

Transcript

00:00:09 Speaker 1

Hello and welcome to education matters with your host Sayjda and Ele. In our show, we aim to open education to everyone. We do this through conversations with inspiring.

00:00:21 Speaker 1

And guests and experts who share their educational journeys we aspire to raise awareness of a variety of educational opportunities that will enhance your skill set and support you to pursue life longer missions and career goals.

00:00:35 Speaker 2

If you want to be in a position where you can influence society, think about empowering yourself through education.

00:00:42 Speaker 2

Education is important to every stage of life as it supports communities and leads to positive.

00:00:47 Speaker 2

Changes in the words of the great legend Nelson Mandela education is the most powerful weapon you can use to change the.

00:00:53 Speaker 1

World stay tuned as we demystify education jargon so that learners from all backgrounds can continue to thrive and achieve personal success. Education is a lifelong journey where all students each episode.

00:01:07 Speaker 1

We are both sharing our knowledge and learning from our guests, so tuning into education matters because education really does matter.

00:01:16 Speaker 2

Also, if you want to be involved or share your thoughts on the topics discussed, leave a comment. We'd love to hear from you.

00:01:26 Speaker 3

Hi we're now joined by Hannah Allison, who's a careers adviser. Thank you so much for joining us. Hannah, could you tell us a little bit about your background?

00:01:33 Speaker 4

Please. Sure. Thank you so much for having me. So I'm Hannah. I'm a career advisor at Lancaster University. I'm moved to Lancaster from Bradford. So just over the hill Bradford's where.

00:01:46 Speaker 4

I grew up.

00:01:46 Speaker 4

I know I'm the opposite side into Yorkshire. I apologise about that. Don't hold it against me. And so I grew up in Bradford.

00:01:54 Speaker 4

I attended a normal mixed school with a mixture of cultures and backgrounds and that was really exciting for me growing up. It felt like the norm I guess.

00:02:03 Speaker 4

Growing up and then I moved to Lancaster to attend university and it wasn't expected that I would attend Uni and but I decided yes, this is the the route for me that I decided that I wanted to do and I have been here ever since working in a variety of different jobs within the university and then ending up.

00:02:23 Speaker 4

In Korea, as a career adviser.

00:02:26 Speaker 1

Fantastic, Hannah. Thank you for being on. Where would you suggest our listeners start when it comes to job hunting?

00:02:35 Speaker 4

That is a really good question because.

00:02:37 Speaker 4

Sometimes I know from the students that I work with.

00:02:40 Speaker 4

And people that I speak to.

00:02:42 Speaker 4

Job hunting is so overwhelming.

00:02:45 Speaker 4

It can feel really like where do I start?

00:02:48 Speaker 4

What do I look at? There's so many job sites out there I would recommend.

00:02:53 Speaker 4

Just having a look.

00:02:54 Speaker 4

At different job sites that you can find online, you can just.

00:02:58 Speaker 4

Google them, search them whatever your search preference.

00:03:01 Speaker 4

Are and and just find a few that you think.

00:03:03 Speaker 4

Actually these are.

00:03:04 Speaker 4

The ones that are working well for me.

00:03:06 Speaker 4

There's so many out there, you can't constantly be applying for jobs.

00:03:10 Speaker 4

And looking for jobs.

00:03:12 Speaker 4

So give yourself that little bit of grace.

00:03:14 Speaker 4

To be able to.

00:03:16 Speaker 4

Just looking at a few different.

00:03:17 Speaker 4

Places a few different websites, and So what?

00:03:20 Speaker 4

I would recommend in terms of.

00:03:22 Speaker 4

Having to think and starting it's thinking about those job searching terms that you are using. So for example.

00:03:28 Speaker 4

If you want to.

00:03:29 Speaker 4

Work in marketing. Let's use marketing as an example. You could say you could search marketing, you could search marketing assistant, you could search digital marketing.

00:03:41 Speaker 4

There's so many different words that you can use and the way that those job search engines work is you have to use a specific term. So change your job searching.

00:03:50 Speaker 4

Up use your different words and also change your different locations so you could put marketing assistant in Colon. Then put in Nelson.

00:03:58 Speaker 4

Then put in Burnley, don't know. Then put in padyam whatever. Just make sure that you're changing those job searching terms and setting up those alerts because that's the way that the systems will work.

00:04:14 Speaker 3

That's really helpful. Thank you. And so often people suggest handing out your CV to potential employers. Is there another way of showing potential employers that you're looking for work?

00:04:26 Speaker 4

Yeah, absolutely. You you can definitely go into places and hand out your CV like that is something that you can do and.

00:04:34 Speaker 4

It has mixed success, mixed success. It depends on the kind of organisations that you are wanting.

00:04:39 Speaker 4

To work for.

00:04:40 Speaker 4

We've probably all been around town and seen the struggle that retail and hospitality are having to have to find people to work so potentially going into one of those places and saying here's my CV that might work.

00:04:55 Speaker 4

But also it is also it takes a while to do.

00:04:59 Speaker 4

Those kind of.

00:04:59 Speaker 4

Things. So if you are looking for other types of work, I would really recommend using LinkedIn.

00:05:05 Speaker 4

LinkedIn can be seen as a bit.

00:05:06 Speaker 4

Of a scary thing to use.

00:05:08 Speaker 4

But it's a really, really useful.

00:05:11 Speaker 4

Software or website that you can use firstly because.

00:05:15

It puts you.

00:05:16 Speaker 4

Out there and says hello. I'm Hannah. I have all this experience to put on your CV or.

00:05:22 Speaker 3

All these skills.

00:05:23 Speaker 4

To talk about or all this volunteering or all these experiences from my life to talk about. So firstly, it's getting you out there second.

00:05:32 Speaker 4

It it's starting to make you those little Connexions, so say.

00:05:36 Speaker 4

Your friend's parent for example.

00:05:39 Speaker 4

Works in somewhere that you think.

00:05:41 Speaker 4

Yeah, actually that might be interesting. I'd quite like to do a job similar to theirs. You might wanna connect with them on LinkedIn if they have LinkedIn, and so you can start to learn a little bit about what they're doing.

00:05:53 Speaker 4

The kind of things they're posting about. So you learning that a little bit more insight into that job.

00:06:00 Speaker 4

And also you can apply for jobs.

00:06:01 Speaker 4

On there. So it's a really.

00:06:03 Speaker 4

Good way to apply for those jobs.

00:06:05 Speaker 4

Some of them.

00:06:05 Speaker 4

Are really good because you literally just send your LinkedIn profile and that is the 1st.

00:06:09 Speaker 4

Round of applications.

00:06:11 Speaker 4

Which is really nice.

00:06:14 Speaker 1

Fantastic. So LinkedIn being a network for professionals to find jobs and also to.

00:06:21 Speaker 1

To have lots of other conversations. So LinkedIn is quite uh, it's quite a big uh, an important platform that we talk a lot about, a university to our students as well.

00:06:32 Speaker 1

But I guess like you said, there needs to be a CV and that information from the CV can then be brought on to these sort of social media sites.

00:06:41 Speaker 1

So just to backtrack, I guess what is a CV and how should you start writing one?

00:06:49 Speaker 4

Good question. A CV is really just a demonstration of what you have to offer an employer so it can come from your experiences if you've had past work experience, but also it can come from other things in your life saying you have taken a career break to raise your children.

00:07:10 Speaker 4

You will have some amazing skills that you can speak about on your CV, like people that I know who raise children, they have to multitask, they have to be organised. Those are two great skills that employers will be looking for, for example.

00:07:24 Speaker 4

So with the TV, you've really gotta think about what it is that you have to offer, but not just like if you worked in a shop, you stacked shelves.

00:07:34 Speaker 4

Do you know? I mean, that's something.

00:07:36 Speaker 4

That you might have.

00:07:36 Speaker 4

Done. But actually, if you're applying for something outside of retail, the fact that you've stacked shelves probably isn't that important.

00:07:44 Speaker 4

To the person reading it. How?

00:07:47 Speaker 4

However, what is important when you are stacking those shelves is you're probably following a process or using your organisational skills.

00:07:56 Speaker 4

Maybe your time management skills and those are the things that employers are really going to look for. So when you're thinking about what you've done, just take a step back.

00:08:07 Speaker 4

Before you start writing your CV and think, OK, what skills do I?

00:08:11 Speaker 4

Have to offer.

00:08:13 Speaker 4

And that's gonna be what the employers really focusing on now.

00:08:17 Speaker 4

Obviously, if you're applying for a job that is within a similar role or a similar field, they'll also be looking for those experience, so if you.

00:08:25 Speaker 4

Have worked in retail and you've stacked shelves and you're applying.

00:08:29 Speaker 4

For another retail.

00:08:30 Speaker 4

Job probably stacking shelves is an important tool and an important thing that they want to see that you have done.

00:08:36 Speaker 4

But you've got.

00:08:37 Speaker 4

To think about why is what you've written relevant.

00:08:40 Speaker 4

In terms of how you should start writing it, there's loads of resources online that you can use and, but have a think about your kind of summary of what you wanna say.

00:08:51 Speaker 4

So what is your? I'll use the word brand, but that sounds like a very formal word. I think. Really what I'm trying to say is, what is your image that you're trying to give off? What are you trying to say?

00:09:02 Speaker 4

To the person.

00:09:04 Speaker 4

Who's gonna read you?

00:09:04 Speaker 4

TV and have a think about what you.

00:09:07 Speaker 4

Wanna show of yourself?

00:09:14 Speaker 3

That's really helpful. Thank you. And so when you're looking at jobs and and applying for jobs, sometimes they have a thing called supporting statements and how would you suggest listeners write these statements and and what is a supporting statement?

00:09:31 Speaker 4

Yeah, supporting statements come in.

00:09:33 Speaker 4

A lot of different forms. Some of them will be, uh. Here's five things that you have to write about and you write.

00:09:40 Speaker 4

A full statement.

00:09:41 Speaker 4

Some of them will be split up into OK tell me about your organisation skills. Then tell me about your experiences. For example, they'll split them.

00:09:50 Speaker 4

Up. Really.

00:09:51 Speaker 4

What? What the employer is looking for within those experiences and within those supporting statement is some evidence to show that you have what they are looking for within the question.

00:10:05 Speaker 4

So the question might say something like given it give us an example of when you have organised something.

00:10:14 Speaker 4

You've probably all got an example of when you've organised something, whether it's from school, whether it's from your life, whether it's from work experience, volunteering, whatever you do.

00:10:23 Speaker 4

But what's important is showing the evidence of that skill.

00:10:28 Speaker 4

So at the moment you might be thinking, Hannah, that sounds really something. I don't really know how to start and what I would recommend is starting by using a technique called the star technique.

00:10:41 Speaker 3

Now this is.

00:10:42 Speaker 4

Something that you can use both in your supporting statements and also in interviews. I still use in interviews I don't know about the other two.

00:10:48 Speaker 4

And but it's definitely something that is widely used across interviews and applications.

00:10:55 Speaker 4

And the star technique. So the star stands for something. Each letter stands for something. So the S in the star is for situation.

00:11:04 Speaker 4

This is where you say, OK, this is what I was doing. I was working part time as a cleaner or I was.

00:11:13 Speaker 4

Doing a project in my.

00:11:15 Speaker 4

School in history, I don't know.

00:11:18 Speaker 4

That's just situation. Next comes the T, which stands for task.

00:11:23 Speaker 4

So this is specifically related to the skill.

00:11:26 Speaker 4

That they're asking you about or whatever they're asking you about.

00:11:29 Speaker 4

So if, for example, they're asking you about your organisational skills, you need to say your task was to be organised in order for the project or whatever you're doing to succeed.

00:11:41 Speaker 4

So situation and task, they're just basically your introductions to what you're talking about, situation and task. They really don't need to be that long.

00:11:51 Speaker 4

That much context.

00:11:53 Speaker 4

The next part so that A is that action and this is where you're talking about how you demonstrated the skill.

00:12:02 Speaker 4

So for example, if we're talking about organisation, how did you remain organised? Did you make A to do list? Did you set deadlines of when you need things to be done?

00:12:12 Speaker 4

Did you write a plan?

00:12:15 Speaker 4

To communicate it to others.

00:12:17 Speaker 4

This is really the biggest part of your answer. Whether it's a supporting statement or an interview, because it's demonstrating that skill.

00:12:27 Speaker 4

The thing to say in here, one of them may be tricky mistakes that I see students that I work with, who make that make is that they focus on too many skills.

00:12:37 Speaker 4

Now don't get me wrong if.

00:12:38 Speaker 4

You were doing a.

00:12:38 Speaker 4

Project at school and you're wanting to be organised. You're probably gonna be working in a team if it's a team project, you're probably gonna be communicating things. You're probably gonna be managing things.

00:12:48 Speaker 4

Those are three additional skills that you could talk about. However, the question is asking you about your organisational skills, so focus on the organisation. Kind of forget a little bit.

00:13:00 Speaker 4

About the other skills that you've used and focus on that organisation, skill or whatever it is that they're asking you about, because that's what they want to know about.

00:13:09 Speaker 4

And obviously if you are talking about organisation and you're doing it in a team, you probably talk about teamwork.

00:13:15 Speaker 4

You probably talk about communication because.

00:13:18 Speaker 4

They are wrapped up.

00:13:19 Speaker 4

In the skill of organising things in a team.

00:13:21 Speaker 4

Project. However, focus on that skill that they're asking about. So we've got situation, task, action and then finally is R&R stands for result.

00:13:34 Speaker 4

So this is where you basically just round up your story and say hey.

00:13:39 Speaker 4

I did all these amazing things. I was organised, I, whatever the skill was and as a result I was successful.

00:13:47 Speaker 4

So you're basically saying, hey, I did all these skills, I did everything that I did. And here's the outcome.

00:13:54 Speaker 4

It proves it backs up what you're saying. So it's proving that your organisational skills, for example, were beneficial and resulted in positive positivity.

00:14:05 Speaker 4

I guess so. That is kind of a summary of the star technique. Again, you can read loads of information online. It's not just something that's in my head.

00:14:14 Speaker 4

There's something that's really widely, widely known, and so have a look online For more information about the star technique.

00:14:22 Speaker 1

Wonderful, Hannah. I thought so well explained as well. Thank you. Now I'm thinking in my mind, in my interviews.

00:14:28 Speaker 1

Have I done that and if not, I'm definitely going to use that technique from.

00:14:31 Speaker 1

Now on so. So that's CV and we've talked about supporting statements, but also some job applications were required to have a cover letter or an expression of.

00:14:41 Speaker 1

Interest. So any tips for how to write 1 Hannah? I know we're asking you big questions now, but we know you're the person with all the answers, so any advice on that would be most appreciated.

00:14:52 Speaker 4

Of course, I would say with the students that I work with and the people that I speak to cover letters are the most baffling things for students that I work with. So I've definitely got loads of tips.

00:15:04 Speaker 4

To tell you about, I think.

00:15:06 Speaker 4

The main thing.

00:15:07 Speaker 4

Thing the biggest thing that I want you to take away with cover letters is although you might want to have one cover letter for a lot of jobs and just kind of edit it slightly, you really need to write a new cover letter for each job that you are applying to. Now. I know you're gonna be like oh Hannah, that's such a lot of work.

00:15:28 Speaker 4

What I don't know.

00:15:29 Speaker 4

If you've had the phrase short term pain long term gain basically, although it might be harder in the short term and it might take a lot more time.

00:15:37 Speaker 4

It's actually gonna really increase your chances of getting to that next stage with the couple letter there, a couple letter really needs to say three things.

00:15:48 Speaker 4

It needs to say, well, four things. Firstly, it needs.

00:15:51 Speaker 4

To say hello.

00:15:53 Speaker 4

This is what I'm applying to, but really the main sections are you need to say why you want to work for that organisation.

00:16:00 Speaker 4

What is it about the organisation that interests you? Have they done something interesting in the community? Do they have something that they're doing that you find very interesting? What is it about the organisation that interests you?

00:16:14 Speaker 4

And why do you want to work for them?

00:16:16 Speaker 4

So just do that little bit of research.

00:16:19 Speaker 4

Around the company.

00:16:21 Speaker 4

And tell me a bit more about that.

00:16:24 Speaker 4

The second part is why do you want to do the job? So what is it in particular about that job that you find interesting and that you have experience in?

00:16:33 Speaker 4

And then thirdly is why you meet the job requirements. So the job advert.

00:16:39 Speaker 4

Will give you some real.

00:16:41 Speaker 4

Hints as to how to answer this part of the cover letter, because it might say something like we're looking for a highly organised individual with strong team working skills.

00:16:54 Speaker 4

Who can communicate messages to a group of people?

00:16:58 Speaker 4

So in that advert they've given you the tips of what they're looking for. So basically you just wanna say, hey, you're looking for these things.

00:17:08 Speaker 4

I have these things, so within that last paragraph you wanna say you wanna tick off almost all things that they're they're asking for. You wanna say how you're organised? You wanna say how you communicate?

00:17:18 Speaker 4

You want to.

00:17:19 Speaker 4

Say how you work in a team.

00:17:21 Speaker 4

The challenge is that this all has to be on one page.

00:17:26 Speaker 4

So you've got to think.

00:17:27 Speaker 4

About what is really important to the reader.

00:17:30 Speaker 4

And and what you're showing through that cover letter. So my biggest tip, I know it's a pain is to write a new cover letter for each application for each job that you're applying to.

00:17:44 Speaker 1

Brilliant. That's that's a very, very useful tip. And so, you know, it's it's a very similar to when students are writing assignments because there's so much information out there.

00:17:55 Speaker 1

And one of the key skills that we're, I guess assessing on is whether students and students know what to leave out.

00:18:04 Speaker 1

On assignments, because there's the danger that they're putting too much.

00:18:08 Speaker 1

And it almost dilutes the argument, and so it's actually a skill to know what to put in and what to leave out.

00:18:15 Speaker 1

And I guess that's similar for a covering letter if it is just a page long, it has to be succinct.

00:18:20 Speaker 1

You're going to be demonstrating your your English written skills by doing so and so making sure that it's proof, read and getting other people to have a look at it.

00:18:29 Speaker 1

Making sure it makes sense that it's.

00:18:31 Speaker 1

Hearing that you're not just jumping from one thing to another, but like you said, Hannah, it's not about just listing off different skills that you think you have.

00:18:40 Speaker 1

You know, I'm a I'm a great team player. I'm a great communicator. I'm very good at organising things, but the key thing is to the how have you demonstrated it? How?

00:18:51 Speaker 1

The new evidence that.

00:18:53 Speaker 1

And you know, going back to the start technique, the A and the R like you said, very important there.

00:18:59 Speaker 1

So if you mention any key skill, also make sure you follow up on explaining where you have demonstrated that and also in the the positive that came out of that as well, so.

00:19:13 Speaker 1

Thank you, Hannah. Very useful, Ellie.

00:19:16 Speaker 3

Yes. So I'm thinking now it's a you've you've applied to the job, you've done the cover letter, you've done the CV, done your supporting statement and now you've been offered an interview.

00:19:25 Speaker 3

Now interviews can be quite scary. The thought of doing an interview can be quite scary. What what would you suggest listeners do to prepare for an interview?

00:19:35 Speaker 4

Ohh yes, and this is where your cover letter preparation comes into its own.

00:19:43 Speaker 3

Because if you've already.

00:19:44 Speaker 4

Researched the company and you've already researched the skills that they're looking for.

00:19:48 Speaker 4

You've kind of got the stuff that.

00:19:50 Speaker 4

You need for your interview.

00:19:52 Speaker 4

Because the interviews like they're going to ask you about a little bit about your understanding of the company, maybe or the role and also the skills, the skills that they're asking for in the advert, which you're gonna.

00:20:02 Speaker 4

Have done in the.

00:20:03 Speaker 4

Cover letter are probably.

00:20:04 Speaker 4

The skills that they're gonna ask you about in the interview as well. And so in terms of preparation, I would do that research into the company and into the role.

00:20:13 Speaker 4

But really, think about what examples have you got.

00:20:17 Speaker 4

To demonstrate the skills that they're looking for.

00:20:21 Speaker 4

So if they're listing three skills that they want, think of a couple of examples that you can use and practise speaking them out loud.

00:20:30 Speaker 4

If you're anything like me, I am a really quick thinker, so I think really quickly in my head, but sometimes that doesn't compute to the way that I speak and therefore I get a bit lost in my head and my words.

00:20:40 Speaker 4

That come out right to practise that speaking out loud, do it in the shower. Do it in the car.

00:20:47 Speaker 4

Do it when you by yourself, speak to other people. Just practise speaking out loud in that way, because it's not something that we necessarily do all the time.

00:20:56 Speaker 4

And also practise speaking about yourself in a positive way.

00:21:02 Speaker 4

Some of you and some of your listeners may be thinking. Actually, Hannah, I'm not. I don't have the skills and I don't feel confident to be able.

00:21:10 Speaker 4

To show other people why I'm good and why I'm good for.

00:21:14 Speaker 4

The job so.

00:21:15 Speaker 4

Practise speaking about yourself in a positive way.

00:21:19 Speaker 4

And one tip that someone once told me, which I really like, is if you feel like you're often speaking.

00:21:26 Speaker 4

About yourself in a negative way.

00:21:28 Speaker 4

Find someone that you've really trust and get them just to point out every time that you say.

00:21:33 Speaker 4

Something negative about yourself.

00:21:35 Speaker 4

And actually probably.

00:21:37 Speaker 4

I found definitely with me. I was doing it a lot more often than I even realise.

00:21:40 Speaker 4

Based and so to practise speaking about yourself in that positive way, if you are feeling under confident, that's a really big thing that you need to do to prepare to kind of get over the awkwardness of it.

00:21:53 Speaker 4

Like it is an awkward thing speaking about yourself in a positive way for.

00:21:56 Speaker 4

A lot of.

00:21:56 Speaker 4

People and so that would be one of my real tips of preparation.

00:22:00 Speaker 4

To practise speaking positively by yourself, practise speaking out loud and also practise those skills and prepare those questions.

00:22:10 Speaker 4

The other question that I'd really recommend preparing for is the question why do you want this?

00:22:15 Speaker 4

Job. Why do you want the job?

00:22:17 Speaker 4

Because that's potentially gonna be the first question that they will ask you. That's the first question I always ask in an interview is why do you want this job or a similar type of question asking the same thing. So that would be what I would recommend.

00:22:29 Speaker 4

In terms of that preparation, in terms of practicalities of interviews, if I can just talk about this for a minute, is think about the way that you are presenting yourself in an intern.

00:22:40 Speaker 4

So try and lean forwards if you're doing.

00:22:44 Speaker 4

It online try and look in the.

00:22:46 Speaker 4

Camera if you're.

00:22:47 Speaker 4

Doing it in person, try and look at each individual person that you are speaking to who are on the panel, who are interviewing you. So the people that are interviewing you and also try and use your hand.

00:23:00 Speaker 4

And just because it makes it more.

00:23:01 Speaker 4

Interesting for the listener for the for the.

00:23:03 Speaker 4

Person that's interviewing.

00:23:04 Speaker 4

You and also my final final tip for interviews.

00:23:08 Speaker 4

And this is probably.

00:23:09 Speaker 4

Not my biggest tip for interviews when.

00:23:11 Speaker 4

You're at the.

00:23:11 Speaker 4

Moment. It can be really stressful, but just.

00:23:15 Speaker 4

Try and smile.

00:23:17 Speaker 4

Because if you're smiling, although inside you might be thinking, oh, I'm so stressed, I'm so stressed. I'm so worried about this externally.

00:23:26 Speaker 4

So for the people who are looking at you, who are watching, who are observing you, who are listening to your answers, you're gonna give off that impression that you are a little bit more confident and also by smiling.

00:23:37 Speaker 4

It gives you that little bit of confidence as well to communicate effectively and so that's probably my biggest tip, but that's also included a lot of tips in.

00:23:45 Speaker 4

Terms of preparation.

00:23:48 Speaker 3

That was really helpful. Thank you, Hannah, just a quick question. So when you're answering the questions, is there such a thing as like a too short or too long answer? How do you know when to stop speaking or when to add extra information?

00:24:04 Speaker 4

Definitely. That's such a hard question because it totally depends on your experiences and the question that's been asked.

00:24:12 Speaker 4

I would say you probably want to try if you.

00:24:16 Speaker 4

Are kind of applying for just.

00:24:18 Speaker 4

Any job and have a think about what you really need to say in that. So I would say you want to be speaking for at least a minute.

00:24:28 Speaker 4

On average, let's say because some jobs some questions will be shorter, some questions will be longer. But think about why is the interviewer asking that question?

00:24:39 Speaker 4

What is it that they?

00:24:39 Speaker 4

Want to know?

00:24:41 Speaker 4

And therefore try and expand on your answers a little bit, and that's where the practise comes in, because it is weird speaking for such a long time.

00:24:49 Speaker 4

If you are not used to it, so practise that timing yourself thinking OK, what else can I say the other way that you can do it in your practising is if you are someone who thinks that they're speaking for.

00:25:02 Speaker 4

Not long enough you can answer the question.

00:25:05 Speaker 4

And then think what else?

00:25:07 Speaker 4

And then you can add.

00:25:08 Speaker 4

And then you think, OK, what?

00:25:09 Speaker 4

Else and then you can.

00:25:10 Speaker 4

Add that however.

00:25:12 Speaker 4

You don't want to be speaking for too long.

00:25:15 Speaker 4

So make sure what you're saying is.

00:25:16 Speaker 4

Relevant as well.

00:25:19 Speaker 4

So really there's no real answer to that in terms of specifics, but just think about what the listener wants to know.

00:25:27 Speaker 3

No, that was really helpful. Thank you. And if the question is not sort of like doesn't because sometimes interviewers will ask a question that's quite make sense to them as an interviewer.

00:25:40 Speaker 3

Yeah, but is a bit complicated to answer, or has two parts to it. What would you suggest people?

00:25:47 Speaker 3

So if the question isn't isn't completely clear.

00:25:52 Speaker 4

To be honest, I would.

00:25:52 Speaker 4

Just ask for for more clarity and and also if the question has two parts or three parts or four parts, which sometimes interviewers do.

00:26:03 Speaker 4

Potentially you can just answer the first part and then say can you just remember what the second part of that was and then you can answer the second part and then.

00:26:09 Speaker 4

You can just.

00:26:10 Speaker 4

Kind of split.

00:26:11 Speaker 4

It up a little bit and it is. It is tricky when they ask complicated question.

00:26:16 Speaker 4

But I would.

00:26:16 Speaker 4

Just ask for clarity and from my experience as interviewing people and I don't know if the others are the same.

00:26:24 Speaker 4

And whether that affects for me, it doesn't affect.

00:26:28 Speaker 4

If someone is.

00:26:29 Speaker 4

Asking for clarity doesn't affect the way that I am judge them.

00:26:33 Speaker 4

I don't know if you.

00:26:34 Speaker 4

Two, both feel the same.

00:26:35 Speaker 4

With that, with your experiences.

00:26:38 Speaker 1

I actually would see as a positive. I know, I know. I've interviewed and, you know, praised the student at the end of the evaluations to say, you know, it's good that.

00:26:49 Speaker 1

You. You stopped and you know weren't afraid of asking, was to repeat the question or to break down the question or to ask the question in a different way.

00:27:00 Speaker 1

I think it takes a lot of strength and a lot of courage to do that. So that in itself would demonstrate a lot of personal traits and.

00:27:09 Speaker 1

Character traits that you know somebody and an employer may want. So. So yeah, absolutely the wrong you do you don't want.

00:27:17 Speaker 1

To answer a question and.

00:27:20 Speaker 1

Find that you've not answered the question because you've misheard it or it's not what you know what you thought it was so.

00:27:27 Speaker 1

Definitely gain clarity is important. Another thing, Hannah that is quite common now. A common feature of graduate recruitment. So once students have got a degree in looking for jobs that require you to have a graduate degree involve having an assessment centre.

00:27:46 Speaker 1

As well. So this is a way that employers can compare candidates. So can you use a little bit more about assessment centres?

00:27:55 Speaker 4

Yeah, of course. So assessment centres they.

00:27:59

Cover a lot of.

00:28:00 Speaker 4

Different things and they are dependent on each company.

00:28:03 Speaker 4

That does them.

00:28:04 Speaker 4

So people do do them differently. Often it will include some form of team activity. Really what assessment centres are about is about.

00:28:15 Speaker 4

Giving you an example, an experience of what it will might be like in the workplace or in that role.

00:28:23 Speaker 4

And then getting you to do something like it. So it might be. Hey, here's a project of a similar brief of something that you might be working on working A-Team to solve that project.

00:28:35 Speaker 4

So they'll be looking at how you communicate with other people. They'll be looking at how you work as a team. They will be looking at your answers.

00:28:41 Speaker 4

As well, and the way that you.

00:28:43 Speaker 4

And go about the problem, but they'll be also looking at those skills as well. Sometimes there will be an immersive so you'll get given a laptop and you'll be sent emails throughout the day and you'll have meetings. So it's really like what it is like in the workplace.

00:28:59 Speaker 4

And but sometimes you'll.

00:29:00 Speaker 4

Just kind of be in a room.

00:29:02 Speaker 4

With other people and who are.

00:29:03 Speaker 4

Also applying for the same.

00:29:05 Speaker 4

Job. I think the main tip that I would give you with assessment centres is it's not. You're not always in competition with everyone. You're not trying to.

00:29:14 Speaker 4

Be the best person.

00:29:15 Speaker 4

There sometimes they'll apply, they'll apply.

00:29:18 Speaker 4

To everyone.

00:29:19 Speaker 4

From an assessment centre. Sometimes they'll point no one from the assessment centre, so don't feel like you are trying to compete with other people because it might negative impact how you react to things.

00:29:30 Speaker 4

And so that's kind of assessment centres, there's lots of different tasks, there might be individual tasks as well. You might have an interview, you might have like a situation where you have to speak to someone in a workplace environment and you might have group activities, you might have to do a presentation, you might have to do a report. And there is lots of things.

00:29:51 Speaker 4

But there is also lots of advice that they will give you throughout and always ask for feedback at the.

00:29:57 Speaker 4

End as well.

00:30:00 Speaker 1

Absolutely. The feedback is the, I mean just.

00:30:03 Speaker 1

Asking for that feedback is also whether it was, you know you're successful or not successful.

00:30:09 Speaker 1

It's it's part of personal development and and it makes shows that you, you know, sometimes seeing seeing yourself from some from somebody else's lens.

00:30:19 Speaker 1

And you know, you might think that you're being very modest or you're being very clear in answering your question.

00:30:25 Speaker 1

And but seeing it from somebody else's perspective, it can, you know, can open up your eyes and as long as you are open for feedback, I think that's very important is that you're wanting to listen and you're wanting to develop your skills and your interviews, you know, interviewing skills and assessment centre skills is very important.

00:30:45 Speaker 1

Final question and Hannah, you've gone through so much, it's a lot of really, really useful information and I'm sure our listeners will be making notes and if they're not, they can listen to the recording and I'm sure many of them will.

00:30:59 Speaker 1

As well, and so all the advice and tips that you've given, what what would be your main advice to somebody who is applying for a job?

00:31:07 Speaker 1

Or thinking about applying.

00:31:09 Speaker 4

Yeah, my main advice I was thinking about this. My main advice because there's so much advice that.

00:31:15 Speaker 4

I give you.

00:31:16 Speaker 4

But the main thing that I would.

00:31:17 Speaker 4

Say is about yourself.

00:31:20 Speaker 4

Of have that confidence in yourself, I know that some of you.

00:31:24 Speaker 4

May be thinking ohh.

00:31:25 Speaker 4

I just really don't feel confident to do this.

00:31:28 Speaker 4

But just think about the positive things that you have. Think about your skills and your experiences, no matter where they have come from and think about what makes you you and if you have those.

00:31:40 Speaker 4

Skills and backed up by evidence have that confidence in you.

00:31:44 Speaker 4

Myself and and that would be kind of my main piece of advice is that internal confidence, because I think sometimes we build up so many barriers for ourselves, myself included in that and that stop us.

00:31:57 Speaker 4

We're applying for work and applying for different jobs and and so that would probably be my main piece of advice. It's a.

00:32:03 Speaker 4

Bit emotional and cheesy.

00:32:05 Speaker 4

So I apologise, but have that confidence in yourself and your abilities.

00:32:09 Speaker 1

Fantastic. Thank you, Hannah, for coming on education matters. Lots of advice, lots of really good advice there. I've learned a lot. Ellie might have learned something a bit or something. No, absolutely thank you.

00:32:18 Speaker 3

I've learned so much that was so useful. Thank you, Hannah.

00:32:22 Speaker 4

Thank for having.

00:32:23 Speaker 4

Me. Bye bye.

00:32:24 Speaker 1

Thank you.