



ASSESSMENT **WORKBOOK**

Find the Right Job
R/615/2278

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Introduction

This workbook has been developed so that you are able to collect and present evidence that demonstrates your knowledge and skills in relation to finding the right job.

There are different sections that make up this workbook in order to make sure you are able to complete all of the tasks necessary but you will be provided with support as you move along by your Assessor.

Further learning materials and support is available through your studying membership of the Institute of Enterprise and Entrepreneurs. If you haven't yet received your login please speak to your Assessor who will be happy to sort this out for you.

This unit contains three learning outcomes and will support you to be able to:

- Understand where to find and search for employment
- Understand how to apply for employment opportunities
- Understand how to prepare for an interview

The evidence within this workbook will be assessed by,

Assessor Name:

and will be quality assured by,

Internal Quality Assurer Name:

Your Assessor will support you to plan how best to demonstrate your knowledge and skills which may be through the completion of the activities within this workbook or may include additional tasks best suited to you.

If any additional tasks are to be completed these will be listed in the table below with target dates for which you should try your best to complete each task listed.

Task	Target Date	Re-planned Target Date
Completion of the activities included within this workbook		

By signing below you agree to completing the work as detailed above and working with your Assessor to achieve this by the deadlines indicated.

Learner Name:

Signature:

Date:

Assessor Name:

Signature:

Date:

Activities

Activity 1

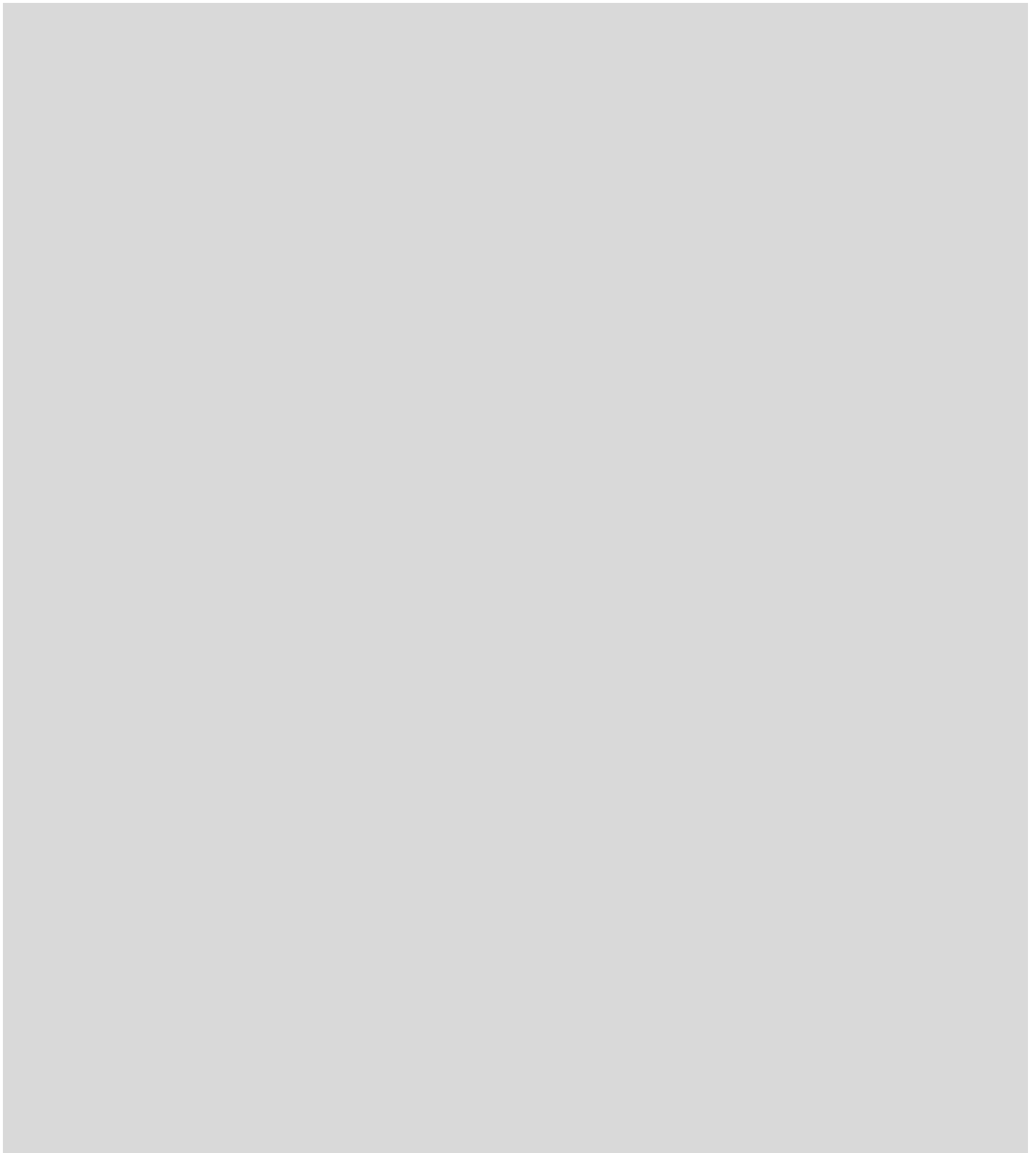
Using the box below, list the traditional ways that you would expect to be able to find a job or progression opportunity

I can find a job or progression opportunity by...



Activity 2

Networking is an important skill, not just once you have a job or run your own business but also in finding that opportunity. Using the box below, explain the importance of networking to finding job and progression opportunities and the abilities, behaviours, knowledge and skills you would need in order to network effectively



Activity 3

Using the table below, list the different local, regional and national training and support programmes available to you and how each can support you in finding and applying for a job or progression opportunity

Name of the training or support programme	Training (T), Support (S)	How can it support me to find and apply for a job or progression opportunity?

Activity 4

Now let's look at your abilities, behaviours, knowledge and skills and how you can match them to that all important opportunity.

Select a job opportunity that you feel is something you are both interested in and that you have the abilities, behaviours, knowledge and skills to carry out.

Let's look at it in more detail and how you match what they are looking for

Where did you find the job or progression opportunity?

Job or progression title:

Company name:

Company profile

(What do they do? Where are they based? How long have they been operating? How are they structured? What are their aims and objectives? What services and/or products do they provide? What types of customers do they have?)

What are the key words from the advert that describe the abilities, behaviours, knowledge and skills that the company is looking for? List them in the table below and rate your current performance against each (1 being you already have it, 2 being you partially have it and 3 being you do not have it at all)

Ability	Rating	Behaviour	Rating	Knowledge	Rating	Skill	Rating

Based on what you know of the job or progression opportunity and how you match the stated requirements, rate your chance of a successful application (1 being confidence of success, 2 being partial confidence of success and 3 being no chance of success)

Rating:

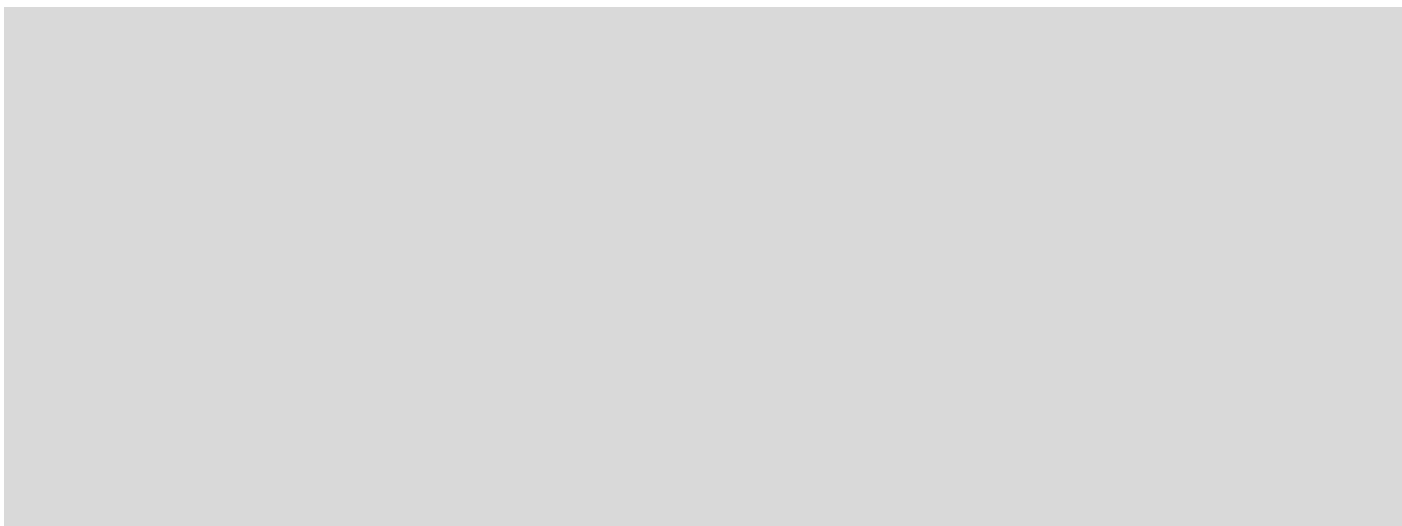
Using the box below, justify why you believe your rating to be accurate and truthful

Even if you have rated yourself as being confident of success there may still be areas you can identify that will increase your chances. Use the table below to plan the activities and record when you have completed them

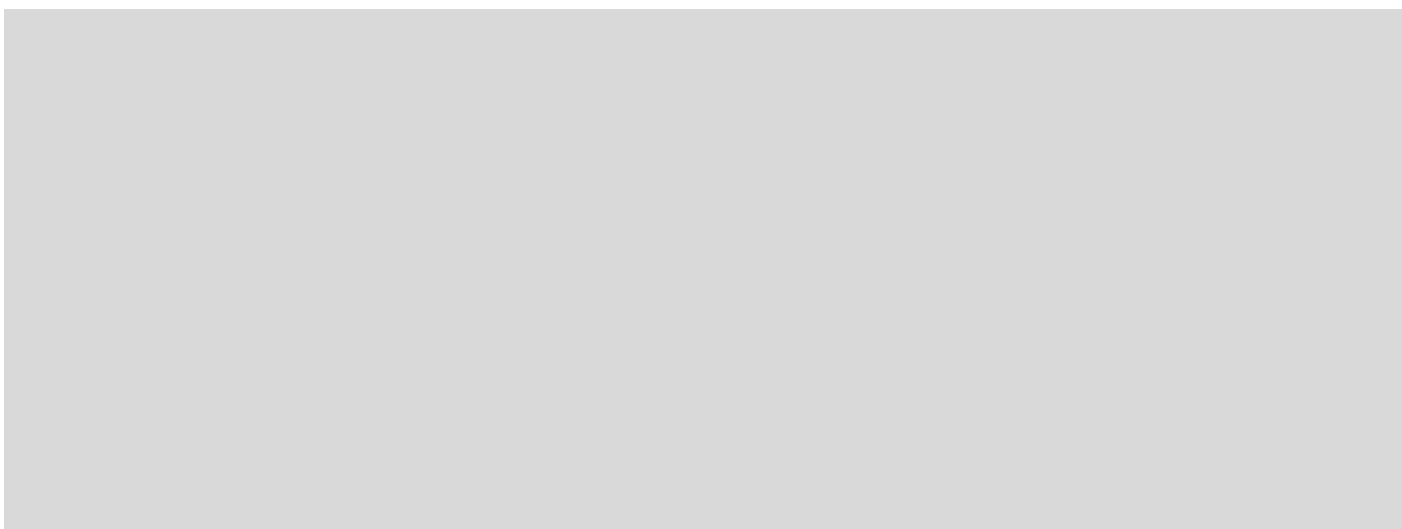
Area for development	Activity to be completed	How will it help you?	Deadline for completion	Completed (Y/N)

Now it's time to make that application but before you do, it's important to have a punchy introduction for your application form or introductory letter to get the employer to take notice of you. In the space below practice your opening statement so that it best demonstrates your positive points and how they match what the company is looking for.

Don't forget to keep it short and to the point, you don't want to lose their attention!



Now gather some feedback from others on your opening statement and make any changes that you need to, writing the final statement below.



It's time to complete your application for the job or progression opportunity and submit it using the method as set out in the advert

As the Assessor for I confirm that I have witnessed them complete and submit the application as required by the tasks having prepared fully to promote themselves positively against the requirements of the opportunity.

Assessor Name:

Signature:

Date:

Activity 5

Once you've made the application you need to get ready for the interview. The application is the foot in the door but the interview is where you get to really shine above the rest and preparation is key.

Thinking about the opportunity you have applied for, what are the questions that you might be asked? There are some that will be asked regardless of the opportunity you apply for but there are some others that will be specific to that company or opportunity.

Use the boxes below to think through the questions and possible responses you could give that best match your abilities, behaviours, knowledge and skills to the company and opportunity you have applied for.

Don't forget to use real life examples to show that not only do you have what it takes but you can put it into practice

Question:

Is it generic/company specific/
opportunity specific?

Short answer:

Detailed answer:


Question:

Is it generic/company specific/
opportunity specific?

Short answer:

Detailed answer:

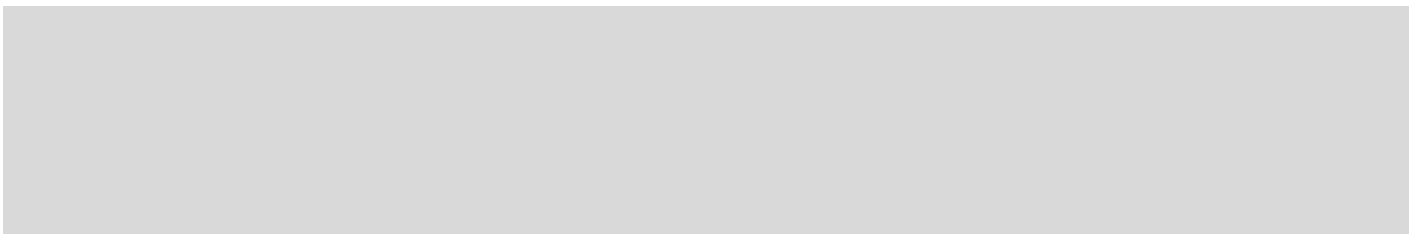
Question:



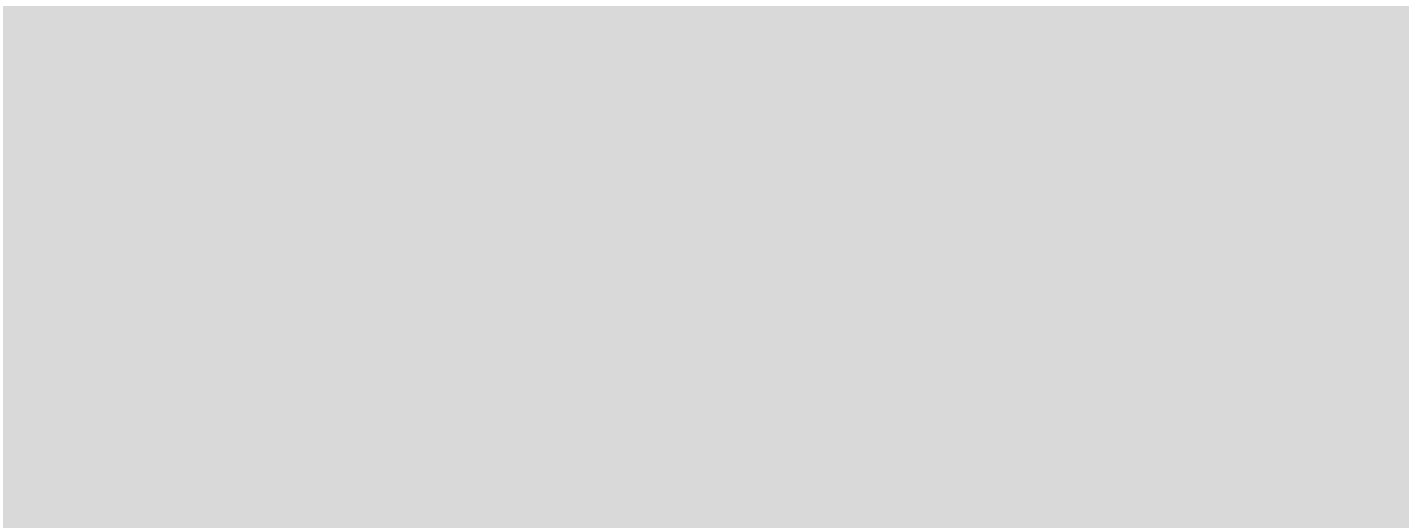
Is it generic/company specific/
opportunity specific?



Short answer:



Detailed answer:



Interviews can be stressful, after all you want to be successful so why wouldn't they be? But, it isn't about whether it is stressful or not, it is about how you deal with that stress and turn it into something positive.

Using the table below, identify the situations that might occur during an interview that would increase the pressure on you.

Think through the coping mechanisms that you could use to turn the situation around and promote a positive light of how you can perform both under pressure and also to meet what the company is looking for

Cause of stress within the interview	Coping mechanism

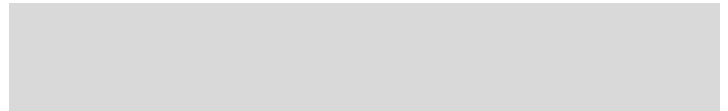
So now you know what you will be asked and how to deal with the interview environment but what about how you come across?

Ever cross your arms or rolled your eyes when you're talking to someone? Has anyone ever done that to you? How did it make you feel? Did you think the other person was interested in you and what you had to say?

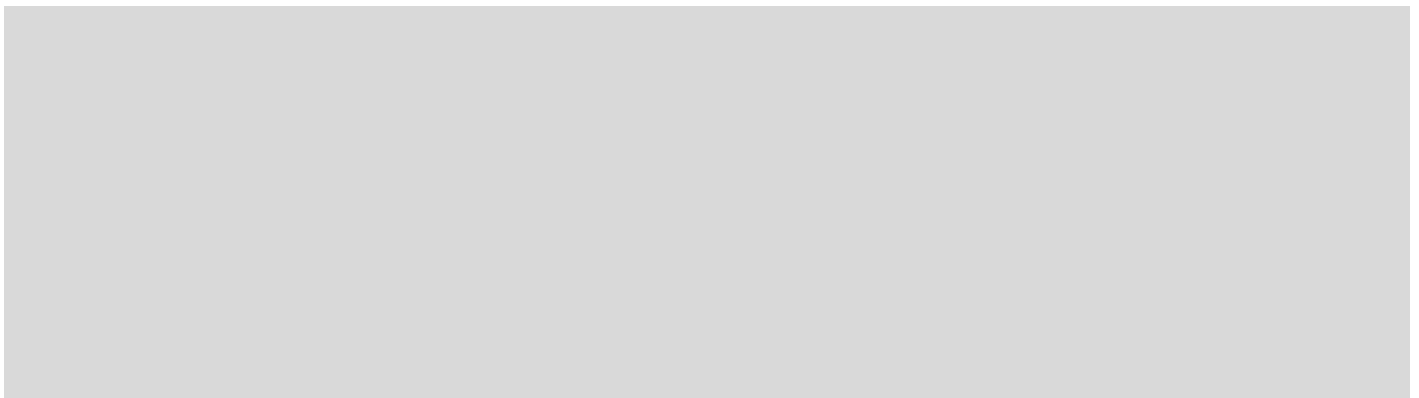
Showing interest in others is really important in making the right first impression and understanding what verbal and non-verbal techniques are can show you care about what is being said and the person who is saying it.

Using the boxes below, highlight some of the verbal and non-verbal techniques you can use to make the right impression and explain how they can help you to come across in the right way

Verbal technique:



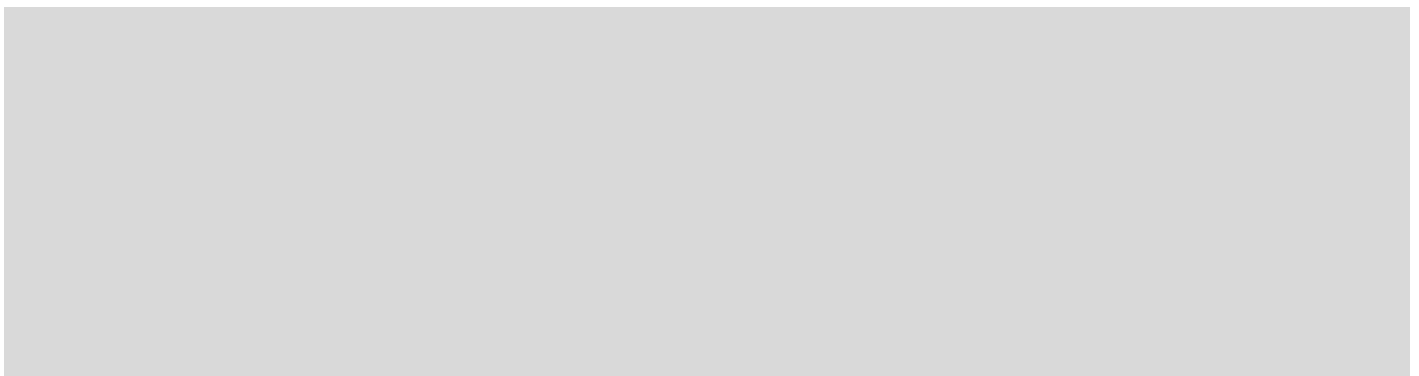
What effect can it have?



Verbal technique:



What effect can it have?



Non-verbal technique:

What effect can it have?

Non-verbal technique:

What effect can it have?

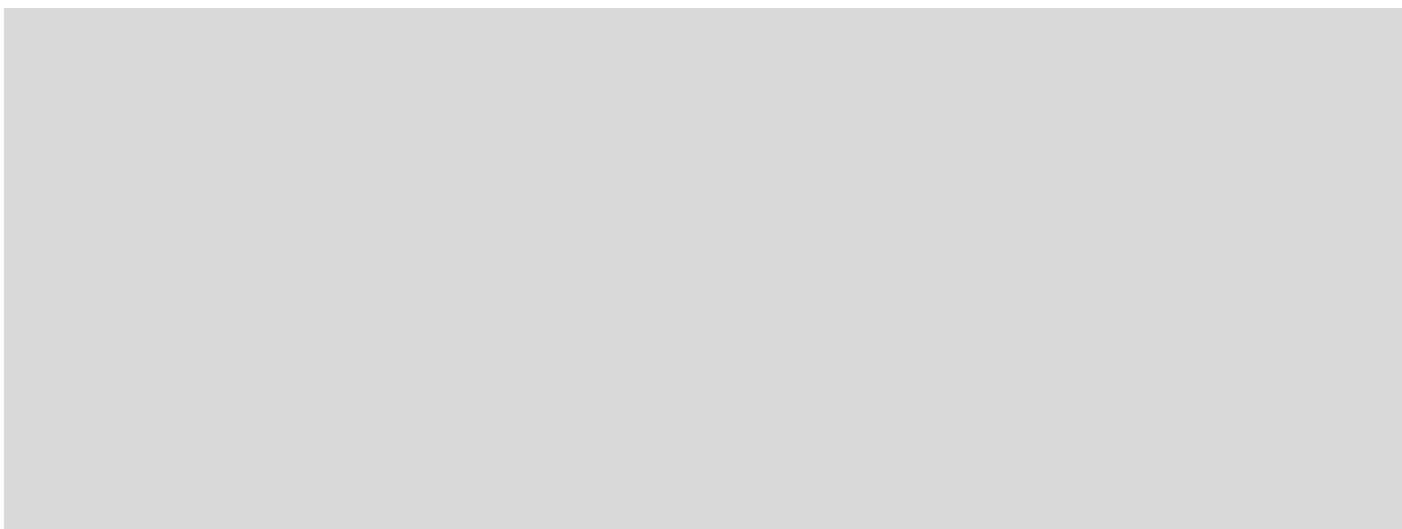
The interview is over and you gave it your best shot but what next?

Whether you are successful or you just missed out it's important to know what went well and what you could learn for next time. If you are successful you need to understand any points you can work on before starting to make sure you get on with the people in the best way from the start.

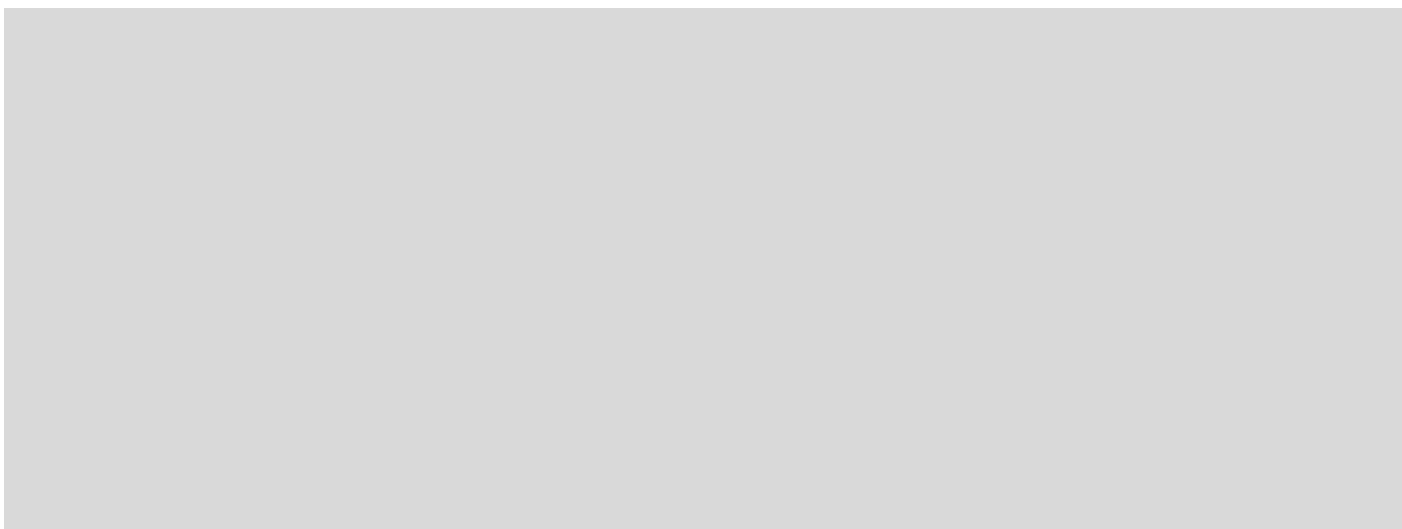
If you just missed out it's important to get feedback so you know how to improve for next time. But how do you get that feedback?

Use the boxes below to explore how you could gather that all important feedback from the interview

Feedback at the time of the interview



Feedback after the interview



Activity Mapping

Now you have completed the activities to demonstrate your knowledge and skills it is time for your Assessor to map your work against the standards listed below.

By doing this they will be making sure that the work you have provided by completing the activities meets the requirements for you to gain your certificate.

Your Assessor will provide you with feedback on how you have done and whether any more work may be required.

Assessment Criterion - The learner can:	Activity Number or Reference Number of Additional Activities:	Assessor Signed Off (✓/X):
Identify traditional ways of finding opportunities for job changes/progression or employment	1	
Explain the importance of networking to finding opportunities for job changes/progression or employment	2	
Explain how local, regional and national training and support programmes can help find opportunities for job changes/progression or employment	3	
Identify an employment opportunity that matches own knowledge, skills and needs	4	
Complete a scan of current abilities against the needs of the opportunity and identify both strengths and areas for development	4	
Rate the chances of being successful within an application for the opportunity	4	
Identify actions to improve the chances of success in applying for the opportunity and carry them out	4	
Make the application for the employment opportunity using the prescribed method	4	
Identify potential questions that may be asked during the interview for the selected opportunity	5	
Prepare both short and detailed answers to the questions identified ensuring to use examples of own experiences to demonstrate own knowledge, skills and abilities to the interviewer	5	

Assessment Criterion - The learner can:	Activity Number or Reference Number of Additional Activities:	Assessor Signed Off (✓/X):
Identify situations that might occur within an interview that would increase pressure on the interviewee	5	
Identify coping mechanisms to enable the interviewee to turn the situation around and promote a positive light of their knowledge, skills and abilities to the interviewer	5	
Identify positive verbal and non-verbal communication techniques and how they can support a successful interview	5	
Identify methods of gathering feedback both at the time of the interview and after the event whether this be positive or negative	5	

Assessor Feedback

Authenticity Declarations

Learner Declaration

By signing this declaration you agree that the evidence provided within this workbook has been produced by you and meets the requirements of being authentic, sufficient, valid and current to the standards required.

Learner Signature:

Date:

Assessor Declaration

By signing this declaration you agree that you have assessed all of the evidence produced within this workbook and have ensured that the work is that of the learner. You are also declaring that during the learning process you have ensured that the evidence is authentic, sufficient, valid and current to the standards required.

Assessor Signature:

Date:

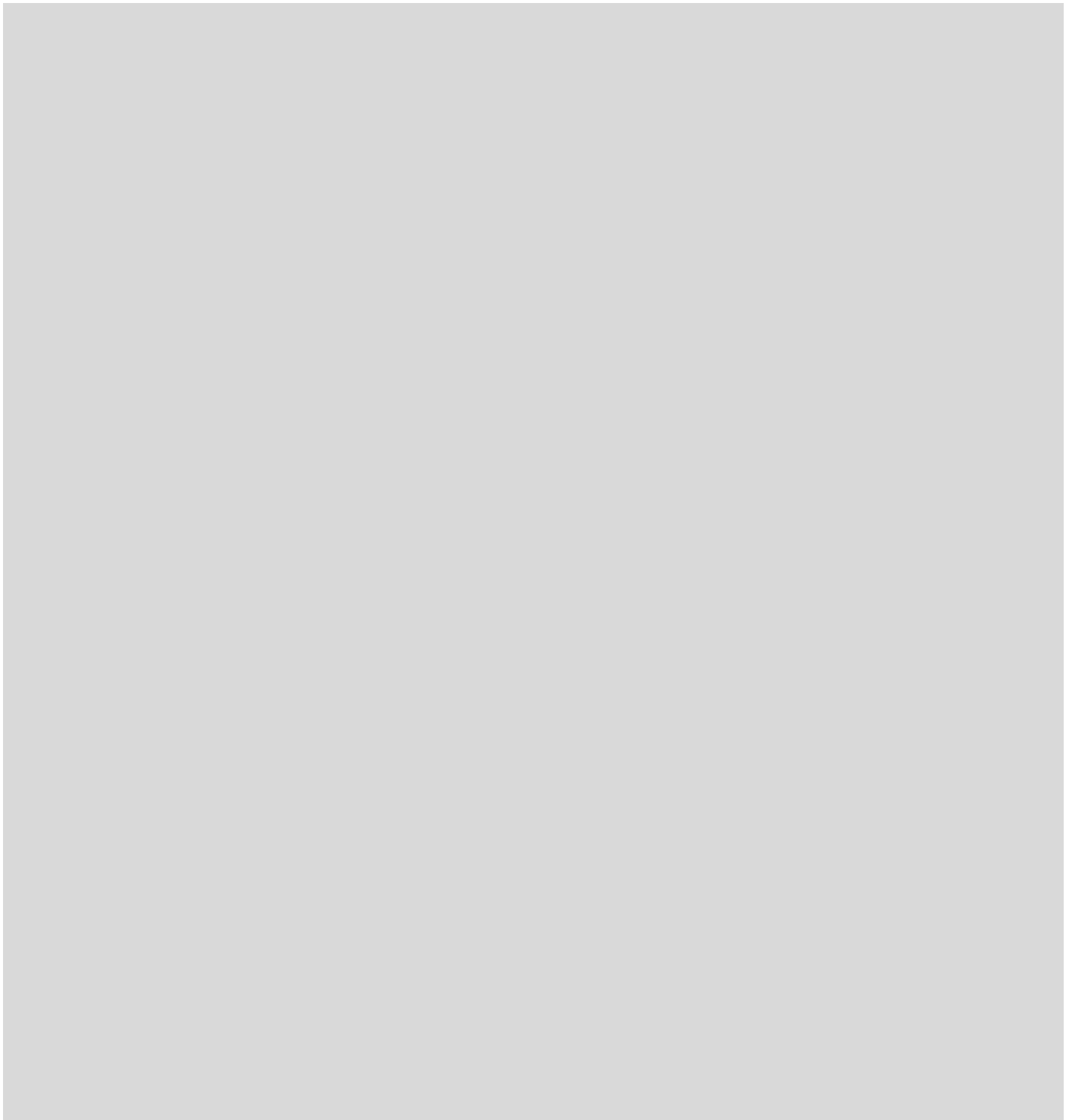
IQA Signature (if applicable):

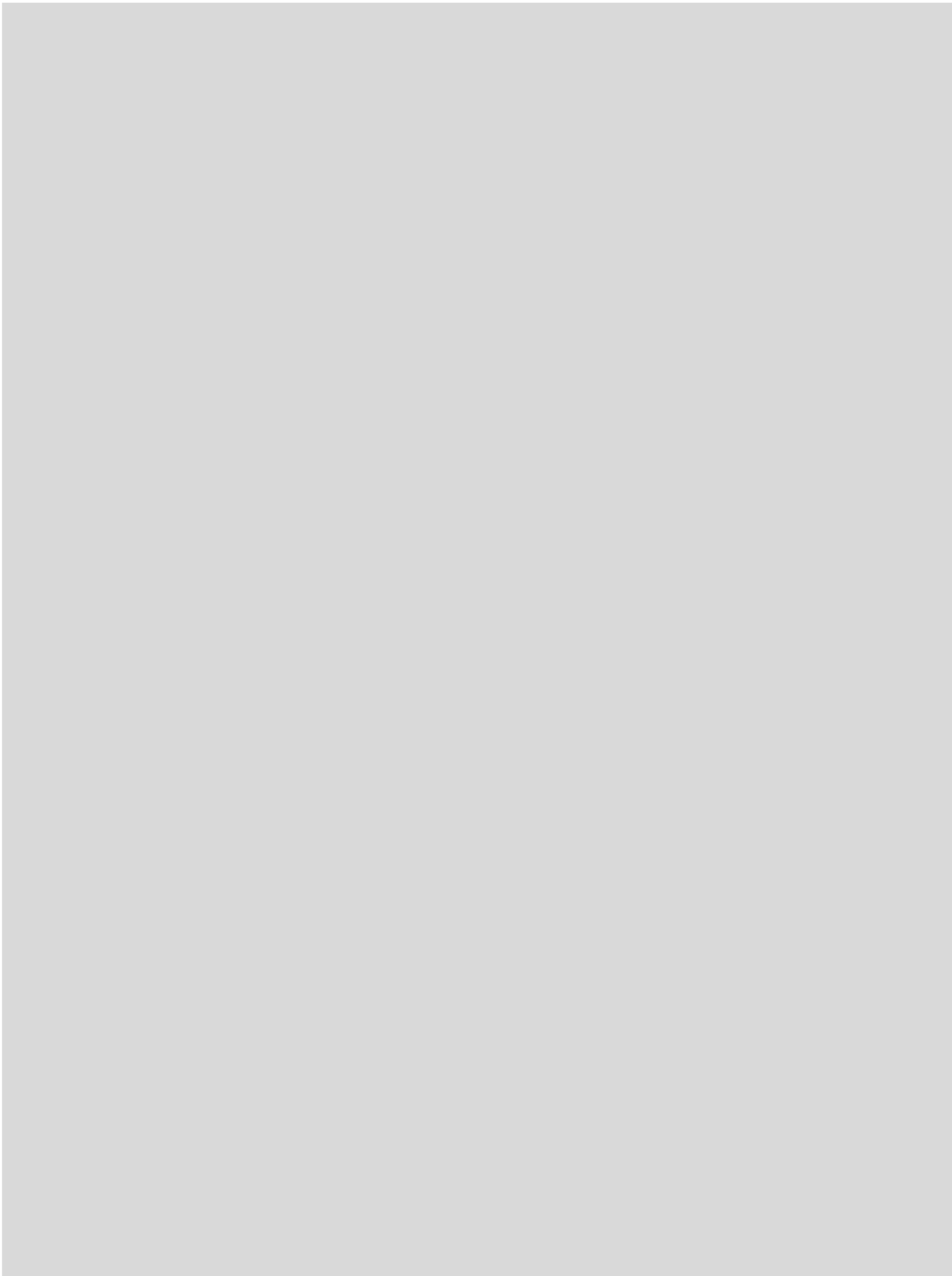
Date:

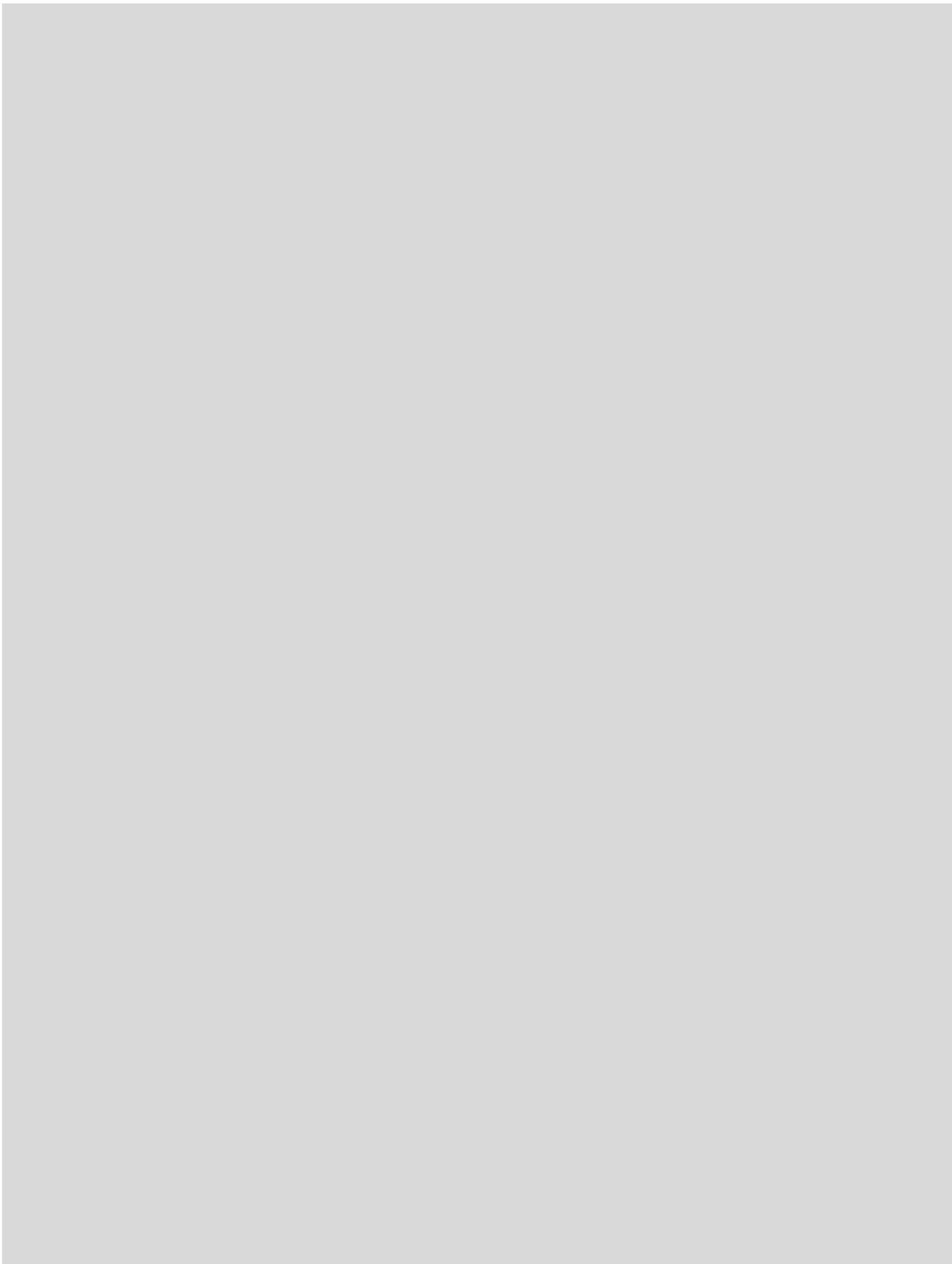
Additional Evidence Forms

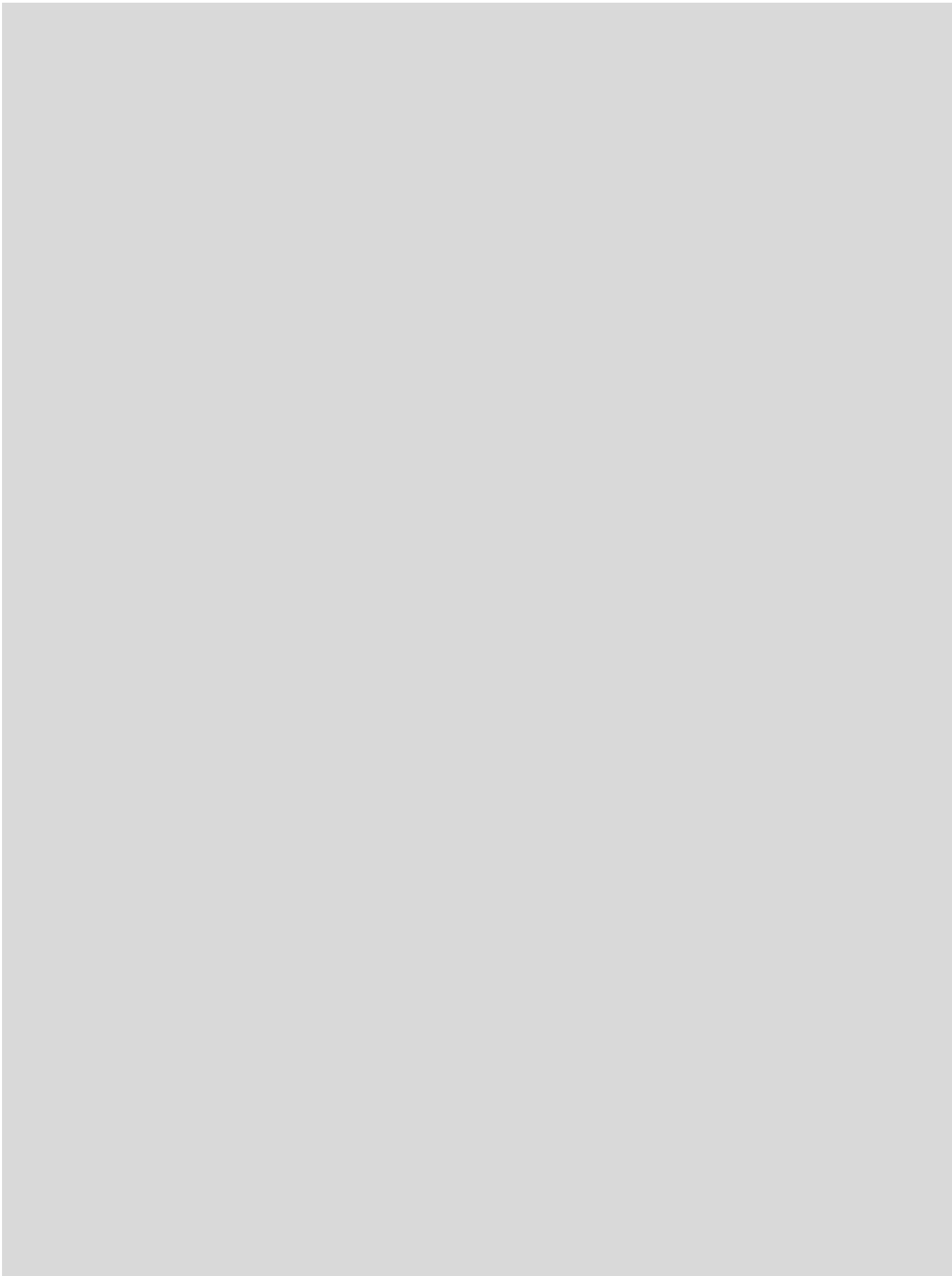
Use these additional forms in order to record additional evidence for the activities within this workbook where additional space is required.

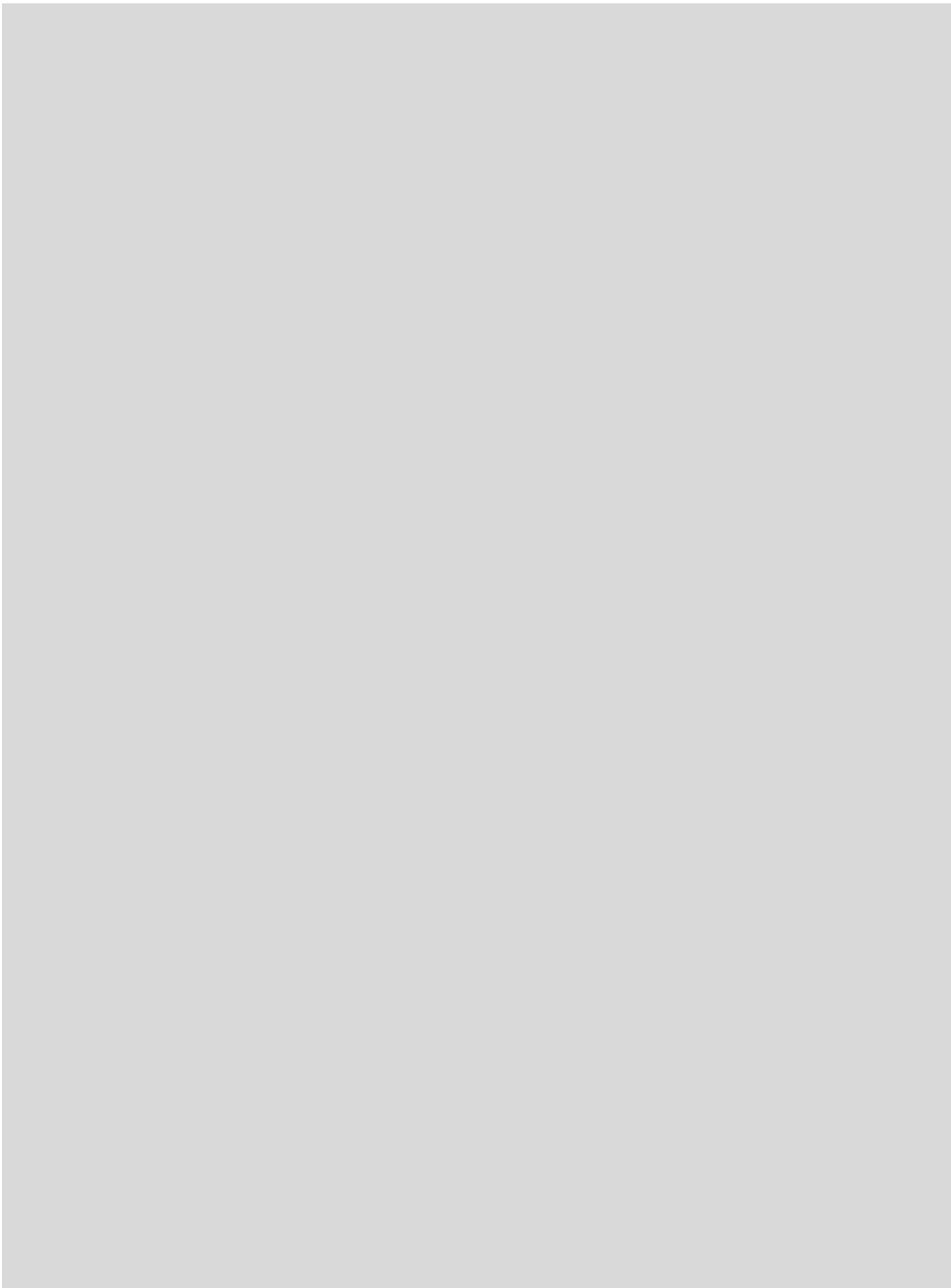
Ensure that each piece of evidence entered on these forms is clearly labelled with the corresponding activity number.

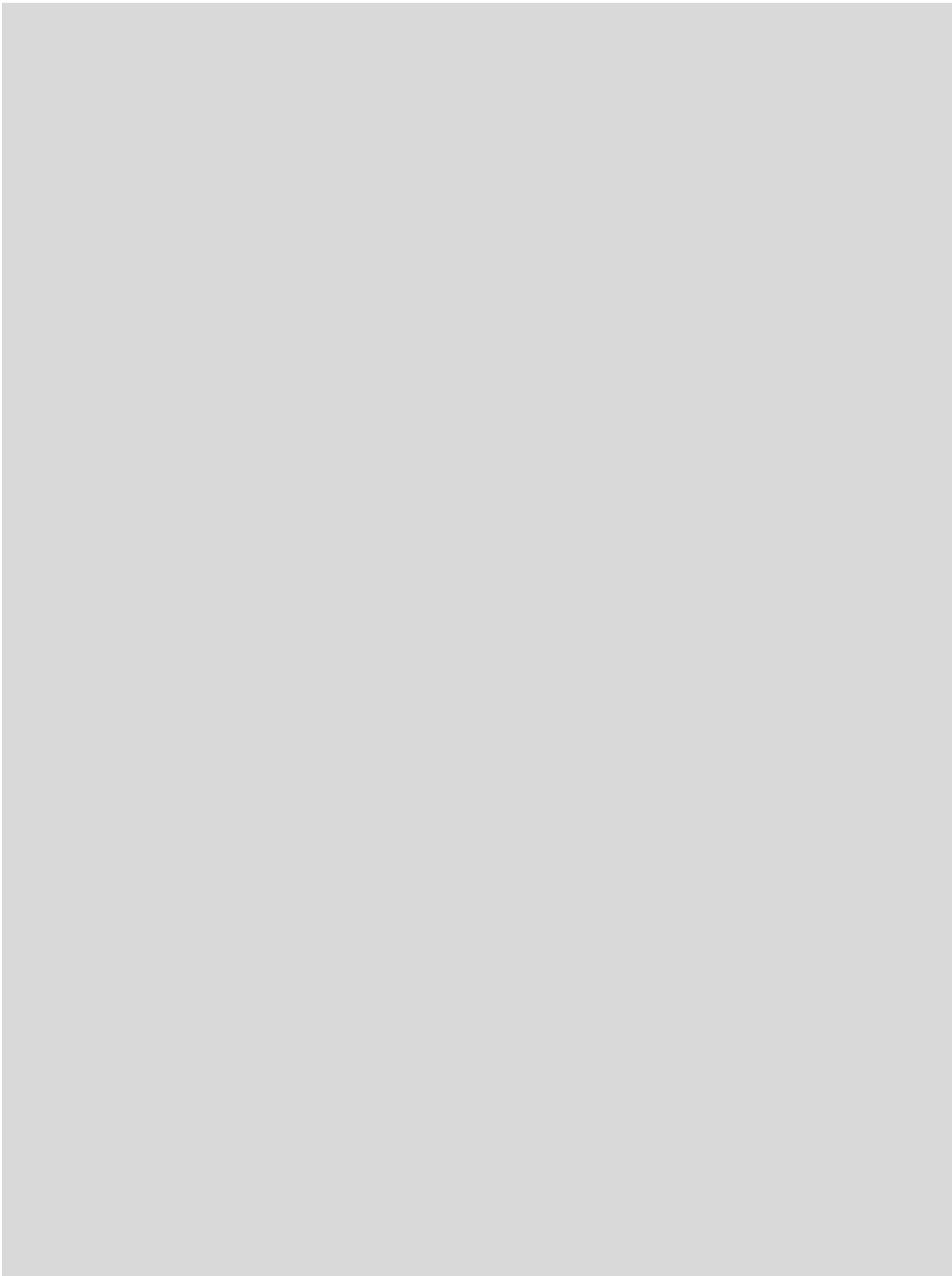












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