Easthampstead Park Community School   CV Skills Workshop

Thursday, 14th March 2019

Agenda

- Introduction

- What does the recruitment process look like?

- What is a CV and why is it so important?

- Team Work Session

  - Individual Introductions & identification of student's skills.

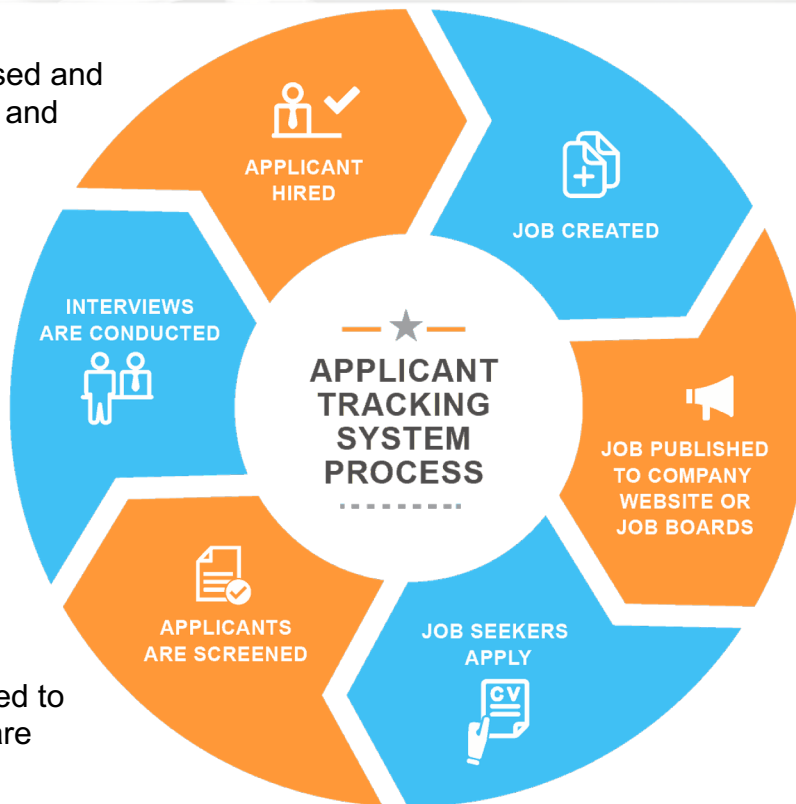 - Discussion of the 2 example CVs.

- Summary

- Questions?

Introduction

- **Who are we?**

    - Fujitsu Volunteer Introduction

- **Why are we here?**

    - To provide you with an overview of the Recruitment Process.

    - Help you understand what a CV is and the importance of it in relation to the overall Recruitment Process.

    - Help you understand the difference between a "good" and a "bad" CV.

    - To provide advice/guidance to assist you with composing your own CV in preparation for the Mock Interview sessions next month.

The Recruitment Process

FUJITSU

Step 6:   All interviewees are assessed and the successful applicant is identified and offered the role.

Step 5:   Interviews are conducted. Dependant on the company, a Telephone interview is normally conducted first, followed on by a face to face interview and   in some circumstances an Assessment Centre.

Step 4:   All applications are screened to confirm which potential candidates are suitable.

APPLICANT HIRED

JOB CREATED

INTERVIEWS ARE CONDUCTED

APPLICANT TRACKING SYSTEM PROCESS

JOB PUBLISHED TO COMPANY WEBSITE OR JOB BOARDS

APPLICANTS ARE SCREENED

JOB SEEKERS APPLY

Step 1:   Vacancy identified & Job Advert Created.

Step 2:   Job advert shared internally within the business and/or externally on recruitment agencies websites.

Step 3:   Potential candidates express their interest by applying and submitting their CVs for consideration.

Jobscan

What is a CV?

- A CV (short for the Latin phase Curriculum Vitae, which means "course of life") is a detailed document highlighting your academic and professional history.

- CVs typically include information such as:
  - Achievements/Awards
  - Any Relevant Experience, etc.

- A CV is required when applying for a potential job role; providing employers an insight of your suitability.

- An Employer will review all of the CVs submitted by potential applications to identify the most suitable candidates who will then be invited to attend an interview.

- CVs can be updated throughout your career journey to capture any new skills, qualifications and experience gained.

General CV Principles

- A CV is your opportunity to showcase your strengths and relevant skills to sell yourself to potential new employers.

- Your CV should always be an honest reflection of your experience/history. It may be tempting to exaggerate some skills to match a job description but be careful as you are likely to get found out!

- A CV should be a brief overview and should not span more than 2-3 pages in total.

- Formatting should be consistent throughout the CV ie text fonts/sizes should be uniform. Make sure you avoid using ANIMATED font *styles* & **colours.**

- If you include an email address, make sure it looks professional – e.g. misterboomboy@yahoo.com might not give the right first-impression!

- Before submitting your CV, make sure you review all formatting, spelling and grammar.

- Ensure you ask a friend, teacher or parent to double check it for any errors you may have potentially missed.

Let's Talk About It... Group Discussions

Summary

Remember:

Your CV needs to be concise but detailed enough to catch attention. First impressions are key – remember a CV is <u>your</u> chance to sell yourself and can ultimately be the difference between progressing through to the interview stage or not.

Your Personal Statement at the top of your CV is crucial so make it memorable and really 'sell' yourself.

Equally important are your 'Skills' - think of what of what you do during & after school and list the skills / attributes you **have** and **use** *(possibly* without knowing it!)

Be confident when writing your CV, refer to the 'Word Bank' provided and use words/phrases that match your own skills. Don't be afraid of using words you wouldn't generally use to describe yourself.

Make sure you review your CV to ensure all spelling and punctuation used is correct. Also ask a friend, parent/teacher to double check it to make sure you haven't missed any mistakes.
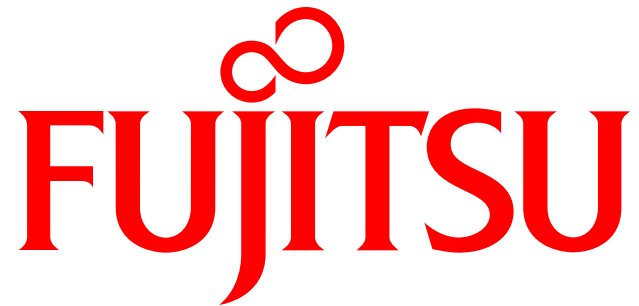
Now Over to You!

Homework:

- Using the advice and knowledge gained today, compose your own CV which will be used to support your Mock Interviews scheduled for:

Thursday, 4th April 2019.

Any Questions?