too long and not relevant to job
- Badly formatted
- Colourful and creative fonts
- Photo or physical description of yourself
- Unprofessional e-mail addresses

In addition to your academic record/exam marks, you need to develop **employability skills** through work, studies and community involvement (clubs, societies, sports, hobbies and volunteering).

Communication

Ability to clearly get your message across to a variety of people. Communication can take place in a variety of ways, for example: face to face (through meetings or presentations), written (using letters, emails or posters) and by talking on the telephone. Communication also involves the ability to determine which of the above methods are best to get certain messages across.

Problem Solving

Ability to spot problems on time and use the information available as well as apply your knowledge to make the right decision to solve the problem.

Teamwork

Ability to work well with other people from different disciplines, backgrounds and expertise to accomplish a task or goal. Each person within the team has a role to carry out to ensure a task is completed successfully.

Planning and organizing

Ability to plan work to meet deadlines and targets and to accurately decide the who, what, how and when of achieving a goal or completing a task.

Initiative and enterprise

Having new ideas of your own which can be made into a reality. Showing a strong personal drive rather than waiting to be told to do things.

ICT Skills

Ability to use computers, communications tools and networks to efficiently manage, share and make use of digital information.

Self management

Ability to work independently without needing to be told what to do all the time.

Employers want to know about your approach to work. It is good to be specific about how and where you have demonstrated the following **qualities, skills and values**

Reliability

Being able to show that people can trust you and your work

Punctual

Being on time and having things ready on schedule

Integrity

Acting in a way that is open and honest

Dependable

Being able to make sure people know you will do the job and do it well

Independent

Not needing to rely on other people to get the job done

Enthusiasm and motivation

Showing genuine interest in a job and making things happen instead of waiting to be told what to do

Punctual

Being on time and having things ready on schedule



How to conduct yourself in an interview

In a survey of more than **2,000** hiring managers, **33%** claimed to know whether or not they would hire someone within **90 seconds**

?

Statistics show that first impressions are determined by:

- 55% the way you dress, act, and walk through the door
- 38% the quality of your voice, grammar and confidence
- 7% the words you choose to say

?

Before the Interview

Be prepared for **common questions**

Practice your answers in front of a mirror or with family and friends

Have a **specific position** in mind that you'd like to fill

Review your **qualifications** for the job

Be ready to briefly describe related **experiences**

Common Interview Mistakes

- Lacking warmth or personality
- Not showing enough interest or enthusiasm
- Inadequate research about a potential employer
- "Winging" the interview

4 Questions Most Likely to be Asked

- Tell me about yourself?
- What was your experience like at [past job/experience]?
- Why do you want to work for us?
- What do you know about our company?



Research the business that has called you in for an interview and think of a question to ask them. This shows that you have done your research into the company and have an interest in it, too.

At the Interview

Be honest

Present yourself in the best possible light but do not lie.

Be nice to everyone

You may not know who they are or what influence that have over whether you are hired or not

Be on time

Be on time, Look up the location and how long it will take you to get there. If you are running late, call to let them know.

65% of hiring managers say clothes can be the deciding factor between two similar candidates

Common nonverbal mistakes

- 67% fail to make eye contact
- 47% have little knowledge of the company
- 38% don't smile
- 33% have bad posture
- 33% fidget too much
- 26% have a weak handshake
- 21% play with their hair or touch their face
- 21% cross their arms over their chest
- 9% use too many hand gestures

After the interview always send a thank you note

An email that says that you were thankful for the chance to interview and are looking forward to hearing from them will suffice (resist the urge to pester them).