



CAREERS

EDUCATION

INFORMATION

ADVICE

GUIDANCE

## Booklet F

# Introduction to World of Work & Job Interviews

Name \_\_\_\_\_

Form \_\_\_\_\_



## What employers w



Task: A survey asked 63 employers which qualities they prized most in re  
in pairs number the top 10 qualities you think these employers prized mo  
down to 10-being the least important.

## A Week in Your Life – Part 1. (last week for example)

Read the examples given and list everyday activities that use the skills and qualities you have. You may find the 'Explore' wordbank at the back of this booklet helpful

Day	What I did	Skills and Qualities I used
Monday	Attended a revision class	Prioritising work Improving own learning and performance
Tuesday	Baby-sat for my Aunty. I looked after my younger cousins, read them a story, got them a drink and a snack.	Responsibility Honesty Trustworthy Working with others Communication

Day	What I did	Skills and Qualities I used
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

## A Week in Your Life - Part 2.

### STAR Model

At an interview, you could be asked to give an example of a time when you...

- Led, or worked, as part of a team
- Dealt with confrontation
- Influenced others
- Took responsibility
- Failed at something but learned from the experience.

Using the STAR Model below, write up on the next page, how you have used your skills and qualities in a specific situation.



### STAR Model

- **Situation**-Describe the circumstances in which you used your skills and/or qualities
- **Task**-Describe what needed to be done
- **Actions**-Describe what you did and how you did it
- **Results**-Write down what the outcome was-what did you achieve?

### STAR Examples

Sarah plays football every week in her local park. During an interview, Sarah was asked to “give an example of a time when you resolved conflict”. Sarah thought back to last Saturday...

- **Situation:** Sarah’s teammate was angry because the Referee had awarded the other team a free kick. She started walking towards the Referee to shout at him...
- **Task:** Sarah knew that she had to resolve the conflict quickly as her teammate had already been shown a yellow card and if she continued to argue with the Referee she would be sent off and their team would be a player down which would have a negative impact on the outcome of the match.
- **Actions:** Sarah moved her teammate to the other side of the pitch and spoke calmly to her, explaining that she was in danger of letting her team down. Sarah then gathered her whole team together and told them to keep playing well as a team.
- **Results:** Sarah’s teammate calmed down and went on to score the winning goal as Sarah had kept her focused on winning the game rather than losing her temper.

# A Week in Your Life

## STAR Model

**Situation-** Describe the circumstances in which you used your skills and/or qualities e.g. write about a situation when you demonstrated one or some of the following:-

- Resilience (the ability to be happy/successful again after something difficult or bad has happened)
- Positive attitude
- Creativity
- teamworking

**Task-**Describe what needed to be done

**Actions-**Describe what you did and how you did it

**Results-**Write down what the outcome was-what did you achieve?

## Careers Lab Module 3: Explore Wordbank

**A Skill is an ability acquired or developed through training or experience**

<b>Verbal communication</b>	Able to express your ideas clearly and confidently in speech.
<b>Teamwork</b>	Work confidently within a group.
<b>Commercial awareness</b>	Understand how businesses make money, what customers want and what problems there are in particular areas of business.
<b>Analysing &amp; investigating</b>	Gather information systematically to establish facts and principles.
<b>Self-motivating</b>	Behave in a certain way in order to do something well.
<b>Taking the initiative</b>	Ability to use your own judgment to make decisions without asking another person's advice. Able to identify opportunities and be proactive in putting forward ideas or solutions.
<b>Written communication</b>	Able to express yourself clearly in writing.
<b>Planning &amp; organising</b>	Able to plan activities and carry them through effectively.
<b>Problem solving</b>	The process of finding solutions to problems.
<b>Decision making</b>	Determines the best course of action. Evaluates options based on logic and fact and presents solutions.
<b>Interpersonal skills</b>	Able to communicate and interact well with other people.
<b>Action planning</b>	Able to decide what steps are needed to achieve particular goals and then implement them.
<b>Organisational skills</b>	To do or arrange things, plans, ideas, etc, according to a particular system so that they can be used or understood easily.
<b>Leadership</b>	Able to motivate and direct others.
<b>Management</b>	The control and organisation of something.
<b>Efficiency</b>	The use of time and energy in a good way, without wasting any.
<b>Financial skill</b>	The planning, directing, monitoring, organising and controlling of the monetary resources of an organization.
<b>Prioritising work</b>	Put the things you have to do in order of importance.
<b>Influential</b>	Able to influence someone or something.

## Quality – a defined trait or characteristic

<b>Drive</b>	Determination to get things done, make things happen and constantly look for better ways of doing things.
<b>Empathy</b>	The ability to share someone else's feelings or experiences by imagining what it would be like to be in their situation.
<b>Self-awareness</b>	Realistic appraisal of own qualities and skills, roles and responsibilities, values and attitudes, needs and interests, aptitudes and achievements. Enables individuals to make informed choices, assess their suitability for opportunities and identify priorities for their own development. It provides the foundation for building self-esteem, personal identity and career wellbeing.
<b>Adaptability</b>	Able or willing to change in order to suit different conditions.
<b>Flexibility</b>	Adapt successfully to changing situations and environments.
<b>Professionalism</b>	The combination of all the qualities that are connected with trained and skilled people.
<b>Work ethic</b>	The belief that work has a moral benefit and an inherent ability to strengthen character.
<b>Positive attitude</b>	Full of hope and confidence or giving cause for hope and confidence.
<b>Thinking outside the box</b>	Idea generation or problem solving that is not constrained by self-imposed limits or conventional barriers. Breakthrough thinking, it creates new paradigms and explores non-logical and uncommon ways and solutions.
<b>Inclusive</b>	Tries to include many different types of people and treat them all fairly and equally.
<b>Engaging</b>	To interest someone in something and keep them thinking about it.
<b>Loyalty</b>	Firm and not changing in your friendship with or support for a person or an organisation, or in your belief in your principles.
<b>Honesty</b>	Truthful or able to be trusted and not likely to steal, cheat or lie.
<b>Self-determination</b>	Self-regulation and taking greater responsibility for the things that they do and that happen to them enables individuals to develop their sense of career agency, adaptability and resilience. Self-awareness enables individuals to make sense of their own story. Self-determination empowers individuals to improve their own story and to imagine possible futures for themselves.
<b>Persistence</b>	Continues to do something or tries to do something in a determined way.