**Career & Employment Service**

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These questions and clear steps are designed to bring you closer to your dream job and to develop your self-awareness and employability skills. The best way to use this workbook is to keep adding to it throughout the Professional Development Program, and beyond!

Professional Development Program

Workbook

1. My VIPS (Values, Interests, Personality, Skills)

2. Employability skills

3. Developing Experience

4. Informational Interview

5. Exploring your Options

6. My Career Goal

7. Job Search - Ways to look for work?

8. Job Analysis

9. My resume/CV

10. My referees

11. Cover letters

12. Be the recruiter exercise

13. Interview skills – Phone & Video Interviews

14. Interview skills – Guest presenter

15. Psychometric Testing & Gamification

16. Assessment Centres

17. Linkedin

18. Professional Branding

19. My Online Presence

20. Networking – My Elevator Pitch

21. Compass exercise questions

22. My Career Action Plan

23. How will I stand out from the crowd?

**Session 3**

1. **Interview Skills**
	1. **Phone and Video interview top tips**

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1. **Interview Skills – Theresa & Manisha - Amazon**

**Notes + Activity**

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| 1. **Psychometric Testing and Gamification**
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**Homework****STAR Exercise - Slides 19 - 21**Pick one of the following key skills and write your STAR example. Make sure to keep this, as you will need these examples for future interviews. **Top Tip**: To prepare for future interviews, come up with 5 situations/stories where you encountered a difficulty, e.g. a difficult team member, a difficult customer, a time when you had competing deadlines, a time when you had to think on your feet and convince somebody of your ideas or innovative solution, a time when you were struggling to reach your goals. Write down these 5 stories and adapt them to different interview questions when asked. You might want to note these down in a separate Word document. **Homework****Continue to work through your MQ Career Ready Program, focussing on the following sections:****Notes** |
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