

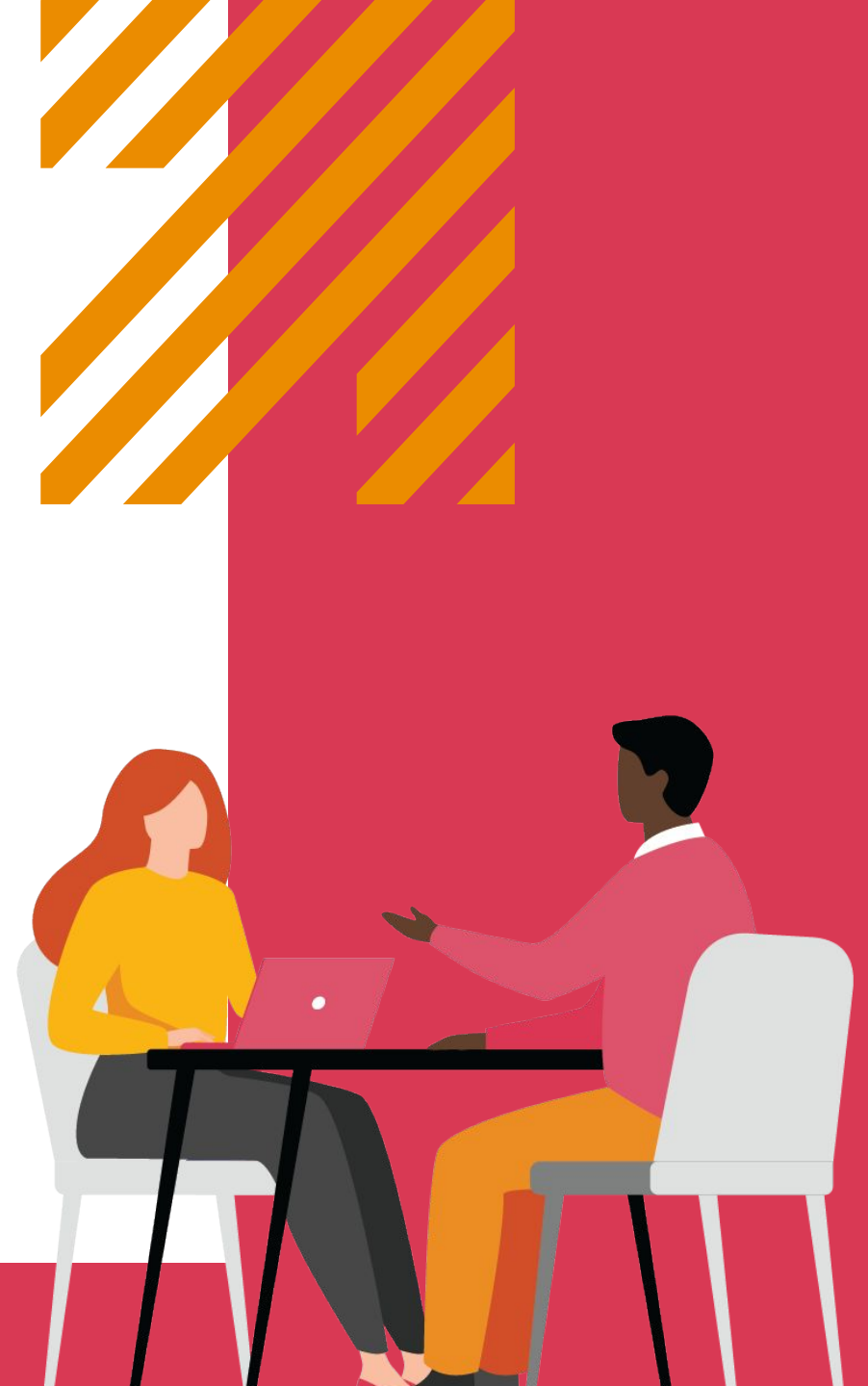
# Employability Soft Skills:

# Recruitment Guidance



# Agenda

1. Getting started - what do you already know?
2. Applying for jobs
3. Writing CVs and Cover Letters
4. Interviews: STAR Technique
5. Wrap up and reflection



# 01

## Getting started



# What do you already know?

Think about what you already know about job applications. Write down some of the first things you would need to consider when starting the process of applying for jobs.

- Think about: what sort of things might make you more or less suited for a particular role?

**(2 minutes)**

## **STRETCH:**

- What might you be expected to do as part of a job application process?



# 02

## Applying for jobs



# Choosing a role

It is important to plan carefully for your future, considering the long term goals you want to achieve in your career. When looking for jobs, there are several things you may want to consider...

- What **skills and experience** do you have? How might this fit with a particular role?
- What do you **enjoy** doing?
- Do you have any long term **career goals**?
- Does the role require any **qualifications**?
- Would doing this role fit with your **lifestyle**?



# Managing your applications

You may find yourself having to make multiple different job applications at one time. As different roles have different deadlines and requirements, it can be challenging to manage all of your tasks.

Efficient planning will make this process much easier. You might find it useful to create a spreadsheet to track the progress of your applications, using a format like this:

Company	Role	Deadline	Application form	Online assessment	Video interview	Assessment centre	Live interview	Offer	Notes
Marathon	Sustainability advisor	18.12.22	Submitted 16.21.22	Completed 09.01.23	N/A	Completed 25.01.23	Completed 29.01.23	✓	
Defendify	External affairs	14.12.22	Submitted 09.12.22	Completed 04.01.23	Completed 10.01.23	X			Requires cover letter
EBA	Government affairs	05.01.23	Submitted 02.01.23	Completed 11.01.23	Completed 19.01.23	TBC 24.01.23	X		
Element	Communications	20.12.22	Submitted 19.12.22	X					

# Learning from rejection

Rejection is a key part of every application process - it's no bad thing!

- You won't be the right fit for every role you apply for, and **not every role will be the right fit for you!**
- Being rejected from a job is no reflection on your character, or your ability
- Even if you're not the right match for a job, you can use the application process as a **learning experience**
- If the company provides **feedback** on your application, take the time to go over it, and think about whether you might want to do anything differently next time
- It is important to stay **resilient**, and not let this set back put you off in your future applications

Can you think of a time when rejection has helped you to improve?





# 03

## Writing CV's & cover letters



# CVs and Cover Letters

**Some jobs might ask you to provide a CV and/or a cover letter when you apply**

These documents should tell an employer a little bit about who you are, the skills and experience you have, and why you want the job.

**CV:** this is a short, written summary of your relevant skills, achievements and experience. It should include things like your qualifications, past jobs and voluntary experience, and any training courses.

**Cover letter:** this is a short letter (usually 3-5 paragraphs), introducing yourself to an employer and showing them why you're the right person for the job.



# Writing a CV

## Top tips for CV writing:

**Tailor your CV to each application**

**Be concise: stick to 2 sheets of A4**

**Include a phone number and professional email address**

**Only include relevant skills and hobbies**

**Match your language to the key words in the job description**

**Consider using a skills based CV if you don't have much experience**

**Outline your achievements - don't just list responsibilities**

**Use a clear, consistent font and spacing**

# Writing a CV

Choose one of the following activities to write about as you would on a CV, thinking about the skills that it would help you to develop. (2 minutes)

- Editor of the school newspaper
- President of a football society
- Mentoring younger students



# Writing a CV

**Activity: How could you tailor these hobbies to your CV?**

- Editor of the school newspaper - writing skills, project management, working to deadlines, communication skills
- President of a football society - time management, leadership skills, team building
- Tutoring younger students - long-term position of responsibility, adaptive listening and communication skills, leadership experience



# Writing a cover letter

## Top tips for writing a cover letter:

**Demonstrate that you've researched the company**

**Stick to around 3-4 paragraphs**

**Show that you understand what the role would require**

**Double check your spelling and grammar**

**Make sure to include your contact details**

**Outline how you display the skills and values of the job description**

**Be reflective - don't just list your achievements**

**Match your formatting to your CV**

# 04

## Interviews & STAR technique



# The STAR technique





# Example

“Provide an example of a time when you solved a challenging problem”

**S**

Situation



Set the scene  
and context

I'm currently the president of my school netball society. One of the problems is that, as we have so many members, you are often playing a match with people from different year groups who you don't know very well. This can be intimidating for the younger students.

**T**

Task



What is required  
of you

As we have limited funding and resources, I decided to use the club social media so that we could get to know the people we might not have met before. I proposed this to my PE teacher, who agreed it would be an easy and cost-effective solution.

**A**

Action



What would  
you do

I emailed the whole club and asked them to share a photo, a fun fact about themselves and their favourite memory of the club. I shared the profiles on our private club instagram account. This meant that the teams could get to know each other a bit better, without feeling intimidated.

**R**

Result

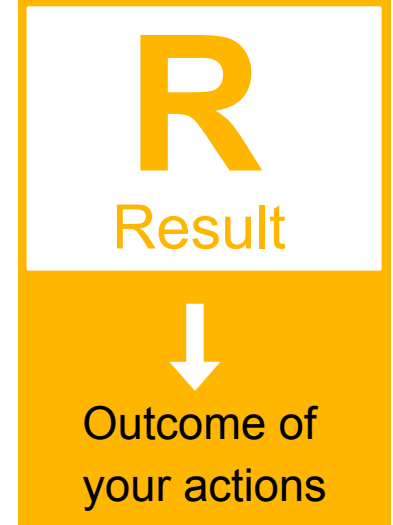
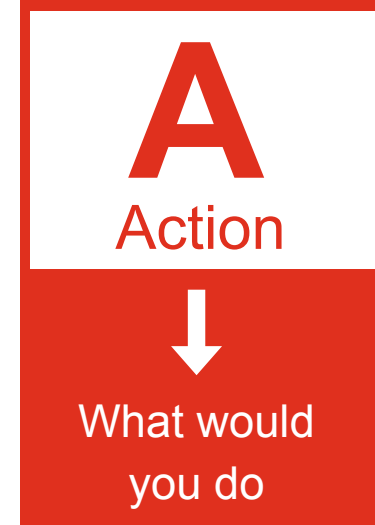
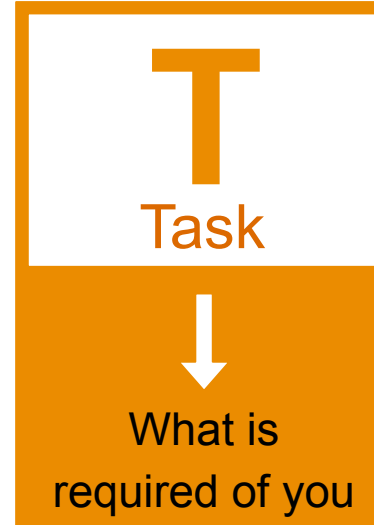


Outcome of  
your actions

As a result, the members had better conversations when they played together and it meant they worked together as a team more quickly. It is now a much more friendly and welcoming environment, and our scores improved as well!

# Practice time!

“Provide an example of a time when you planned and organised an activity, project or event.”

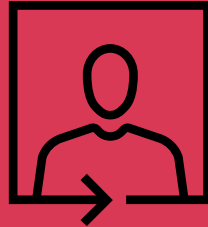


# Confidence in an interview



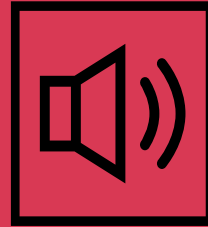
## Two-way conversation with a purpose

A chance for you and the interviewer to find out more.



## Reflect on past situations

What did you learn?  
What did you contribute?



## Don't struggle in silence

It's ok to ask for clarification or a question to be repeated.



## Prepare and practice

Preparation creates confidence.



## Positive self talk

Be your own cheerleader.

05

Wrap up &  
reflection



# What have you learnt today?

**Choose one of the reflective questions below to answer, thinking about the skills you have used today:**

- How do you know when you have been successful?
- How can we make sure we fully understand a difficult situation?
- How can we use our understanding of ourselves and the situation to adapt our plans?



# Thank you

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