

Preparing for Work



If you need help or advice, drop into our Progression+ Centres and see our Progression+ teams.



[ccgonline.chichester.ac.uk](https://www.chgroup.ac.uk/our-group/)



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Preparation

There are a number of things you can do to prepare for the world of work. Knowing your motivations, skills, qualities, strengths and weaknesses is a good start. This can help you decide whether the job you think you would enjoy is the job which would suit you. This information can also help you to write a CV, complete an application and prepare for interviews.

Consider the following to support you further:

- Gaining work experience
- Developing work related and transferable skills (e.g. working as a team, communicating with others, taking responsibility and using your own initiative)
- Drafting a CV; ask the Progression+ team for help
- Practicing interview skills; ask the Progression+ team for help when preparing for an interview
- Network with friends, family and contact local employers
- Consider continuing in education, or gain a new skill or experience. This may give you an advantage for a particular job or career. Research what employers require and ask the Progression+ team for an advice and guidance interview

Motivations

Use these questions to help you consider your motivations:

- Do you like living where you are or would you like to re-locate?
- How far could you travel for work?
- Think about your preferred environment; based in an office or outdoors?
- Can you be flexible with your working hours?
- Would you like to work alone, in a small group or as part of a large company?
- Do you want to be the boss or work for someone else?
- Which situations make you stressed?
- Is job security important?

Consider these answers when preparing for and applying for work.

Skills Check

Which skills do you already have?

Skill	Tick ✓
☞ Hands on practical approach	
☞ Good attention to detail	
☞ Organised	
☞ Communicate clearly and accurately	
☞ Able to follow written and spoken instructions	
☞ Problem solving ability	
☞ Flexible working approach	
☞ Health and safety awareness	
☞ Able to work as part of a team and work independently	
☞ Able to work under pressure	
☞ Show enthusiasm and can do attitude	
☞ Presentable and professional	
☞ Have good time management skills	
☞ Reliable and punctual	
☞ A quick learner	

Personal Qualities

Honest	Polite	Enthusiastic
Well organised	Friendly	Responsible
Adaptable	Good communicator	Hard working
Well mannered	Enjoys a challenge	Happy
Reliable	Punctual	Confident
Ambitious	Kind	Sensitive
Practical	Creative	Caring
Helpful	Concentrates well	Learns from criticism

Qualities I have	Qualities suggested by a friend
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

SWOT Analysis

What can I offer an employer?

STRENGTHS Your main selling points	WEAKNESSES Areas to develop
OPPORTUNITIES People/extra courses/work experience/contacts to help you.	THREATS Anything that could cause difficulties.

Strengths <ul style="list-style-type: none"><i>GCSE qualifications in most subjects</i>	Weaknesses <ul style="list-style-type: none"><i>GCSE Maths grade</i>
Opportunities <ul style="list-style-type: none"><i>Work experience in Customer Service</i>	Threats <ul style="list-style-type: none"><i>Lack of work experience in Customer Service</i>

Looking for Vacancies

The Progression+ Centre advertises job vacancies and opportunities. There are always new vacancies in our vacancy folder in the centre. They are also advertised on Progression+ Twitter and Facebook pages, so follow us and give us a like to keep up to date.

Besides visiting our Progression+ Centre, it would be an advantage to be as flexible as possible when looking for a job vacancy; the more sources you use, the greater the chances of finding the ideal opportunity!

Local Newspapers can promote vacancies from the area. Try Chichester Observer, The Argus, West Sussex Gazette.

National Newspapers - many advertise specific types of job on specific days, for example the Independent advertises IT jobs on Mondays, The Guardian advertises Education jobs on Tuesdays, The Daily Telegraph advertises Sales & Marketing and Engineering jobs on Thursdays, The Daily Mail advertises all jobs on Thursdays.

Professional and Trade Journals and Magazines - these are specific to one industry and often advertise vacancies, for example, Nursing Times or Travel Trade Gazette. These publications can often be ordered from a newsagent.

Shop Windows/Notice boards - some small businesses advertise in the window or have a vacancy board to advertise current opportunities.

Contact Local Businesses – if you contact employers when you are looking for work they will then have a record of you and the kind of work in which you are interested. Even if they do not have any current vacancies available they may consider you if an opportunity arises in the future due to the interest and initiative you have shown. This is a good method of networking and building up your contacts.

Teachers/Tutors - speak to your tutor about where you can look for work. They have contacts with local employers and often businesses will ask colleges to recommend suitable students for certain jobs.

Job Centres – Job vacancies are available at your local Job Centre and on www.gov.uk/find-a-job.

Looking for Vacancies... continued

Employment/Recruitment Agencies - you will need to register with these agencies and maintain contact to help you source both permanent and temporary employment opportunities.

Some of our local Recruitment Agencies

Adecco	 www.adecco.co.uk
Beacon Recruitment	 www.beacon-consultancy.com
Everyday Recruitment	 www.everydayrecruitment.co.uk
FPR	 www.fprgroup.com
Futures Recruitment	 www.futuresrecruitmentservices.com
Hays Specialist	 www.hays.co.uk
Team Medical	 www.teammedical.co.uk
Team Recruitment Solutions	 www.teamjobs.co.uk

Work Experience - when asking about possible opportunities you could also ask about the possibility of shadowing and work trials. This would allow you to gain more experience which you could add to your CV. It may also open up the possibility of being offered a permanent position at the company and help you to gain that all important reference!

Family, Friends and Social Media - Post that you are available for work or keen to hear of any opportunities to connect with people and use networking to support your job search further.

Useful general websites when searching for vacancies

 www.indeed.co.uk	 www.fish4.co.uk
 www.allchichesterjobs.com	 www.stepstone.com
 www.gov.uk/jobsearch	 www.monster.co.uk
 www.jobs.guardian.co.uk	 mywayin.campaign.gov.uk
 www.jobsite.co.uk	 www.findapprenticeships.co.uk

Using the internet...

ANIMAL CARE

- 🏠 animal-job.co.uk
- 🏠 abwak.co.uk
- 🏠 nature.com/naturejobs

AUTOMOTIVE

- 🏠 automotivevacancies.co.uk
- 🏠 inautomotive.com

CARPENTRY/JOINERY

- 🏠 reed.co.uk/jobs/joinery
- 🏠 indeed.co.uk/carpentry-joinery-jobs

CHILDCARE

- 🏠 childcare.co.uk
- 🏠 nannyjob.co.uk

CLERICAL/ADMIN

- 🏠 jobs.ac.uk/jobs/administrative
- 🏠 office-angels.com

COMPUTING

- 🏠 cwjobs.co.uk
- 🏠 uk.dice.com

CONSTRUCTION

- 🏠 careersinconstruction.com
- 🏠 constructor.co.uk
- 🏠 goconstruct.org

ENGINEERING

- 🏠 justengineers.net
- 🏠 theengineerjobs.co.uk

ENVIRONMENT

- 🏠 environmentjob.co.uk
- 🏠 greenroles.co.uk

EQUINE

- 🏠 classifieds.horseandhound.co.uk/jobs/
- 🏠 equine-careers.co.uk

GOVERNMENT

- 🏠 lgjobs.com
- 🏠 westsussex.gov.uk/jobs/job-search/
- 🏠 hants.gov.uk/jobs

Using the internet...

HAIR & BEAUTY

- 🏠 hair-recruitment.com
- 🏠 hairandbeautyjobs.com

HEALTH, CARE & MEDICAL

- 🏠 jobs.nhs.uk
- 🏠 shaw.co.uk/jobs
- 🏠 westsussex.gov.uk/jobs/job-search

HORTICULTURE/AGRICULTURE

- 🏠 horticruitment.com
- 🏠 jobs.fwi.co.uk
- 🏠 4xtrahands.com

HOSPITALITY

- 🏠 caterer.com
- 🏠 jobs.bighospitality.co.uk

MARKETING

- 🏠 simplymarketingjobs.co.uk
- 🏠 reed.co.uk/sales

MUSIC

- 🏠 media-match.com/uk/music
- 🏠 entsweb.co.uk/jobs-auditions

PLUMBING

- 🏠 reed.co.uk/jobs/plumbing
- 🏠 plumbingforce.co.uk/jobs

SOCIAL WORK

- 🏠 socialcare.co.uk/social-work-jobs.asp
- 🏠 jobs.theguardian.com/jobs/social-care

SPORTS/FITNESS

- 🏠 leisurejobs.com
- 🏠 globalsportsjobs.com

SUMMER JOBS

- 🏠 summer-jobs.co.uk
- 🏠 e4s.co.uk
- 🏠 studentjob.co.uk