

# Access Award in Business Skills

## Lesson 2 – Applying for and Obtaining a Job

# Where to Look for Jobs

- **Newspaper adverts**
- **Recruitment agencies and recruitment websites**
- **Jobcentre Plus**
- **Company websites and social media channels**
- **Apprenticeship training providers**
- **Personal contacts**

# Job Description

- **Sets out the broad requirements of the job in terms of:**
- **Purpose – in general terms, why does the job exist?**
- **Scope – what the job covers and what it doesn't cover**
- **Duties – what the person doing the job has to do**
- **Responsibilities – e.g. managing staff or looking after cash**

# Person Specification

- **Sets out details about the ideal person for the job in terms of:**
- **Skills – e.g. communication skills and accounting skills**
- **Personal Qualities – e.g. honesty and courtesy**
- **Knowledge and Experience – e.g. two years in a finance role**
- **Qualifications – e.g. AAT Advanced Diploma in Accounting**
- **These will be either ‘Essential’ or ‘Desirable’ criteria**

# Curriculum Vitae (CV)

- **Personal Statement**
- **Education and Training**
- **Employment History**
- **Experience**
- **Hobbies and Interests**
- **References**

# Application Forms & Covering Letters

- Many employers, especially in the public sector, ask candidates to complete an application form rather than sending in their CV
- These contain the same information shown in a CV and also specific questions about the job your are applying for
- Whether you submit a CV or an application form, you should always include a short covering letter stating you enclose your CV / application form and why you are a good candidate

# Types of Interview

- **One-on-One Interview** – face to face with recruiting manager
- **Panel Interview** – face to face with several managers
- **Group Interview** – several candidates are interviewed together
- **Assessment Centre** – several candidates are tested together
- **Telephone / Skype Interview** – interview held remotely

# Preparing for an Interview (1)

- **Make sure you know where you are going and arrive early**
- **Think about questions you might be asked and do some research on the organisation interviewing you**
- **Dress smartly to make a good first impression**
- **Speak clearly and give detailed answers to questions, making reference to your previous experience where applicable**
- **Maintain good posture and body language, smile and make eye contact with the interviewer, even if you are nervous**



## Preparing for an Interview (2)

- Always act professionally, use formal language and don't be critical of your current or former employer in your answers
- Think about a question that you would like to ask the interviewer and ask this at the end of the interview when prompted to do so
- After the interview, thank the interviewer for seeing you