



**KEEP
CALM
and
CAREER
PLAN**

SENIOR PHASE
CAREER
MANAGEMENT
RESOURCE 21/22:

Quick Locators:

University p4

College p8

Work p10

Action Plan p15

Welcome to Senior Phase

If this might be your last year at school, it's essential to begin **now** to think about what you are going to do next. This book contains career planning resources that everyone can use this year.

As the Skills Development Scotland Careers Adviser working with Armadale Academy, I am here to help you develop your career management skills -the skills that allow you to make good decisions and put them into action.

If you would like help in deciding what to do when you leave school, you should register on Skills Development Scotland's website **My World of Work** at www.myworldofwork.co.uk. As a starting point, use the online tools and quizzes to help identify areas of study or employment which you might like to explore further. The website also has tools to help you with CVs, applications, interviews, jobsearch and college research. You can also call Skills Development Scotland's Contact Centre for advice on **0800 917 8000**.

If you have used the **My Strengths** tool and accessed **My World of Work** website and other resources including planitplus.net and the Moving Forward Glow Team to research information, but are still undecided about what to do, email me for further help.

Louise Russell

Careers Adviser

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IT'S A GOOD IDEA TO EMAIL ME YOUR MOBILE NUMBER (FROM THE PERSONAL EMAIL ADDRESS YOU WILL TAKE WITH YOU BEYOND SCHOOL - IE NOT GLOW EMAIL) AS SOON AS YOU CAN.

My colleagues in the Armadale SDS Transition Team are Alison Sneddon (alison.sneddon@sds.co.uk), Shona Hope (shona.hope@sds.co.uk) and Linda Strathdee (linda.strathdee@sds.co.uk). They have different jobs and superpowers and offer support to people about to leave/who have left Armadale Academy. They may be in touch by phone, text or email to offer you help so pick up any calls from 'strange' numbers in S6. This is a good tip for anyone who is looking for work or learning as you never know when an employer/learning provider may be trying to get in touch!

MAKE YOUR OWN LUCK = START PLANNING NOW!

Complete the KEEP CALM BUT ACTION PLAN (at the end of this doc) **at the beginning of each term.**

Moving Forward Glow Team

We're very lucky to have a Glow Team dedicated to helping you prepare to move on from Armadale Academy, but it can only help you if you engage with it regularly (weekly) - reading all posts and following through on activities suggested.

(If you've not already been added to the Team, the Teams code is *rlnuwz3* to request access or ask your Head of House if you're not sure).

Moving Forward is split into Career Management Skills theme Channels.

Self -

exploring yourself & what you want,
& managing & motivating yourself

Strengths -

assessing, developing & 'selling' your skills

Horizons -

accessing opportunities. Horizons is split into -

College

University

Volunteering

Work & Work Based Learning (very active channel - lots of jobs & apprenticeships posted here)

Work Experience

Networks -

finding who can help your career

& making connections through events & online sessions



Where to start?

Don't have a clue:	<ul style="list-style-type: none"> Register on www.myworldofwork.co.uk and complete the tools it recommends to you. This will flag up career ideas for you to explore Visit www.planitplus.net/careerzone/careerometer on the computers in the school library or at home and it will help generate some ideas.
Have a clue but need to explore options & clarify what I need to do:	<ul style="list-style-type: none"> Click 'I have a rough idea' or 'I have a career in mind' on the My Career Options page on www.myworldofwork.co.uk & follow links. Visit www.planitplus.net for detailed career and course information Try getting some relevant work experience or work shadowing. Start to research the post-school options outlined below using the available resources. Get involved with the Moving Forward Glow Team!
Worried about having to plan your whole life?	<p>This great wee video echoes what I'm always saying - you don't <u>need</u> to be making BIG decisions at this stage. But you should be trying something on for size career-wise (a course, job, work experience, volunteer gig, whatever) or PROTOTYPING as the video calls it, to learn more about your SELF and your STRENGTHS and build your NETWORK. Take a chance! www.bbc.co.uk/ideas/videos/the-value-of-not-having-your-life-planned-out/p08dy7tk</p>



STUDENT'S JOURNEY

Be aware of these dates



Skills and Strengths

Everyone needs to identify these. Try using My Strengths at MWOW

Ready

You need to...



Steady

Everyone needs to...



Go!

Make sure...



start using the resources in this booklet and access the appropriate websites now.

work on their Personal Statements and CV in Term 1. Everyone!

you have worked on your applications. Attend Open Days and Conventions. Check everything before you submit. Use your Networks.

You can see from this timeline that, in chronological order according to deadlines, you need to prioritise *university* applications, then *college* applications, then *job/MA* applications. Volunteering is something you can apply for at any time and do alongside school, college, university or work (it really enhances your other applications), or do full-time after you finish school.

So even if your Plan A is looking for work, you still need to complete your 'backup' (Plan B) university/college applications first. That feels strange, I know!

Higher Education (HNC, HND & Degree)

- can be university or college)

The best place to start is here: <https://www.myworldofwork.co.uk/applying-courses-0>

From there you can link to our advice on how to:

- Find and choose the right course/s (including using open days & league tables)
- Make your best application (including writing a personal statement)
- Nail your interview (whether virtual or in real life)
- Apply for support with travel or living expenses (your tuition fees will be free for full-time courses (full time is usually 3 days + per week)

Start thinking early about **how to write your Personal Statement for UCAS applications**, and if you have any experiential or skills 'gaps' that need solved by volunteering inside or out of school.

Universities decide on their offers based mainly on a combination of your statement and exam results.

- Your Head of House will set deadlines for drafts and offer support individually and in workshops but the ultimate deadline will be in December.
- Timeline for this [here](#)
- Online personal statement tool [here](#)
- More help on this is [here](#)
- Link to UCAS advice for parents and carers [here](#)

More Useful Websites for University Applicants

www.ucas.com - UCAS (Universities and Colleges Admissions Service)

Details of degree courses throughout the UK. Includes course search by subject and/or institution, course profiles, university/college information, student finance. Also includes Apply, the on-line application system used by applicants to UK universities.

www.planitplus.net - PlanIT

Contains information on all full and part time courses at Scottish colleges including Higher National Certificates/Diplomas, along with information on degree courses at Scottish universities.

www.pathways.ac.uk - Pathways

Designed to help HNC/HND college students with progression on to degree courses at university. This site provides useful information for school leavers on links from HNC/D courses at local colleges to related courses at universities in south east Scotland.

www.prospects.ac.uk - Prospects

The essential guide to graduate careers, jobs and postgraduate study in the UK. Gives information about employment opportunities in its 'What do Graduates Do' section.

www.saas.gov.uk - Student Awards Agency for Scotland

Information on all aspects of student funding including bursaries and student loans. Scottish students studying in Scotland do not pay tuition fees for their courses. Some students may be eligible for a non-repayable bursary depending on the level of their family's income. All students can apply for a non income assessed repayable loan. Look at this site to find out more about the cost of Higher Education.

<http://unistats.direct.gov.uk> - Unistats

Detailed information on the going rate for entry to courses. Also includes a survey of current students' views of their course, including how it is taught and assessed, level of academic support provided, availability of learning resources including libraries and IT facilities. Data on graduate employment destinations for individual courses.

www.push.co.uk - PUSH Online

The ultimate Guide to student life, university and everything! Researched by students and recent graduates. Includes brief university profiles, university links to student unions/newspaper websites, information on how to apply, prices of beer, a jargon buster and lots more.

Applicants to **Medicine, Dentistry or Law**

Medicine and Dentistry

All applicants to degree courses in **Medicine** and **Dentistry** must sit an aptitude test.

The **UCAT** (UK Clinical Aptitude Test) is being used for applicants to all Scottish universities (and the majority of those outside Scotland). This is an aptitude test, which does not draw on any particular body of knowledge that a candidate can learn in advance. However, you should familiarize yourself with the format of the test and do the practice questions on the UCAT website.

You must register on-line to take the test. Information on test dates and when to register is being reviewed by UCAT, because of the Covid 19 restrictions. Go to www.ucat.ac.uk for details. You can also follow the latest information on social media -

Instagram [@ucatofficial](https://www.instagram.com/ucatofficial)

Twitter [@UCATofficial](https://twitter.com/UCATofficial)

Facebook [@UCATofficial](https://www.facebook.com/UCATofficial).

There is a test centre in Edinburgh. The cost of taking the test varies depending on your test date and hasn't yet been advertised because test dates have still to be confirmed. It ranged between £65 and £87 in 2019. Bursaries may be available to cover the cost of the test depending on parental income. Check the UCAT website for more details. www.ucat.ac.uk.

The BioMedical Admissions Test (BMAT) gives you the chance to stand out from the crowd and show your potential to succeed on medical and health-related courses. It tests your ability to apply scientific and mathematical knowledge, as well as problem solving, critical thinking and written communication skills that are essential to university-level study.

On this [website](#) you'll find everything you need to feel informed, supported and prepared to take the test. Dates may change because of Covid 19 restrictions. Check latest information at <https://www.admissionstesting.org/campaigns/coronavirus/>. www.bmat.org.uk.

Law

The **LNAT** (the Law National Aptitude Test) is used by the **University of Glasgow** (and other institutions outside Scotland) as part of the selection process for applications to all courses in Law, including joint degrees in Law and another subject. For the 2022 intake, applicants can take the LNAT between 1 September 2020 and 31 July 2021. (by 15 October 2020 if applying to Oxford University). The cost of the test is £50. Full details of test dates and registration go to the LNAT website www.lnat.ac.uk.

Volunteering

Volunteering is a great way to improve your meta-skills (strengths) and longer term career prospects (horizons) as well as improving your community. Other reasons to volunteer include meeting new people (networks), boosting your mental health and confidence (self), giving yourself an edge with uni/college/job applications (horizons - it may even be an essential requirement for your subject)

- Many volunteer opportunities are advertised at www.volunteerscotland.net and <https://www.voluntarysectorgateway.org/become-a-volunteer/>
- Recently, I have seen volunteers recruited for vaccination centres, Five Sisters Zoo, Windrush Scotland and National Trust for Scotland. In non-Covid times, volunteering in care homes, especially with activities, is very popular and you should contact care homes direct for this.
- The NHS uses volunteering as a 'pipeline' into their apprenticeships. Contact Kirsten.law@nhslothian.scot.nhs.uk.
- Scottish Canal Volunteers offer roles from cataloguing the photographic archive to assisting houseboats through lock gates or helping keep canals clean. Contact volunteers@scottishcanals.co.uk.
- River Almond Action Group need volunteers to campaign as well as clean the river. Contact them through Facebook.
- Find out how volunteering can earn you a qualification at www.saltireawards.scot

Further Education (eg NC,NQ,NPA,SVQ

- always at college)

The best place to start is here: <https://www.myworldofwork.co.uk/applying-courses-0>

From there you can link to our advice on how to:

- Find and choose the right course/s (including using open days & league tables)
 - Make your best application (including writing a personal statement)
 - Nail your interview (whether virtual or in real life)
 - Apply for support with travel or living expenses (your tuition fees will be free for full-time courses (full time is usually 3 days + per week)
- Use www.myworldofwork.co.uk and www.planitplus.net to research all your course options and how they fit with jobs that you may be aspiring to.
 - Our nearest campuses (reachable from Armadale within 1 hour by public transport) are
 - Livingston (www.west-lothian.ac.uk); Coatbridge (www.nclanarkshire.ac.uk); Oatridge (www.sruc.ac.uk); Edinburgh Sighthill (www.edinburghcollege.ac.uk); Glasgow(www.cityofglasgowcollege.ac.uk); Easterhouse (www.glasgowkelvin.ac.uk) & Anniesland (www.glasgowclyde.ac.uk)
 - **If you're applying to college as a route to university**, This website is here to help you research the best pathway to university using a college Higher National Certificate (HNC) or Higher National Diploma (HND) qualification. <https://www.pathways.ac.uk/>
 - Register with colleges and apply online - keep track of your application on email/MyCollege. Apply to more than one college.
 - Be ready to apply by January to start in August. For (very limited) courses starting in January, apply in November.
 - You will often be eligible for travel expenses and for EMA/bursary (if below HNC level) or SAAS loan (HNC+) - travel expenses vary between colleges, eg City of Glasgow are the most generous.
 - Attend college Open Days (these may be online) to learn more about courses
 - Research and understand different levels of course/entry points. (for example: you may leave school to start NC Social Science (SCQF6) and then progress to the HNC Social Sciences (SCQF7) the following year, alternatively, you may apply directly to the HNC level course from school if you achieve 2 relevant Highers). Foundation Apprenticeships usually allow direct entry to HNC. This might help: <https://www.glasgowkelvin.ac.uk/scqf-explained/> (but if you're unsure, ask your careers adviser).

What to include in a College Application Statement:	Remember:
<p>Colleges are looking for you to answer four simple questions in your supporting statement:</p> <ol style="list-style-type: none"> 1. <i>Why Do You Want to Study this Subject?</i> <ul style="list-style-type: none"> • Here you need to talk about the passion you have for the course subject. • Are you hoping to build a career in the subject area? • Show that you have an interest, using examples from your life. <i>eg If you are applying for vehicle maintenance talk about when you fixed a bike at home and what this experience taught you.</i> • The college do not want you to drop out of the course half-way through, show them that you won't. 2. <i>What Makes You a Good Candidate For The Course?</i> <ul style="list-style-type: none"> • Think hard about your strengths and how these suit the course (or the job that your course might lead to). • Show commitment to and interest in the subject. 3. <i>What Relevant Experience Do You Have?</i> <ul style="list-style-type: none"> • Discuss anything you have done that relates to the course topic. • Volunteering, hobbies, school work experience, courses or subjects that are relevant are all good to mention. • This does not need to be paid experience! 4. <i>Why Do You Want to Study at That Particular College?</i> <ul style="list-style-type: none"> • They don't want to hear that you are only interested because they are the closest college. • Look at the course page on the website: what about it specifically appeals to you? this shows that you have researched the course. • If you have had any good feedback on the college from parents or siblings or friends that has helped form your opinion, mention this. 	<ul style="list-style-type: none"> • Try to keep it to 3-6 sentences. • You are trying to impress the college, if it only took you 10 minutes to write, you haven't given it enough thought! • Make sure that you write in full sentences, with correct spelling, grammar and punctuation. • Avoid waffling! If you are struggling, structure your answer with the 4 questions (on the left) to keep it focused. • If you aren't confident with paragraphs, try using bullet points to make yourself understood. • Always make sure that somebody else has read your statement before you send it. This will catch any silly mistakes.

Work & Work Based Training

(eg Modern & Graduate Apprenticeships)

- In addition to the opportunities that I highlight on the Work & Work Based Learning Channel of the Moving Forward Glow Team, I update 6 different local vacancy lists on my school website pages. Look at least once a week and always look at 'SDS West Lothian' first: www.armadaleacademy.co.uk/article/34268/Latest-Career-Opportunities
- SDS advertises Scottish job vacancies at www.myworldofwork.co.uk/getting-a-job - search within 20 miles of your postcode, (this will include Edinburgh & Glasgow).
- JOBCENTREPLUS has a site with a jobsearch function (search by local area eg Bathgate, Livingston, Edinburgh, Glasgow) as well as advice on each stage of applying, eg an article about how to ace competency-based application forms and interview questions jobhelp.dwp.gov.uk/. Another good site for jobsearch in the Edinburgh & SouthEast City Region is www.c19jobs.org/
- Follow SDS at www.facebook.com/SDSWestLothian+www.facebook.com/SDSEdinburgh+www.facebook.com/SDSGlasgow+www.facebook.com/SDSForthValley+www.facebook.com/SDSNorthLanarkshire
- Here are some great tips about finding work through social media, but some of them are tricky so email me if you want me to talk you through them www.studentjob.co.uk/application-tips/social-media
- Think about how you want to come across in video interviews - DYW West Lothian and SkyTV have collaborated on this wee film to help you think about good and bad impressions www.youtube.com/watch?v=Xl9UykX9JXo&t=5s
- Employers are increasing using Facebook to advertise jobs at all levels - follow employers you are interested in and you will be notified of vacancies. You can also search using the 'Jobs' tool. Create a Linked In profile (ask me for a guide on how to make your first LinkedIn profile).
- Modern and Graduate Apprenticeships are advertised all year round but recruitment peaks around February/March/April, **so you need to be ready with a cv and hopefully some work experience under your belt by then.**
- It can take months to secure employment so you need to start your preparation early. For example, if you will leave school in summer, you need to start applying around February.
- Create a professional email address to use (e.g. name.surname@gmail.com)
- Prepare well in advance by creating a personal statement, CV and covering letter using www.myworldofwork.co.uk
- Identify 2 people who know you well (not family) & seek their permission to act as a referee. Add their contact details to your CV.
- Learn about different types of apprenticeship using www.myworldofwork.co.uk
- Search for Modern and Graduate Apprenticeships using www.apprenticeships.scot and www.apprenticeshipsinscotland.com
- Note from www.apprenticeships.scot which training providers recruit for the MA and GA frameworks you are interested in. Complete applications on the training provider and university websites and they will consider you for suitable MAs and GAs.
- Target companies you are interested in and contact them in January to ask if they are planning to take on apprentices this year, or if they will consider having you in for work experience.
- Use networks of family/friends etc to discover "hidden" vacancies. If the employer is based in West Lothian, they may qualify to have half of your wages paid by the Council (StepsN2Work) www.positive-destinations.co.uk/article/6101/Wage-Subsidy
- On leaving school, register with recruitment agencies, eg www.nasscotland.com and www.bluearrow.co.uk.

Turbo-charging your jobsearch – Networking on LinkedIn



What is it?

A professional social network site for making connections & finding jobs.

“.....it’s like a mashup of Facebook & your CV.....”

Why do I need it?

- Up to 94% of employers use social media for finding new employees.* LinkedIn makes it easier for an employer to find you.
- Connects you to people/organisations where you want to work and *puts these connections into action*.
- It’s bigger & more complete than a CV. Gives a clear idea of who you are & what you can do.

* Jobvite.com, mid-2013. 800 employers asked if they use/plan to use social media for recruiting.

10 Top Tips

- 1. Use a professional looking picture** (No mirror selfies!): Profile with a photo is 11 times more likely to be viewed. Head & shoulders only. You should look smart, professional & friendly. (Remember, it’s not a personal dating site!)
- 2. Use your Profile to convey your own personal brand** : Set yourself apart from others who have similar qualifications, interests, strengths & skills. Add hyperlinks to any personal website / blog / YouTube channel / portfolio etc. LinkedIn lets you include volunteering /charity work / experience from tasks/projects so don’t worry if you don’t have paid work experience. Use short, easy-to-digest sentences, or even bullet points (Dense paragraphs of 4 lines or longer are hard to skim. You are writing for the web, not paper). When well done LinkedIn proves the quality of your work & your communication skills more clearly than simply stating “highly motivated, problem solver” etc. In Summary section highlight what you are good at, what you want to work on, what you’ve done. Be enthusiastic!
- 3. Set account to ‘Public’**: Makes your network visible. (For a professional approach customize your LinkedIn’s Profile URL so that when you make a post it shows your name not just a sequence of numbers. Type “Profile URL” into search engine to learn how to do this).
- 4. Build up contacts**: LinkedIn recommends minimum of 50 connections. *Invite* someone to join your network. Start with who you know & trust (neighbours, work experience contacts, studying the same course as you, part-time job, family, hobbies etc). These are 1st degree connections. Ask to be *introduced* to 2nd degree connections (someone you don’t know but linked to 1st degree connections). Use Adv. Search to find people in particular roles/companies or search by location. If approaching someone choose your wording & explain why you’re contacting them. After connecting look at ‘People also viewed’ box & who they have worked for in the past..... Expand the Universe of who you know!
- 5. Get Recommendations**: These offer employers a form of “proof” because someone is willing to publicly confirm that you have a skill or accomplishment that you say you have.

10 Top LinkedIn Tips Continued

6. Join groups: LinkedIn allows you to join up to 50 groups, average number is 7. Demonstrate your potential/suitability through intelligent participation in group discussion. Join groups for the type of job you want, your location, hobbies, anything else that is relevant to you & your career. One of the big advantages of Group membership is that it allows you to send free Inmail messages to people you are not (yet) connected to.

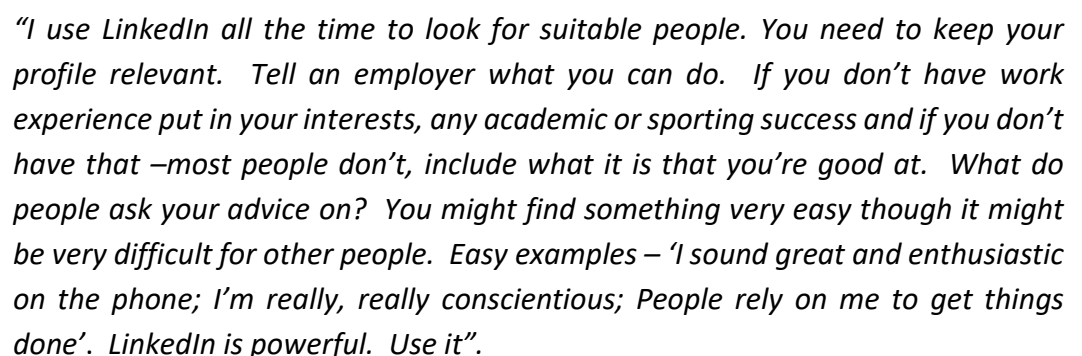
7. Follow the organizations/employer you want to work for: Use LinkedIn to engage with an employer. Don't just jump in & ask for a job. Communicate your knowledge, suitability or passion for a position. Introduce yourself to key individuals, don't harass them. Keep an eye on what they are doing & how they are doing it. If offered an interview use LinkedIn to research who you would be working with, their role & what's important to them.

8. Get noticed for the right reasons: Don't post anything you don't want to share with an employer. Employers use social media as a fast & cheap "background check" before deciding to offer an applicant an interview.

9. It's not a one-off task: Keep adding to your interest & skills; a completed project, something you are proud of, an award, an achievement etc.

10. Write a winning headline: Include current status/job, or job you want, and something about your skills & interests. Include key words that an employer might use when searching. "Individual seeking sales opportunity" is weak but "Persuasive individual, eager to promote products & increase profit" tells the employer what you plan to do. (A previous winning LinkedIn headline was "Office Manager looking for overstressed CEO to make sane")

What do Employers say?



"I use LinkedIn all the time to look for suitable people. You need to keep your profile relevant. Tell an employer what you can do. If you don't have work experience put in your interests, any academic or sporting success and if you don't have that –most people don't, include what it is that you're good at. What do people ask your advice on? You might find something very easy though it might be very difficult for other people. Easy examples – 'I sound great and enthusiastic on the phone; I'm really, really conscientious; People rely on me to get things done'. LinkedIn is powerful. Use it".

Harris Keillar, Keillar Resourcing Ltd

Preparing for Interviews - Interviews can often feel a bit daunting, especially if you've not had one before. Thankfully, there is a very simply way to reduce this stress – it's called preparing! Follow the guidance below and look at the example questions on the other side of the page to get some practice.

Before the Interview

- ✓ Re-read the job advert, person specification and job description and make a note of what the employer is saying they want you to be good at. Think about the skills and experiences you have that match.
- ✓ Write down examples of situations that demonstrate your skills. Try to have one example for each skill mentioned in the job description.
- ✓ Look back over your CV and take it with you – it's okay to refer to it in the interview.
- ✓ Ask for help! Look at some example questions and try speaking your answers out loud to someone you trust. Your answers start to feel a lot easier once you've practiced saying them a few times.
- ✓ Plan your journey to the interview properly and have a practise run so you aren't stressed by travel on the day.
- ✓ If the interview is virtual or by phone, make sure your device is fully charged, up to date and working properly.
- ✓ Know the name and phone number of the person who is going to interview you so you can ring ahead if you think you might be late.
- ✓ Work out what you'll wear – it's better to be too smart than too casual. Formal shoes and trousers with shirt/blouse. It's best to avoid T-shirts, Hoodies, Jeans and Trainers. Dress smartly even in virtual interviews.

During the Interview

Try to follow these top tips below and you'll come across as confident, professional and enthusiastic – everything an employer would want!

- ✓ Arrive with plenty of time to spare and switch off your phone.
- ✓ Smile and introduce yourself to the interviewer. It may be best not to shake hands during the current pandemic – take your lead from the interviewer.
- ✓ If in person, make sure you are wearing your mask properly throughout the interview, this will help you make a good impression.
- ✓ Be clear about the things you do well, be positive about your weaknesses but be honest and truthful and show how you work to improve on them.
- ✓ Try to show enthusiasm for the role – this is something employers love!
- ✓ When you make a claim about yourself, try to give evidence to back this up by discussing relevant experience.
- ✓ Give yourself time before answering questions, there's no need to rush. Don't be afraid to ask the interviewer to repeat the question if you need.
- ✓ It can help to bring along some questions of your own about training, an average day at work and so on – this is likely to impress an employer. Be a bit careful asking about money, holidays and not working on specific days of the week, as these may make you seem committed to the wrong things.

WHAT WILL THEY ASK ME? – It's hard to know for sure, but most interviews will involve a mix of the question styles below:

Strength Questions

Open questions like 'What are your strengths?' or 'Tell me about yourself' are actually a gift – an open opportunity to speak positively about yourself and how you fit the job.

Motivation Questions

These questions explore why you want the job and what would satisfy you at work. Try to show enthusiasm for the job in your answer. Example questions like 'What gives you a sense of achievement?'

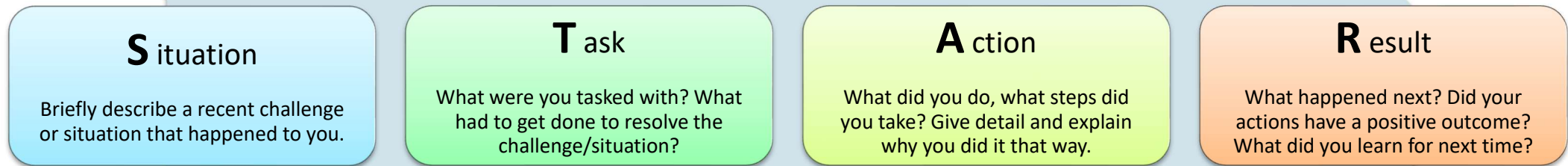
Surprise Questions

Don't worry, employers aren't tricking you. These questions are a chance to show creativity and quick thinking. 'If you were a biscuit, what would you be?' - try to give a fun, authentic answer that relates back to a useful skill.

Competency Based Questions

These are based around the skills needed for the job – found on the job description. The questions ask about situations - 'Can you give me an example of a time you worked in a team?' Answer these with the STAR Technique, (see overleaf).

The STAR Technique – Employers will normally tell you in advance if an interview involves competency-based questions. The best way to answer them is with the structure below:



Example Questions

Strength, Motivation and Surprise Questions

- Can you tell me a bit about yourself?
- Why do you want to work here?
- What do you know about the company?
- What motivated you to apply for this job?
- How would a friend describe you?
- How would you describe your personality?
- What are three positive things your last boss would say about you?
- What are your weaknesses?
- How do you respond to criticism?
- How would your worst enemy describe you?
- How do you manage your time and prioritise tasks?
- How do you respond to stress and pressure?
- What has been your greatest achievement?
- What are you most proud of in your working life?
- What are your goals?
- What do you expect to be doing in five years' time?

Competency-based Questions

- Can you give an example of a time when you had to cope with a difficult situation?
- Give an example of a time when you had to work under pressure.
- Describe a situation in which you led a team.
- Give an example of a time you handled conflict in the workplace.
- Tell me about a big decision you've made recently. How did you go about it?
- Tell me about a time when your communication skills improved a situation.
- Give me an example of a challenge you faced in the workplace and tell me how you overcame it.
- Tell me about a time when you showed integrity and professionalism.
- Give an example of a situation where you solved a problem in a creative way.
- Tell me about a time that you made a decision and then changed your mind.
- Describe a situation where you were asked to do something that you'd never attempted previously.
- Tell me about a time when you achieved success even when the odds were stacked against you.

KEEP CALM BUT ACTION PLAN

Answer these questions now

& revisit them at the beginning of each term

Plan A

On a scale of 1-10, how confident are you about reaching your next career destination?

1 2 3 4 5 6 7 8 9 10

Clueless > > > > > > > Certain

What do you need to do to get you to a 9 or 10?

Which course/employment/training opportunity are you most keen to secure?

What actions do you need to take to secure this as your Plan A?

Plan B

Which course/employment/training opportunity are you going to put in place now, as your back up?

What actions do you need to take to secure this as your backup?