UCM

BUILD EMPLOYABILITY AND SKILLS

Belong Grow Thrive

TRANSFERABLE SKILLS

Use your interests to impress an employer:

Hobbies are a fantastic way to showcase your skills and attributes and employers are always interested on how they may positively impact the work environment.

Employers are looking for various qualities and skills in a potential employee.
The following list of words may be useful in helping you to identify where you have strengths or you may be able to identify some strengths of your own.

- ☐ Able
- ☐ Accurate
- ☐ Adaptable
- ☐ Alert
- ☐ Ambitious
- ☐ Analytical
- ☐ Articulate
- ☐ Assertive
- ☐ Astute
- ☐ Bright
- ☐ Capable
- ☐ Calm
- ☐ Confident
- ☐ Committed
- ☐ Common sense
- ☐ Competent
- ☐ Computer literate
- ☐ Consistent
- ☐ Cooperative
- ☐ Cope under pressure
- ☐ Creative
- ☐ Decisive
- ☐ Dedicated
- ☐ Dependable
- ☐ Desire to succeed
- ☐ Determined
- ☐ Diplomatic
- ☐ Diverse
- ☐ Drive
- ☐ Dynamic
- ☐ Educated
- ☐ Effective
- ☐ Efficient
- ☐ Energetic
- ☐ Enjoy a challenge
- ☐ Enthusiastic
- ☐ Fast learner
- ☐ Fast worker
- ☐ Flexible
- ☐ Focused
- ☐ Friendly
- ☐ Good communicator
- ☐ Gifted
- ☐ Hardworking
- ☐ Helpful
- ☐ Highly motivated
- ☐ Honest
- ☐ Imaginative
- ☐ Impressive
- ☐ Insightful
- ☐ Inter personal skills
- ☐ Independent
- ☐ Innovative
- ☐ Initiative
- ☐ Intelligent
- ☐ Intuitive
- ☐ Keen
- ☐ Knowledgeable
- ☐ Leadership skills
- ☐ Loyal
- ☐ Mature
- ☐ Methodical
- ☐ Objective
- ☐ Organised
- ☐ Patient
- ☐ Perceptive
- ☐ Persistent
- ☐ Polite
- ☐ Positive
- ☐ Practical
- ☐ Pro active
- ☐ Punctual
- ☐ Rational
- ☐ Reliable
- ☐ Resourceful
- ☐ Responsible
- ☐ Supportive
- ☐ Tactful
- ☐ Team player
- ☐ Tenacious
- ☐ Thorough
- ☐ Trustworthy
- ☐ Versatile
- ☐ Willing

Preparing sentences using your strengths is a good way to support job applications and to prepare for interviews, there are a variety of different ways you can start to describe your strengths as shown below.

- ☐ I am skilled at...
- ☐ I am excellent at...
- ☐ I am able to...
- ☐ I am competent in...
- ☐ I am very good at...
- ☐ I am extremely good at...
- ☐ I am talented at...
- ☐ I am qualified to...

A good example would be...
I am friendly and a good communicator. An example of this is when I was buddied with a new student, I gave them a tour around UCM and helped them to settle in.

CV AND JOB SEARCH

CV BUILDING

Curriculum Vitae means 'story of your life' but don't take this literally - be selective about what you include as in most cases your CV should fit on two pages.

Here are 4 tips to help you get started:

- Keep it factual
- Always work in reverse chronological (date) order
- Think from the perspective of the person reading your CV and what they will need to know
- Take time to think about the experience you've had and the skills and insights you've gained

CAREERS & EMPLOYABILITY

At UCM we are committed to ensuring that all of our students have access to careers guidance, experiences that enable them to progress and succeed in the world of work.

Our Careers Advisors Helen & Andrew and Employability Skills coordinator Caroline are available to give you information on next steps.

https://signposts.sch.im/

JOB SEARCH

Finding organisations that you can offer to volunteer in or gain a work placement can be a great start.

Here are some options to consider when looking for a job opportunity:

☐ Networking	☐ Referrals	☐ Company websites	☐ Career websites
☐ Social Media	☐ Job fairs	☐ Recruitment agencies	☐ LinkedIn

Recruitment agencies websites let you post a CV. They'll also notify you when they find jobs that match your saved job searches.

https://services.gov.im/job-search/ > https://www.jobtrain.co.uk/iomgovjobs/Home/Job?

NB. Don't forget to regularly check UCM website
https://www.ucm.ac.im/

TOP TIPS FROM EMPLOYERS

Please see below for some invaluable tips that have been supplied by employers to help support prospective apprentices to secure employment:

1. **Team work is important**, we look for people who love to collaborate and want to learn, grow and share their achievements with others

2. When applying or preparing for interview, **refer back to the job description**. Consider listing your relevant experiences on a piece of paper that you can keep with you, so you don't forget the essential things employers will want to know about you

3. **Try to support everything you say** with your examples

4. **Do some research on the company** beforehand, so you are familiar with what they do and their core values

5. **Check in advance** where the interview will be held and arrive with plenty of time to spare

6. **Draw on your previous work and/or educational experience** where relevant in your application and throughout the interview process

7. **First impressions count**, think about your appearance and body language

8. **Tell the truth**, lies always get found out

9. **Always be positive**, don't be negative about past experience or other employers

10. Just **be yourself**, if you share the vision of the company and are eager to learn, that's what we are looking for

INTERVIEW TECHNIQUES

During a job interview your ability to clearly respond to questions in an informed manner that relates to your background and to the question asked. This will set you apart from others that stumble over the same questions.

The 4 steps in the STAR method are:

S **SITUATION** (Describe the situation: General/Specific)

T **TASK** (What approach did you use? What you needed to do?)

A **ACTION** (What action did you take?)

R **RESULT** (What was the result of your action?)

You should develop a list of your many successes, especially those that relate to non-classroom activities such as:

- Related job experience
- Technical Interests
- Leadership examples
- Teamwork activities
- Communication skills
- Experience of work

INTERVIEW QUESTIONS

Please see below some typical interview questions and prompts:

1. **Tell me about yourself?**
   Think about your interests and include some of your qualities
2. **What interests you about this job?**
   Consider what is listed on the job roles, responsibilities and try and give some examples
3. **What do you know about this organisation?**
   Look to ensure that you research the organisation in advance of your interview. Do they have a mission statement, or aims and objectives listed online?
4. **Give me an example when you've given good customer service?**
   Think about a time when you may have helped someone with something
5. **What motivates you?**
   Consider achieving targets and working towards a goal, as well as learning new things
6. **What is your greatest success and how did you achieve it?**
   Think about your values and best qualities. Try to be honest and specific
7. **Tell me about a time you have set and achieved a goal?**
   Think about something that you have had to take steps and work towards achieving
8. **Give me 2 strengths that best describe you?**
   Think about the role that you have applied for and what qualities you have that fit the role

Please see below some questions that you may want to ask an interviewer:

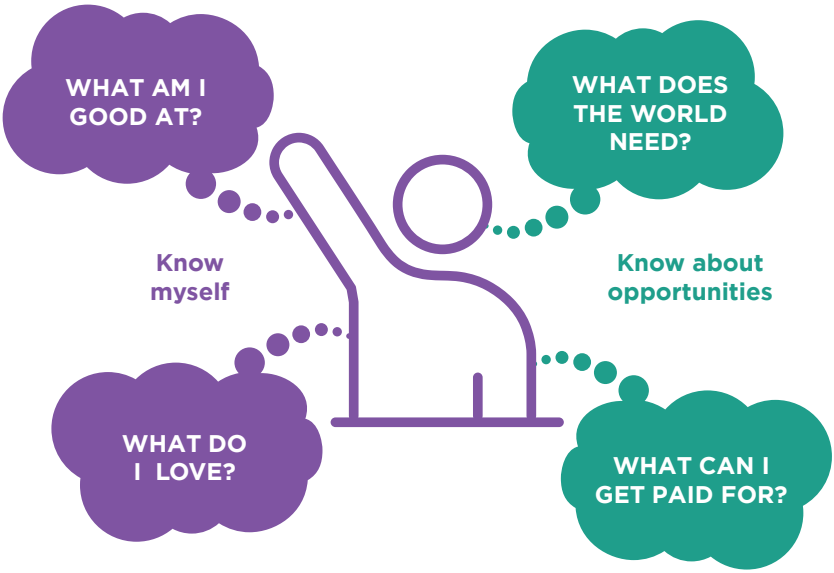
- **How would you describe the company culture?**
- **What career development is available?**
- **Where can I expect to be in 3-5 years time?**
- **Where will the company be in 3-5 years time?**
- **Could you tell me about the team I would be working with?**
- **When can I expect to hear back about this role?**

BEHAVIOURS

1. Give yourself plenty of time to get ready. Have clothes ironed and ready the day before
2. Dress appropriately
3. Turn up in good time (5 minutes early) and be polite to everyone you meet
4. Have a file with your CV, certificates, copy of the application form you made and the letter inviting you to the interview
5. When meeting your interviewer you may give a firm handshake
6. When you enter the room make eye contact, smile and introduce yourself
7. Be aware of your body language. Try to use good posture and avoid fidgeting
8. Listen to the information and questions carefully
9. Speak clearly and look at the interviewer while answering questions, good eye contact is essential
10. Concentrate on the employers needs not yours

LEARNING FOR LIFE

Creating pathways from classrooms to careers



Teamwork

Problem Solving

Communication

Self Awareness

The ability to learn (and relearn)

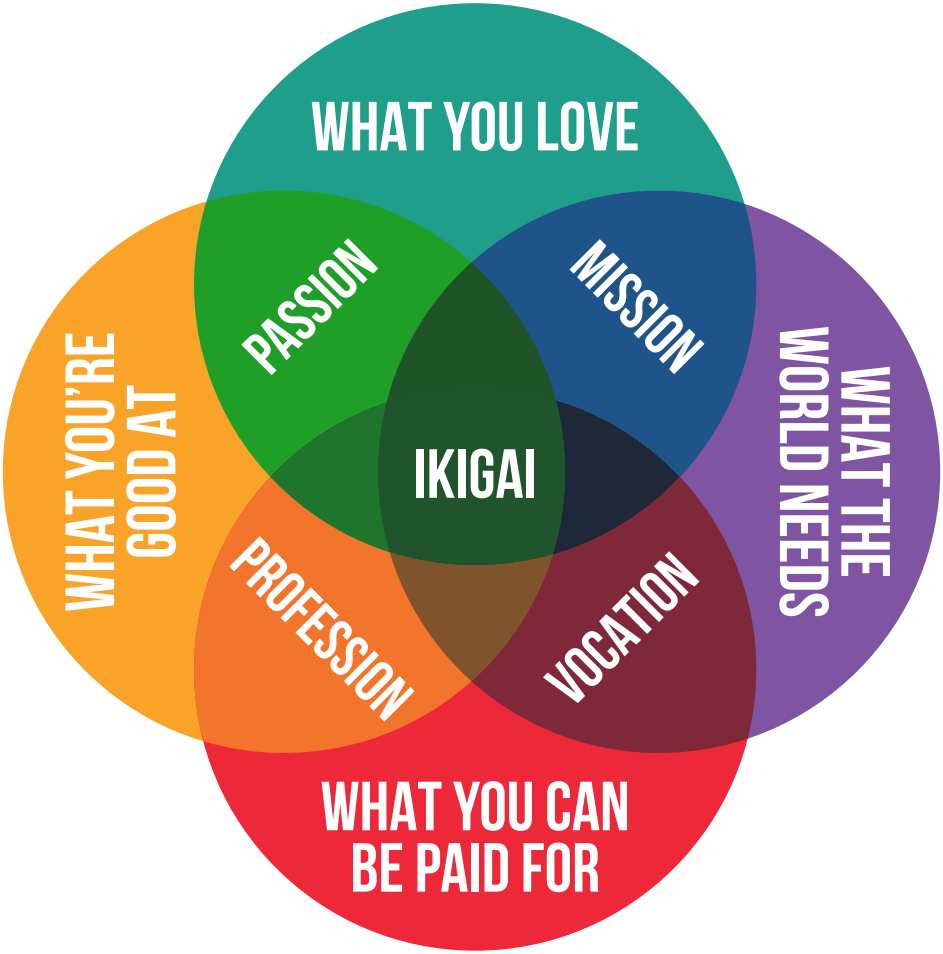
Resilience

Employability and Careers Entitlement Offer

Supportive of transitions throughout learning and life

EY&FS KS1 KS2 KS3 KS4 KS5/FE 18+ Adults Employment/Training/HE

DESC EMPLOYABILITY AND CAREERS FRAMEWORK



NOTES

INTERESTED IN BUILDING YOUR EMPLOYABILITY SKILLS?

Contact our Employability & Skills Coordinator by emailing **studentservices@ucm.ac.im** or speak to your tutor.

UCM

HOMEFIELD ROAD | DOUGLAS

01624 648200

MAIL@UCM.AC.IM

WWW.UCM.AC.IM