



# Booklet B

## Employability Skills

Name \_\_\_\_\_

Form \_\_\_\_\_





## QR Code to the resources referenced in these 'Employability Skills' sessions and below:

### Session 1 – 'Know yourself'

*Aim: To formulate an elevator pitch and to identify what your personality type is (and what jobs are most suited to you)*

5 things which are great or interesting about you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

3 ways in which Will Smith persuaded the panel of his worth:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Complete ONE of the career quizzes attached to the Careers Padlet (QR code above) – white post labelled **"Employability Skills – Session 1 'Know yourself'"**

**REFLECTION:** What jobs were best suited to your personality type? Do you agree with these?

### RESEARCH CHALLENGE - Elevator pitch preparation

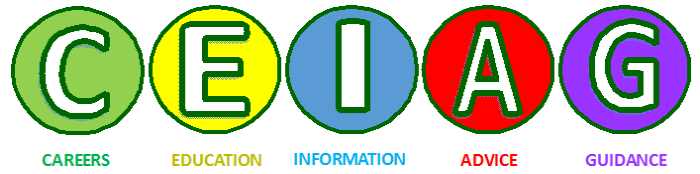
1. Consider your future job or industry area
2. List 3-5 skills/experiences this job/industry requires.

Formulate your pitch using these top tips:

- Include your unique & interesting character points
- Use the STAR Technique\* to give relevant example of work experience, academic achievement, participation in clubs, competitions or event associated with the job/ industry

\*STAR = Situation, Task, Action & Result

Notes for your pitch:



## Session 2 – ‘The Perfect Personal Statement’

*Aim: To create a personal statement that showcases my skills, strengths and experiences*

Starter - Complete the questions below to help you prepare to write your personal statement:

Answer the following questions to help you prepare to write your CV. You can also use this an opportunity to see which areas you need to develop to become more employable.

1. Do you have a part-time job? Yes  No
2. Do you have a LinkedIn profile? Yes  No
3. List any work experience you have done (eg. Uptree insight days, school work experience):

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4. List any volunteering you have done:

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5. List any competitions you have won (inside/outside school):

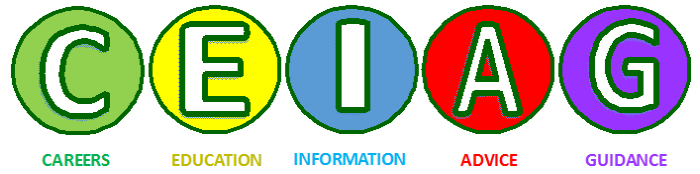
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6. Tick which of the following you have taken part in:

- The Challenge
- Duke of Edinburgh Award (DoE)
- Asdan / COPE Level 1-2
- National Citizens Service (NCS)
- Other award(s) \_\_\_\_\_

7. Can you speak another language fluently? Yes  No



8. Are you a member of a sports team? Yes  No

9. Are you a member of an extra curriculum club which you attend at least once a month (inside/outside school)?  
Yes  No

10. Have you ever raised money for a charity? Yes  No

11. Are you a member of a religious community? Yes  No

12. Have you passed your driving test? Yes  No

13. Do you play a musical instrument? Yes  No

14. Underline any of these adjectives that apply to you: *motivated resilient hard-working team player creative diligent focused punctual innovative independent learner bilingual enthusiastic well-travelled sporty supportive organised keen determined reliable trustworthy self-starter analytical logical*

15. Add anything below that is unique/interesting about you

**TASK To write a generic personal summary to highlight your strengths.**

1. Have a punchy two line summary of yourself in the 3rd person: A \_\_\_\_\_ student/Year 12 student with a love/flair/desire for X and a passion/interest/talent for Y who also does ....

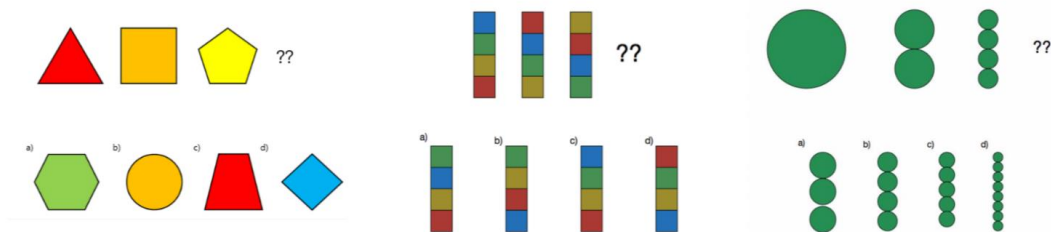
2. Showcase your strengths in a few sentences in the 1st person. Use superlative words to make bold (but true) statements – exceptional, effective, highest standards, my natural talent/skill. Use the example on the previous slide to help you structure the second part of the personal profile.



CV writing – use the the Careers Padlet (QR code on page 1) access the links to one of the employer/careers websites, look for “Employability Skills - Session 2 'The Perfect Personal Statement and CV writing” (in orange) and start to write a CV on a template provided.

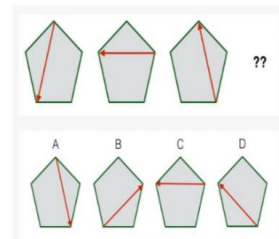
### Session 3 – ‘Online Testing I’

*Aim: To demonstrate an understanding of the differences between numerical & verbal online tests*



**Starter:**

Can you work out what comes next?  
What type of skills are needed to complete these puzzles?



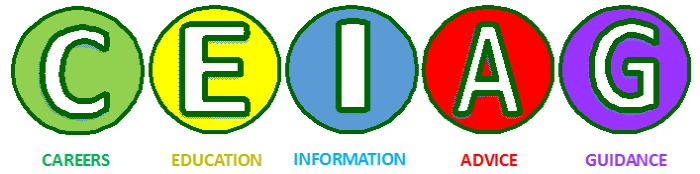
Using the Careers Padlet (QR code on page 1) find the posts (in green) for ‘Session 3 – Online Testing I’ and fill in the facts/tips below and then try one of the tests for yourself, using a different link on the Careers Padlet.

3 facts or tips about verbal reasoning tests:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3 facts or tips about numerical reasoning tests:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Using the final green post on the Careers Padlet 'Session 3 – Online Testing I' create an Uptree account and research some of the companies and the tests they get applicants to do.

## Session 4 – Online Testing II

*Aim: To demonstrate an understanding of the differences between psychometric and personality online tests*

Use the above website linked on the Careers Padlet (QR code on pg 1) to answer these questions:

- What are psychometric tests?

- List 3 different tests and 1 fact about each.

- Why are these tests used?

- Who uses these tests?

- How can you prepare for online tests?



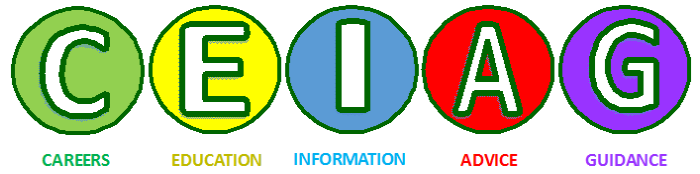
**'Your personality'** – using the Careers Padlet (QR code on page 1) look for the blue post giving the link to a personality test. Complete it and then record what your character strengths and weaknesses are?

CHARACTER STRENGTHS	CHARACTER WEAKNESSES

## Session 5 – Interview Types

Match the description with the Interview types – one of them has already been completed for you.

1	Video assessment		Involve several employees of the company, with one as chairperson, conducting the interview. This type of interview is popular within the public sector.
2	Phone interview		Several candidates are present at this type of interview. You will be asked to interact with each other by usually a group discussion. You might even be given a task to do as a team, so make sure you speak up and give your opinion.
3	Sequential Interview		This type of interview gives the employer a chance to assess your communication and interpersonal skills as well as your table manners! So, make sure you order wisely (no spaghetti Bolognese) and make sure you don't spill your drink (nonalcoholic of course!).
4	Group interview	<b>1</b>	A job interview that takes place remotely and uses video technology as the communication medium. ... For example, in the early stages, the hiring manager might pose a set of questions and ask job seekers to record their responses in a video.
5	Panel interview		This was a meeting between you and one of the members of staff or even multiple employees of the company in person.
6	Face to face interview		Often conducted on the phone by employers in the initial interview round of the hiring process, this type of interview allows an employer to screen candidates on



			the candidate's experience, qualifications, and salary expectations pertaining to the position and the company.
7	Informal lunch/dinner		These are several interviews in turn with a different interviewer each time. Usually, each interviewer asks questions to test different sets of competencies. However, if you are asked the same questions, just make sure you answer each one as fully as the previous time.

**Extension 1:** Highlight any of the interview types you did not already know.

**Extension 2:** List any other interview types of which you are aware

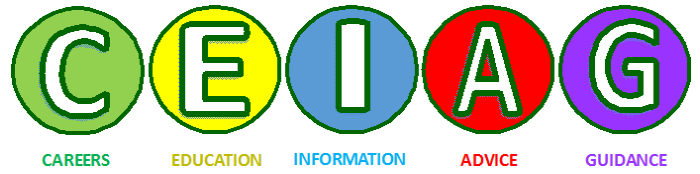
Choose a company of interest to you. Visit their home page or YouTube and research what types of interviews their application process includes. Use your starter worksheet to keep track of which interviews your chosen company uses.

Notes on the advice in these JP Morgan videos:

## Session 6 – Interview STAR technique

*Aim: To use the STAR principle to answer 2 practice interview questions*





Notes from video...

### Activity: S.T.A.R technique examples

Use 4 different colours (or another way to distinguish) to highlight in each answer: Situation Task Action Result

#### Answer 1

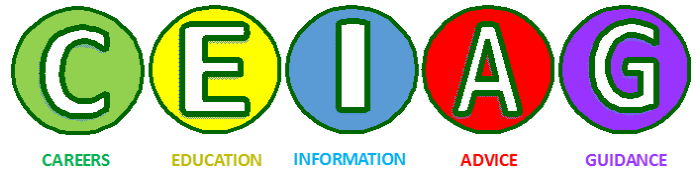
As part of the final project for my degree, I completed a quantitative research project to explore whether customer loyalty increased or decreased with businesses who use social media as opposed to those who don't. I worked with a creative agency who sponsored my project to allow me to gather the information I needed. To provide useful information for the agency, I needed to carry out thorough research and draft the report within a three-month period. To ensure the project was delivered on time, I had to become fully conversant with quantitative research techniques. I therefore studied this extensively, which improved the way I gathered data for the project. I also managed to complete this project while fulfilling my other volunteering commitments and assignments for other courses. Even though the workload was significant and I was under a great deal of pressure, I achieved a pass of 80% for my final project and my work was published in a respected journal. The agency who sponsored the research also published the findings of their project, and I secured an internship with them over the summer.

#### Answer 2

While working in an internship programme with a team of four other interns, two of them decided not to continue with the internship. As a group we had been asked to assist with a major client project, helping to formulate a digital strategy before the end of our first month on the internship. Although the company were going to reduce the workload that had been allocated to the group, I spoke with the manager and the remaining intern and we agreed to take on all of what had been originally agreed for the four of us. I reviewed the work schedules, allocated new responsibilities and worked two hours longer each day unpaid. We managed to make a significant contribution to the client's strategy and delivered all of our obligations as agreed. I was commended for taking on additional responsibilities efficiently and professionally.

#### Answer 3

While working as an intern for a digital agency, data analysis showed that there had been a 15% drop in traffic over a period of 12 weeks. Analytics also showed that a lot of customers were abandoning the shopping cart before completing the purchase, and the bounce rate on the landing page was increasing. I was asked to conduct some research to find out the possible outcomes of this drop in traffic and growing bounce rate, and provide recommendations for addressing the issue. Using a variety of tools such as Ahrefs and Google Analytics, I conducted an analysis of competitor performance and the effectiveness of our content strategy. Using these programmes, I identified that a group of blog and website owners had stopped linking to our content. Once the problem was



identified, I worked closely with the SEO and marketing teams to win many of those links back, which helped to restore traffic and engagement to previous levels.

**Rank order of answers: Top = , Middle = & Bottom =**

**5 common interview questions in your chosen industry:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Bullet point a STAR answer**

	Qu. no	Qu. no	Qu. no
<b>S</b>			
<b>T</b>			
<b>A</b>			
<b>R</b>			

**Answer one of these two questions using the STAR principle: -**

1. Tell us about a time when you have had to overcome a challenge.
2. Give an example of a time you had to show leadership skills

**Response...**



## Session 7 – The Assessment Centre

*Aim: To prepare for the different elements of an assessment centre process*

Watch the 'EY case study' video and make notes on what skills and attributes you'd need to pass each stage.

An EY assessment centre will include the following elements:

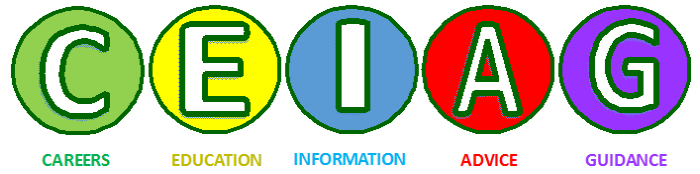
<b>A Written Communication Exercise</b>	40 minutes to compile two reports, based on an information pack. The first report will test your communication and writing skills, your analytical judgement and your business acumen. The second task will assess your work ethic, your striving instincts and seeks to provide Ernst and Young with a revealing insight into your character.
<b>A Group Exercise</b>	You will be split into groups of four. Each group will be given an information pack. You will have 15 minutes to analyse the information and then a further 30 minutes to discuss it as group.
<b>Employee Lunch</b>	Lunch is the time when you get to take a breather and relax, right? Wrong. You will be assessed closely during this influential period. So be sociable, be kind and ask questions.
<b>Role Play – Case Study Exercise</b>	You will be given a detailed pack of information to analyse. Then you will have 20 minutes to check for any mistakes in the information pack. Once your 20 minutes are up, the fictional scenario will begin. You will need to talk to the staff member that prepared the information for you. This discussion will take place over the telephone, where you will have to give your analysis of their report and point out the mistakes that you found.
<b>Confirmatory Aptitude Tests Interview</b>	This is a vital part of the EY assessment centre; if you perform poorly in these tests you will not be hired.
<b>Interview(s)</b>	There are two types of interviews that you may face but unfortunately you won't know which one until it begins. One: you may end up sitting a CV-based interview. This tends to be a very conversational and natural exchange. The other: is a 'business-based' interview, which will feature openended questions about any current aspect of the business world. This will assess your overall commercial awareness.

Using the Careers Padlet (QR code on page 1) look for the purple post giving the link to a 'Free Group Exercise'.

Read this assessment centre priority task:

*"You have finished your assigned work early for an existing client. There are a number of other tasks that you have to accomplish within the next two weeks but nothing is urgent for today. You have to produce an article for the company's blog as well as some other administrative jobs to complete."*

Then decide what you would do & give a reason for your choice:



- Spend some time learning more about the task you have just completed
- Email your manager asking for a meeting to discuss your work plans
- Work on the blog
- Email other graduates asking them if they need any help on anything
- Look at your calendar and see what time you have to complete your administrative tasks

## Session 8 - Workplace etiquette

*Aim - To summarise why etiquette is important to understand before entering the work place*

Using the Careers Padlet (QR code on page 1) look for the white post giving the link to 'Case studies by work etiquette'.

Choose a case study of interest and read through it. Prepare advice for 'what not to do' or 'what to do after'.

Advice:

## Session 9 – How to use LinkedIn

*Aim: To create a professional LinkedIn profile and start to build my professional network*

Using the Careers Padlet (QR code on page 1) look for the orange post giving the link to 'Employability skills – Session 9 'How to Use LinkedIn'

## Session 10 – Managing workload

*Aim: To evaluate techniques that help organise your time and manage your workload*

Notes on '5 Time Management Tips REVEALED' video:

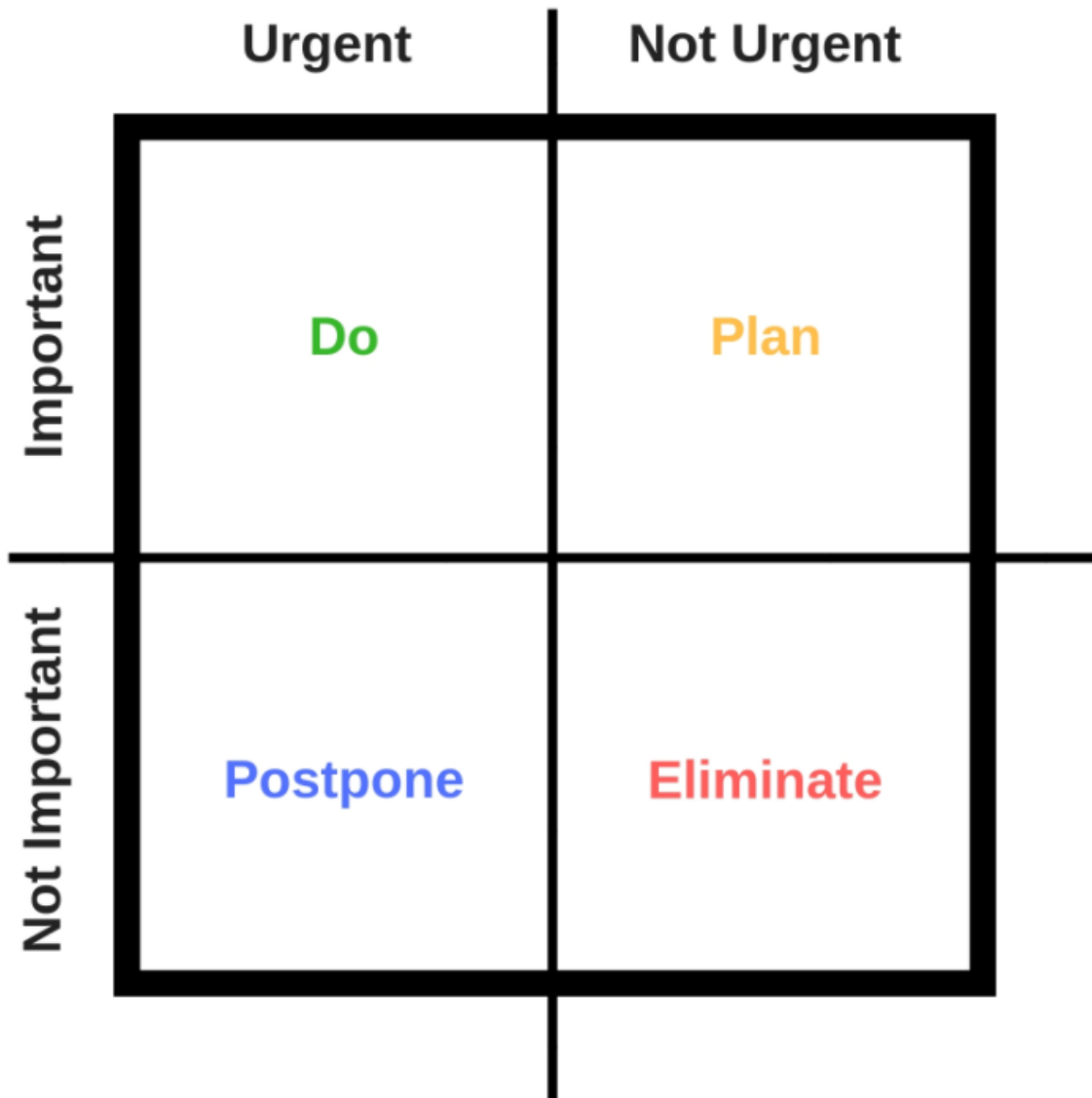
## Workload strategies

Research on • 2 minute rule • The Eisenhower Matrix • 80% / 20% rule • The Glass Jar: Rocks, Pebbles, Sand and Water • Elon Musk time blocking strategy • The Power Hour time management technique (circle strategy you have been assigned:



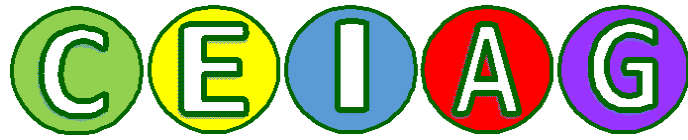
## The Eisenhower Matrix

Think of all the responsibilities and deadlines you have coming up in the next two weeks. Use the The Eisenhower Matrix below to help organise your time:



## Session 11 – Resilience and Well-being

*Aim: To evaluate strategies for maintaining personal well-being*



CAREERS

EDUCATION

INFORMATION

ADVICE

GUIDANCE

Starter: complete the box, 'How do I know when I am stressed?'

# Resilience & Well-Being

What does it mean to be resilient?

How do I know  
when I am  
stressed?



**What can I do to support my personal well-being when I am stressed?**

**What can I do to support my personal well-being on a regular basis?**

The slide asks you to read article “Looking after your mental wellbeing” this is linked to the Careers Padlet (QR code on page 1) look for the blue post giving the link to ‘Employability skills – Session 11 ‘Resilience and Well-being’

Now answer: The ‘What can I do to support my personal well-being?’ box on page 12.

### **Making healthy decisions**

Read the article “Psychologists eight tactics build resilience workplace” this is linked to the Careers Padlet (QR code on page 1) look for the blue post giving the link to ‘Employability skills – Session 11 ‘Resilience and Well-being’