

Student Guides to Employment

Interviews



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Other guides in the series include Applying for Work and CVs.

Interviews

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Introduction

There are do's and don'ts of attending interviews that you should be aware of. Information in this guide gives useful tips in helping to prepare you for an employment interview. Included in this guide is information on selection centres, psychometric testing, presentations and practice interview questions.

What help is available at the College?

Student Services has an extensive range of support available if you are seeking work, including:

- One-to-one advice and guidance on where to look for vacancies, how to job search and CV preparation bookable through the Leicester College website, simply submit an enquiry to the College Careers Team:
leicestercollege.ac.uk/college-life/student-support/careers-service/
- The Careers Team can respond either by Telephone, Email or Microsoft Teams or Face to Face.
- Access to welfare advisors for an in-depth consultation on financial matters
- Tutorial sessions that include employability and job search – planned and booked through your Learning Coach
- A careers library and e-library to help you in your search for work.
- Access to the Careers Service and Job Vacancy site on Moodle.



SCAN ME

The interview

An interview is a formal discussion, in which an employer assesses a candidate and a candidate assesses an employer. It allows for a two-way gathering of information: for the employer to decide if you, the candidate, are suitable for the role, and for you, the candidate, to determine if the employer is right for you. An interview can be carried out face-to-face or conducted over the telephone or through video platforms such as Microsoft Teams or Zoom. Most jobs will require a face-to-face interview before an offer is made.

For all interviews, you as the potential employee will need to be prepared to show you are the best candidate for the job. Employers will want to make sure they employ the right person – someone who can contribute the most to the organisation. Who is motivated and passionate and can bring the most to the role.

Your task in an interview is to sell yourself as the most suitable candidate, along with finding out what the role and the company can offer you.

What is the interviewer looking for?

The face-to-face interview is normally the final stage of a job application. When you arrive for an interview, the interviewer will already know certain things about you and your skills, having seen your CV or application form previously. Your CV or application form has worked hard to get you through the potential employer's door, and now it is up to you to finish the process successfully. As a rule, employers use interviews to confirm that you:

- Have the skills and ability to do the job
- Have the necessary experience and meet the requirements
- Are enthusiastic for, and committed to the job
- Are able to work well with others and fit in with the existing team
- Are reliable and trustworthy
- Have prepared well for the interview,
- Have researched knowledge of the company and the role you are applying for
- Have a positive attitude generally, and towards past employers and colleagues
- Are presentable and looks the part.

In a job interview the employer ultimately wants to find out if you are the right person for the job.

How to create the best impression

The thought of attending an interview and being questioned by one or more interviewer can be daunting. However, if you prepare well in advance, you will be more prepared. You can do this by remembering:

Plan
Research
Expect (types of interviews)
Practice

} **PREP**

Plan: Company research

Find out as much as you can about the company. Most businesses have a website and a lot of content on social media, many have a YouTube channel, and so make sure you spend time exploring the potential employer's website and join their Facebook, Twitter, LinkedIn and subscribe to any newsletters and magazines.

These are all great way to find out:

- The background of the company
- Who their customers are
- What products and/or services they sell
- What type of staff the company employs
- What the job role will entail
- Current events and priorities
- Their culture of the organisation.

You can obtain company information such as brochures or an annual report by researching the company on the website or prior to your interview.

Research: Job specific

Make sure you read the job advert carefully and make a note of key words used in the job description and/or criteria section of the advert. For example, if the advert states "must have excellent communication and strong team building skills," make sure you prepare examples to demonstrate you have these. If you do not have the experience for some aspects of the role, think about how you can turn this into a positive – a challenge for you, an opportunity to learn new skills and progress, you are a quick learner, etc. Read through your CV and application form and imagine what questions you might be asked. Write down model answers and practice these with someone if you can. Try and get an idea through YouTube and Social Media of the culture of the organisation. Is this the kind of organisation you wish to work for? If you can, try and visit the organisation or talk to someone that works there.

Expect: Questions you are likely to be asked in an interview include:

- What made you apply for this job?
- What skills would you bring to the job if you were offered it?
- How would you deal with (a particular scenario?)
- What would you say are your strengths and weaknesses?
- How well do you cope under pressure? Provide an example of this?
- Why do you want to work for this company?
- Can you give me an example of good customer service?

Remember, the employer will be looking for you to show you have:

- The right skills and experience
- The personality to fit into the existing team well
- Enthusiasm for the job and the company.

Examples are the key to effectively showing you have what the employer is looking for - so prepare. In answering the question consider examples that best illustrate.

Practice: There will also be the opportunity to ask the potential employer questions, so you can determine whether or not you want to work for them. It is worth preparing questions in advance. The type of questions you could ask include the following:

- Are there many opportunities for progression?
- How big is the team? How does this role fit into the structure?
- I would be interested in undertaking a course to complement this role, would this be possible?
- What are the company's long-term goals?
- How do you see my role develop in the first few months?

Never ask questions about the package being offered, including holiday entitlement or sick pay, as this will make the employer think you are applying for the wrong reasons. If you run out of questions to ask, or your mind goes blank, don't say something for the sake of it. The best approach in this situation is to say something along the lines of, "You've covered everything for now, thank you, but I may contact you at a later date."

Try to arrange a mock interview, preferably with someone you do not know too well, such as a careers advisor in the College – your learning coach may be able to arrange this for you. Or you can book an appointment to see a careers advisor yourself by visiting the information desk at any campus and asking for a careers appointment.

What is the STAR technique?

The STAR technique is a way to structure your answers to competency based questions either on an application form or at an interview. Employers often ask how you have demonstrated, in the past, the competencies that you will need to use in the role for which you are applying.

Often at job interviews nerves can take over, even if you have done a lot of preparation, research and planning beforehand. The STAR technique allows you to focus and structure your answers effectively, demonstrating the results achieved by undertaking actions to specific tasks and the results achieved.

Employers are looking for candidates that can ultimately benefit the company or organisation. The STAR technique can be used BOTH in job interviews and applications, and is highly regarded amongst careers professionals and employability advisers and in the world of recruitment.

Use the STAR technique to structure your answers as follows:

S – Situation: Set the scene. Here open with a brief description and explain the role and situation. Where were you? What were you doing? Pick a specific example of a time when you have demonstrated the desired skill and give enough information to allow someone to understand the context of your example.

T – Task: This is still the introduction but provides some context, and it will explain your role and what was expected of YOU. Provide details of the task you were faced with or what you were trying to achieve? What was your desired outcome?

A – Action: Here you need to describe the specific actions that you took to complete the task, and this is the most substantial part and should comprise of 50 – 70% of the answer. What specifically did you do? How did you handle the situation? This should make up the main body of your response and remember if you are discussing working in the team don't overuse "we". The recruiter wants to know what you did.

R – Result: Close with the result of your efforts. Quantify the result if possible. What happened as a result of the actions that you took? What impact the result had overall on the team, on the company and on you? We are going to go into a lot more examples using the STAR model throughout the course; what was the outcome? Try to make this as specific and positive as you can. Regardless of the outcome, what did you learn? How would you handle it differently next time to improve upon your performance?

You can demonstrate your skills using examples from all of your recent life, e.g. college, sixth-form, voluntary work, work experience, sports activities, societies, clubs or hobbies and interests. The point is to evidence your skills in a positive manner and to provide a specific example of how and when you used the skill that you are being asked about. When asked a series of such competency questions, use different examples to show evidence of your capabilities.

Putting the STAR technique into practice

Below are three responses to the same interview question with some feedback on each. Answer 3 uses the STAR technique.

Question: Can you give an example of when you have used your initiative successfully?

Answer 1: I used my initiative all the time in my course at college, the group I was in hadn't been very motivated but since I joined, I think that's changed.

Feedback: This answer is vague; it's not giving the employer a specific instance of when the student used their initiative or how it brought about change. Simply stating possession of a skill does not provide any evidence that you have it!

Answer 2: Yes, I study Media Studies and it was my idea to set up a Facebook page which people liked.

Feedback: This answer doesn't provide the employer with a clear context and, though it describes the activity, it does not explain why it was needed or what resulted.

Answer 3: (Uses the STAR technique)

S – Situation: I am in my second year at college undertaking a BTEC Extended Diploma in Media, I noticed that communication between my groups was poor and that we weren't very active in the lessons. We rarely met and, when we did, not everyone could attend.

T – Task: We were set a practical task to make a short film.

A – Action: I decided to set up a WhatsApp Group to improve communication as I knew all the students used WhatsApp regularly; I initiated discussions and communicated about upcoming meetings and shared ideas and opinions.

R – Result: Soon, other members of the group participated actively and, as a direct result, we met more often to work on our short film. The liveliness of our group led to more people wanting to join us as they were interested in group. The WhatsApp group is still actively used as the main communication channel.

Feedback: This answer shows the employer how the student used their initiative effectively. It uses the STAR technique to describe the context, to detail what the student actually did and the effect that these actions had. Finally, the student has revealed their subsequent reflection and awareness of potential for improvement.

The STAR model summary

The STAR model, allows you to reflect on your answers, to think carefully about the impact of your involvement in a particular task. It also allows you to manage interaction more effectively, to structure your answers and to consider the positive outcomes of a particular situation. The STAR technique may take practice to perfect, but ultimately will put you in a good light. Giving you a competent edge to becoming a winning contender and an effective interviewer!

Additional research

You will need to be prepared for the following scenarios:

- You may be interviewed by just one person or by a group of interviewers
- You may be asked to take a test or deliver a presentation

You need to prepare yourself for every possibility, although most companies will advise you beforehand if the interview will consist of a test and/or a presentation. It is always better to be over-prepared, though, and it is best not to assume anything.

Check the location – find out where the interview is and plan your route. It may be worth making a “dummy run” to check how long it will take you to get there. If you are going by car, make sure you investigate parking. This will make you more relaxed on the day and ensure that you are punctual. First impressions are very important.

The importance of appearance

First impressions count, and it is vital to make a good one. You want to create a professional image. Even if you know the staff work in casual wear, you will normally be expected to make an effort for the interview – turning up in jeans and t-shirt usually tells the employer you are not bothered whether you get the job or not. As with everything, however, there are always exceptions and if you are specifically told you can dress casually, you may wish to do so.

As a guide, though, dressing smartly, neatly and appropriately for the job role, is a safe rule to follow.

For women, a shirt or a blouse and smart trousers or skirt is normally acceptable for an interview. If the company is smart, it may be advisable to wear a suit. Hopefully, the research you do for the company will help you decide how smart you need to be. For men, a shirt and smart trousers and similarly a suit if you prefer or you feel this would be more suitable.

With shoes, a pair of court shoes, smart boots or lace-ups, would be fine. The main thing is to be presentable, but do not worry about spending a fortune on a new outfit. Chances are you have a suitable shirt and trousers and shoes already. It also helps if you feel comfortable in what you wear. Be sensible with what accessories you choose to wear. Again, researching the company thoroughly should help you decide what may or may not be appropriate to wear on the day.

Body language

Try to relax and look confident, maintain eye contact when you are speaking or being asked a question, and show interest through facial expressions and mannerisms such as nodding. How you behave during an interview will send messages to the interviewer. Try to be calm and composed throughout, and remember that the interviewer is also likely to be nervous. People tend to feel more relaxed if they can see similarities in your body language and it is worth observing your interviewer for clues on how you are performing. For example, if the interviewer is leaning in towards you, this could show a keenness for what you have to say, whereas a distant look could indicate a lack of interest.

End of the interview

When the interview is over, do not relax too much! You need to remain professional until you have left the building. The closing moments are a good time to thank the interviewer for their time, reiterate your interest in the job, and enquire about the next stage. However you feel the interview has gone, leave on a positive note. Smile, reiterate thanks and offer a firm handshake at the point of leaving, as this will leave a good impression.

Do's and Don'ts of interviews

Do:

- Do your research and make use of social media as well as LinkedIn
- Be polite, friendly and positive
- Be punctual
- Be yourself. Let your personality shine through, as this will be an important factor in whether or not you are offered the job
- Explain all your strengths, your key skills and relevant experience
- Back-up your answers with examples
- Keep your answers clear and simple
- Remember to make a good first impression, including body language, appearance and switching your mobile phone off during the interview.

Don't:

- Don't let your nerves get the better of you, being a little nervous will help you appear keen, but practise some breathing techniques beforehand can certainly help, use self-help videos on **YouTube** as well as **Apps** such as **breathe.com** and **calm.com**
- Don't be arrogant. Assuming you will get the job tends to alienate the people responsible for this decision
- Don't assume. Explain your answers fully and, if you are unsure of anything, don't be afraid to ask
- Don't lie about your skills and experience. The truth will out, and people respect honesty. Besides, you can always turn a negative into a positive, a gap in your skills/experience into a challenge and a great training opportunity
- Don't ask about the packages in terms of benefits, holidays, etc
- Don't use slang words; interviews should remain formal even if the company normally takes a more relaxed approach
- Don't criticise former employers or colleagues.

NB* The above Do's and Don'ts apply to Video Interviews as well.

After your interview

Reflect on your performance in the interview. Think about what went well and what went less well, and why. If you are unsuccessful, always ask for feedback. Use every interview as an opportunity to learn, and help you towards future interview success.

Video interviews

Increasingly many companies are using technology such as Microsoft Teams, Zoom to interview candidates by interview. Video Interviews have become the 'norm' since the onset of the Covid-19 global pandemic, which meant that for health and safety reasons, interviews at close proximity were not possible. Video Interviews allows candidates to be screened safely, and securely. Candidates do not have to travel to the interview but can be interviewed in the safety of their homes. This allows employers to sift through more candidates in less time and overall makes financial sense. With the enhancement of technology and the ease of use, recruitment teams are widely using video interviews as part of their selection process. A video interview often gives you more insight into that person than just a phone call can.

However it does rely on candidates being familiar and confident using technology, as well as companies and candidates having good internet connection and additional equipment such as a good webcam.

The good news is that essentially you need to treat video interviews like any other interviews in terms of the preparation, planning, research and practising beforehand. You need to ensure that the room that you use to have the video interview is clean and tidy, and make sure that behind you there is nothing to distract you or interviewer during the video interview such as; posters, untidy clothes, pets or young children. Ensure that you do not have the TV or radio playing in the background as this can be a distraction. It may also put you in a negative light even before you have started! You need to dress appropriately, making sure that you are well presented and groomed. Make sure that you look the part in every aspect.

Preparation for Video Interviews – Top Tips

1. Choose a plain background. No distractions, the interviewer wants to focus on you.
2. Check your laptop and webcam are working BEFORE the interview begins. Technology isn't always perfect so be prepared!
3. Ensure that your laptop is fully charged to its full capacity, you do not want to come face-to-face with the threatening 5% battery message during the interview.
4. If you have a bad internet connection, or experience a delay do not panic! Treat it as a test of your adaptability.
5. Have a notepad and pen just in case you need to make notes. Also if you have done company research, have the notes in front of you so that you can refer to them easily.
6. Also have your CV and supporting documents on hand. The interviewer is likely to quiz you on it during the video interview.
7. Turn your phone off! You want minimal distractions while you are talking to the interviewer. WhatsApp will still be there when you return.
8. Make sure you have a glass of water close to stay hydrated.
9. Make sure that the video platform that you use is working on your device and that you have registered and logged in prior to the interview. Then ensure that are familiar with the platform you are using.
10. Find a quiet room that you can solely use for your interview. This can be at home, at work at college but it has to look professional. If you've got to do it at home, don't do it on the sofa, don't do it in your bedroom.
11. Dress exactly the same way as you would for that face to face interview. And make sure that you are in your entire dress.
12. Ensure you are logged 15mins before your interview start time. If connection fails the interviewer will continue to try and connect.
13. Have at least one form of ID to show during the interview. This can be a passport, driving license or birth certificate.
14. Have your job application, ready and any accompanying information such as a personal statement, and examples to back-up your answers.

Things to remember: Video Interviews

Whatever you do try and avoid looking at yourself when you are on Skype. A lot of people do that and it can be a distraction, rather than looking at the interviewer, just remove the image of yourself. You need to maintain good eye contact. You need to have that engaging rapport, so you need to smile and nod that person is talking and you're listening. Your body image needs to be positive!

You need to remember that the video interview is still an interview and you need to go through the entire process. Don't let the technology or the fact that you're going to be on a camera, distract you. Keep your focus on the content you're delivering and don't be too distracted by the tech. Prepare, practise and your performance will be outstanding.

Selection Centres

Sometimes you might be asked to go to a selection centre. This is an extended interview made up of a series of group activities, tests and presentations. You will be assessed throughout the day by assessors looking to see how well you work in a team, how strong your communication skills are, and whether you can work to deadlines.

Prepare in advance for the day, and make sure you are alert and not tired. It will be a long day, and you will be selling yourself throughout. Assessors will pick up on body language, how you interact in groups, etc. As with interviews, the best advice is to be yourself and contribute to the day as much as possible, without trying to take over.

Presentations

If you have to deliver a presentation as part of an interview, you'll usually be given time to prepare in advance. Start with examining the main topic of the presentation and then create a mind map to help you think of ideas to include in the presentation. Write out/type the main points of the presentation, learn it and then time it. You will usually be given a time limit for the presentation, so it's a good idea to practice talking through the presentations and timing yourself, or practice with a friend/family member.

The following structure can be useful:

- Make your presentation very visual, and colourful, so that it is remembered
- Start with an introduction and give a brief overview of what the presentation is about
- Set out aims and objectives
- Less is more! - Use visuals, gifs and quotes rather than pages of text
- Elaborate: Follow it up with the main points of the topic you're talking about. You can divide this into numbers or bullet points to give the presentation structure
- End: Finish off with a short summary and conclude concisely.

To make your presentation stand out and keep the interviewers attention, you can do the following:

- Give out handouts of your presentation for the interviewer(s) to read
- Have open body language
- Don't be afraid to gesture (But don't overdo it)
- Use a software that you are comfortable with such as PowerPoint
- Use a clicker so that you are able to move around if required.
- Have water ready just in case your mouth begins to dry up.

Remember

Don't have too much text on one slide and learn as much of the presentation as you can by heart so that you are not talking to the slides! You need to maintain eye contact during the presentation – as with a formal interview, so the PowerPoint should only be used as a visual aid. When delivering the presentation, speak in a measured voice and don't rush. Practicing in advance will help you feel calmer on the day, and remember, you will be judged largely on how you present, as well as what you say. You can get a wealth of good examples and generic advice online from YouTube.

Online testing

Online tests are sometimes used as part of selection procedures. They are designed to help an employer discover your capabilities and also helps them to shortlist applicants. If you are worried about what sort of questions are included in psychometric tests – you can ask the employer for examples or search online. Your Career Service will be able to help.

End of Point Assessments (Apprenticeships)

End of Point Assessment or (EPA) is essentially an assessment that take place at the end or towards the end of an apprenticeship. End point assessment is carried out by an End Point Assessor and the apprentice. The end point assessor reviews the assessment of evidence which may usually involve a 1:1 interview and in some cases a presentation.

A portfolio or folder of evidence can also be used to back-up an individuals answers and as such the End point assessor will largely base their questions around apprenticeship standards and the evidence presented in the interview. EPA's interviews essentially are interviews and need to be treated as such. They need to be well researched and prepared for, ensuring that you present evidence that highlights all your key competencies and demonstrate that you understand the knowledge You need to use EPA's to showcase all your best work that shows how you meet the occupational competencies. You can prepare by making a list of examples that illustrate how you have met the standards you need to discuss this with your assessor, and practise how to best demonstrate these in the EPA. When you are responding to questions ensure that you use the STAR technique see page 9 to show how the work you have done has contributed to the bigger picture and how it has made an impact on the company. Support is available to help you prepare for an upcoming EPA from your assessor, training provider, and employer and from the Careers Team at Leicester College, as well as information available in this guide.

Personality tests

Are designed to find out more about your personality and character, what your values are and what motivates you. Don't worry about getting questions wrong, there is usually no right or wrong answer. Answer the questions honestly and positively.

There is no point trying to give the answers you think the employer will want because, firstly, you might have the wrong idea about what the employer is looking for and, secondly, you don't want to get the job and spend the rest of your life trying to be someone you're not.

Aptitude tests

Used to test verbal reasoning, numeracy, logic and spatial awareness. They consist of a number of questions with multiple choice answers which have to be answered within a given time. Don't worry if you don't manage to answer all the questions, it is better to focus on accuracy.

Sources of help

If you would like to research further into applying for employment, there are a lot of books and materials in the careers library at each of the three campuses and on Moodle on the careers advice, Careers Services and Job Vacancy site and E-library sections (moodle.lec.ac.uk) as well as online.

Careers Resources:

National Careers Service – nationalcareersservice.direct.gov.uk access to information on job search, labour market information and over 750 job profiles.

icould.com – Access careers information, videos up-to-date, labour market information and career planning see what career suits you through the buzz test.

UCAS Career Finder – careerfinderucas.com

BBC Bitesize – bbc.co.uk/bitesize/careers Whether you're deciding what to study, taking your exams, planning a career, or just curious, we're here to explain the world of work, with advice from people who've found the right path for them.

Youth Employment UK – youthemployment.org.uk/ Youth Employment UK is the leading youth organisation dedicated to tackling youth unemployment in the UK. The website brings together young people, employers and policy in an innovative way that creates real impact.

Graduate Careers – Prospects.ac.uk site with useful tips on job search, career profiles and job vacancies.

KUDOS – kudos.cascaid.co.uk Careers Matching Software and more! Access Job Profiles, Labour Market Information, and live vacancies all for FREE. Your learning coach or careers adviser can give you the license code to sign up an account for FREE. (Also available online from the Careers Advisers and Job Vacancy site on Moodle).

Careers Services and Job Vacancy site – Site on Moodle – Access current vacancies for students, updated on a regular basis.

Barclays LifeSkills – barclayslifeskills.com helps young people get the skills and experiences they need to enter the world of work. Full of cool tips to help increase their employability skills in today's world. Also includes resources for teachers and careers advisers.

Career Experts – careerexperts.co.uk/ covers all aspects of jobsearching, apprenticeships as well as careers information.

Start –startprofile.com you can explore employer worlds, in depth career profiles, videos, articles and more to get a view of what the world of work is really like and find what inspires them. With the help of expert info, insider hints and tips and thousands of work experience, apprenticeship and entry level job opportunities.

Career Ideas

YouTube – provides a forum for people to connect, inform and inspire others across the globe and acts as a distribution platform for original content. It contains thousands of videos clips including; tutorials on presentations as well as information about career progression, employability, and job search. Search by subject or perhaps explore channels such as Monster Jobs UK: youtube.co.uk as well as the Leicester College YouTube channel.

Careerpilot – careerpilot.org.uk Careers information and tools for 11–19-year-olds, all in one place. Focus on options, jobs, apprenticeship information and career matching quizzes. Explore the suggested jobs in detail. The Careerpilot Job Profiles has lots of useful information to help you decide. It also has a dedicated section for Advisers and Parents. (Please note that job and apprenticeship opportunities are focused on the South East of England).

Success at School is the place for young people to explore careers, get the lowdown on top employers, and search for the latest jobs, courses and advice. Get career smart and Register today! **successatschool.org**

CV Builders

- europass.org.uk/cv
- kudos.cascaid.co.uk
- barclayslifeskills.com

Useful Job Search Websites

- | | |
|---|---|
| • indeed.co.uk | • reed.co.uk |
| • monster.co.uk | • jobisjob.co.uk |
| • totaljobs.com | • uk.jooble.org |
| • fish4.co.uk | • leicesteremploymenthub.co.uk |

Top Tip!

Get jobs **Apps** such as the indeed App for your phone to ensure you don't miss out on future job vacancies!

Local Government and Public Services

- leics.gov.uk/jobs
- leicester.gov.uk/your-council/our-jobsand-careers
- jobsgopublic.co.uk
- civilservicejobs.service.gov.uk/index.cgi

Voluntary Work

- do-it.org.uk
- valonline.org.uk/volunteering
- Leicester College's Moodle site
- Careers Advisers and Job Vacancy site

Leicester College's Moodle Site Careers Advisers and Job Vacancy site

Apprenticeships

- National Apprenticeship Website - apprenticeships.gov.uk
- Leicester College - leicestercollege.ac.uk/apprenticeshipvacancies
- Leicester Employment Hub - leicesteremploymenthub.co.uk

Specialist Sites

- Restaurants, hotels and pubs - caterer.com
- Hotels and cruise ships - hcareers.co.uk
- NHS - jobs.nhs.uk
- Charity work - charityjob.co.uk
- Hastings Direct - hastingsdirectcareers.com
- Amazon - amazon.jobs/en/locations/coalville

Retail

- highcrossleicester.com/jobs
- retailcareers.co.uk
- careers.next.co.uk/retail
- arcadiagroup.co.uk/careers
- jljobs.com (John Lewis)
- retailchoice.com

Food Outlets and Coffee Shops

- bkcareers.co.uk
- careersatpizzahut.co.uk
- gregsfamily.co.uk
- kfc.co.uk/joint-us
- mcdonalds.co.uk/people
- careers.starbucks.co.uk

Student Jobs

- studentjobs.co.uk
- student-jobs.co.uk
- studentbeans.com

Food Outlets and Coffee Shops

- bkcareers.co.uk
- careersatpizzahut.co.uk
- gregsfamily.co.uk
- kfc.co.uk/joint-us
- mcdonalds.co.uk/people
- careers.starbucks.co.uk

Social Media

- **LinkedIn** – Network professionally, 500 million+ members. Manage your professional identity. Build and engage with your professional network. Access a wealth of job opportunities and careers advice from a network of professionals.
- **Facebook** – Use Facebook to 'like' relevant companies' Facebook pages and receive updates from them to join groups relevant to your job search, post comments and participate in discussions and post content relevant to your career and your job search.
- **Twitter** – This allows you to follow employers, practitioners and commentators in your area of interest as well as keep up to date with news and events in your sector.

Job Fairs

- thejobfairs.co.uk
- thejobshow.com

For more job search support use the Student Guides to Employment, these include; CVs, Applying for Work and Interviews. The Student Guides to Employment are available for FREE outside Student Services and from the Careers Service and from the college website; **leicestercollege.ac.uk** and **Moodle** (moodle.lec.ac.uk).

Careers Team Appointments

Students visit the college website to submit an enquiry to the College Careers Team: **leicestercollege.ac.uk/college-life/student-support/careers-service/** they indicate their preferred means of contact by face to face, telephone, email or Microsoft Teams.

The Careers Team receives this submission in their email in-box and respond through the clients preferred means; face to face, telephone, email, or a video chat using Microsoft Teams. Enquires that are 16-18 will go the College Careers Team, and 19+ enquires go to the National Careers Service (NCS).

- 🐦 @LCCareersTeam
- 📷 @LeicesterColl
- 🌐 linkedin.com/school/leicester-college/

What Do You Think?

This Student Guide was put together by The Careers Team and together with the other guides in the series, are constantly being updated on a regular basis.

The Careers Team are constantly striving to meet the needs of the student and as such your feedback is important.

To provide some feedback please email info@leicestercollege.ac.uk for the attention of the Careers Team. We will endeavour to respond efficiently and effectively.

101 Power Words

Below are list of 'Power Words' that may be essential in all aspects of job search. Are there any words below that stand out that you can use in looking for a job?

- | | | |
|------------------|------------------|------------------|
| 1. Absorbed | 36. Helped | 71. Revamp |
| 2. Achieved | 37. Hosted | 72. Reacted |
| 3. Adapted | 38. Introduced | 73. Retained |
| 4. Advanced | 39. Implemented | 74. Recovered |
| 5. Assigned | 40. Investigated | 75. Reinstated |
| 6. Assessed | 41. Increased | 76. Rewarded |
| 7. Appraised | 42. Initiated | 77. Selected |
| 8. Budgeted | 43. Influenced | 78. Skilled |
| 9. Balanced | 44. Integrated | 79. Saved |
| 10. Boosted | 45. Innovated | 80. Supported |
| 11. Benefited | 46. Justified | 81. Secured |
| 12. Collaborated | 47. Led | 82. Simplified |
| 13. Comply | 48. Listed | 83. Solution |
| 14. Contributed | 49. Logged | 84. Screened |
| 15. Critiqued | 50. Managed | 85. Streamlined |
| 16. Coordinated | 51. Maintained | 86. Strengthened |
| 17. Designed | 52. Mentored | 87. Supervised |
| 18. Decisive | 53. Measured | 88. Tested |
| 19. Delegated | 54. Multiplied | 89. Troubleshoot |
| 20. Demonstrated | 55. Negotiated | 90. Taught |
| 21. Developed | 56. Observed | 91. Tutored |
| 22. Efficient | 57. Operated | 92. Translated |
| 23. Eliminated | 58. Obtained | 93. Trained |
| 24. Enhanced | 59. Planned | 94. Uncovered |
| 25. Excelled | 60. Promoted | 95. United |
| 26. Exceeded | 61. Presented | 96. Unified |
| 27. Enriched | 62. Precision | 97. Updated |
| 28. Energised | 63. Provided | 98. Upgraded |
| 29. Fulfilled | 64. Projected | 99. Validated |
| 30. Financed | 65. Qualified | 100. Viewed |
| 31. Forecasted | 66. Quantified | 101. Witnessed |
| 32. Formulated | 67. Recognised | |
| 33. Generated | 68. Reorganised | |
| 34. Guided | 69. Recommended | |
| 35. Granted | 70. Refined | |

You can book an impartial, confidential appointment with a Leicester College Careers Adviser. There are many ways to contact an adviser:



SCAN ME

- Visit our website to submit an enquiry to the College Careers Team: leicestercollege.ac.uk/college-life/student-support/careers-service/
- We can arrange an interview through your desired method, Face to Face, Telephone, Email or Microsoft Teams
- Attend an event such as an Open Day or Apprenticeship Fair
- Through watching a livestream on Facebook and accessing the Careers Team on all Social Media platforms such as Facebook, Twitter, and Instagram

Other sources of help and advice:

National Careers Service nationalcareers.service.gov.uk

Lines open 8am to 10pm for information and advice call 0800 100 900

Student Services Opening Times

8.30am to 4.30pm (Please note, times maybe subject to change).

Careers Hub in the foyer APC 19+. Only 9am to 3pm drop-in service. *Subject to availability on a first come, first serve basis. (Please report to reception prior to the drop-in).

These guides were all compiled using resources put together by the Careers Team at Leicester College, as well as resources available online. These are available electronically free from the College website (in the Student Services Section) and from Moodle as well as in hard copy format from leaflet dispensers in Student Services and in the libraries.

Further Students Guide to Employment include:

- CVs
- Applying For Work

"As they near the end of their courses, students and apprentices benefit from good careers advice provided by well-qualified guidance staff about how to progress into appropriate employment or to the next level of learning."

Ofsted, December 2017.

Like us on facebook – keep up to date with the latest news, events and opportunities.

- @LCCareersTeam
- @LeicesterColl
- [linkedin.com/school/leicester-college/](https://www.linkedin.com/school/leicester-college/)

