



Recruitment support

Catherine Bickerstaff

11 January 2024

Objectives

- What is a recruitment process and why is it important?
- Tips for completing an application form
- Common job application mistakes
- Additional information
- What are transferable skills?
- Interview support
- Interview preparation
- Practicing for an interview
- On the day of the interview

What is a recruitment process?

When applying for an apprenticeship, you need to **demonstrate** that you have the **passion and skills** to commit to the **training** and fit in with the **company**.

It's not as simple as uploading a CV. We will use **different recruitment processes** to determine whether you have the right skills and attitude for our company. This includes, the application process, interview and 2nd interview.

Why is it important?

Hiring apprentices is a great way to **grow talent** and develop a **motivated, skilled and qualified workforce**.

- ✓ We can **adapt your training** according to the needs of our business.
- ✓ You will be motivated to **learn new skills** which will help you do the job you have been hired to do.
- ✓ You can **expand and increase your knowledge** in the workplace.



Tips for completing the application process

Research the company and the job.

Ensure you plan to complete, review and return your application in time of the closing date.

Make a copy or download a few CVs so you can practice before making a final copy.

Read and follow the instructions carefully.

Carefully read all supporting documents.

We recommend where possible that you complete the application process electronically.

Try and relate your experiences to the requirements of the job advert. Think about your transferable skills.

You may be required to complete a personal statement in support of your application.

Proof-read your application before submitting it.

Do not copy and paste your CV into an application because it saves you time.

Keep copies of your applications for future reference.

Common application mistakes

It can be easy to make mistakes, especially if you're rushing through an application.

Take your time and avoid making any of these errors:

Spelling and grammar errors

Addressing the application to the wrong person

Not following instructions on the form

Not tailoring the application to fit the job you are applying for

Missing the deadline



Additional information



Some application processes require you to **write a personal, or supporting, statement**. This is where you need to outline your reasons for applying for the job.

When it comes to your personal interests and hobbies, include those that have **transferable skills** that will be relevant to the job you're applying for; but remember to think outside the box.

i.e., If you play for a local football club, what transferable skills will you have learnt and how can these be used in the job?

Take time to put this together – it will allow you to demonstrate your suitability for the job.

What is a transferable skill?

A skill is considered transferable when you are able to use this skill across a number of different jobs. They are valuable competencies that can help anyone excel in any workplace, regardless of their specific role.

Examples of transferable skills:

Activity/hobby/interest	Transferable skills
I volunteer at Guides	Communication, listening, leadership, friendliness and organisational skills
I play football for my local team	Teamwork, commitment, organisation, communication, listening skills
I speak more than one language	Communication, listening, friendliness, confidence skills
I am a maths mentor at school	Active listening, communication, organisational, teamwork friendliness and approachable skills.

Don't forget to **demonstrate how you have used these transferable skills** i.e. Communication – I was able to provide Kerry with instruction to enable her to complete her maths homework. I explained the process clearly, providing an example before asking Kerry to complete the task independently. I repeated the calculation when Kerry requested additional support.

Interview support



Employers want to see that you have a genuine interest in working for them by asking questions.



To prepare for questions about the employer, you need to research the company. You should look at the website and find out more about the products, services and values.



The interview process allows us to get to know you and provides you with the opportunity to show us what kind of personal qualities, interests and skills you have.



Questions will be designed to guide and help you to demonstrate your skills and experience, along with your transferable skills.

What to expect in an Interview

We are not expecting you to have done the job before. We are looking for candidates with an interest in what we do, relevant experience and strengths along with education, experience and interests.



Preparing for your Interview

Give yourself time to prepare.

- ✓ Read the job descriptions carefully and understand what skills and experiences the employer is looking for.
- ✓ Do your research on the company's website.
- ✓ Look over your CV and application and think about what the interviewer might ask you.
- ✓ Practice your answers.

How can I practice for interview questions

The STAR method will help you answer interview questions fully.

What does STAR stand for?



You can use the STAR method to structure the examples you give to questions. You can use it to highlight particular skills and qualities you have that the employer is looking for.

When using STAR, remember:

- ☐ You can use examples from work, home or volunteering.
- ☐ Keep examples short and to the point.
- ☐ Be prepared to answer follow-up questions about the examples you give.

First impressions count

On the day of the interview, it is normal to be nervous. To feel prepared ensure you have everything ready for interview the night before. Give yourself plenty of time to arrive on the day and turn off your phone so you are not distracted.

Before the interview begins, the interviewers will introduce themselves and tell you about the structure of interview.

During the interview you'll be asked a series of questions related to the role. Don't be afraid to ask the interviewer to repeat questions or explain further.

After the interview you will have the opportunity to ask your own questions. You may want to prepare these prior to the interview.



Application support

**KEEP CALM
GOOD LUCK
AND
WE WISH YOU THE BEST**

