

ВСЕ ПРО ІНТЕРВ'Ю У ВЕЛИКІЙ БРИТАНІЇ

Part II

15 November 2023

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- CHARTERED INSTITUTE OF PERSONNEL DEVELOPMENT
MCIPD QUALIFIED
- BRITISH PSYCHOLOGY SOCIETY
(BPS) CERTIFIED ABILITY &
PERSONALITY TESTER
- HR & RECRUITMENT ФАХІВЕЦЬ
- 15-РІЧНИЙ ДОСВІД РОБОТИ В
РІЗНИХ ІНДУСТРІЯХ
ВЕЛИКОБРИТАНІЇ ТА СВІТУ
- КОУЧ ТА МЕНТОР
- НАДАЮ КОНСУЛЬТАЦІЇ ЩОДО
СКЛАДАННЯ CV, РОЗВИТКУ
КАР'ЄРИ, СПІВБЕСІДИ ТА
ПСИХОМЕТРИЧНОГО ТЕСТУВАННЯ

I.

DID YOU ATTEND
ANY AUTUMN
CAREER FAIRS?

HOW DID IT GO
FOR YOU?

SKILLED WORKER VISA

- What is Skilled Worker visa?

<https://www.gov.uk/skilled-worker-visa>

- Eligible occupations

<https://www.gov.uk/government/publications/skilled-worker-visa-eligible-occupations>

- Going rates for eligible occupation codes

<https://www.gov.uk/government/publications/skilled-worker-visa-going-rates-for-eligible-occupations/skilled-worker-visa-going-rates-for-eligible-occupation-codes>

- Register of licensed sponsors: workers

<https://www.gov.uk/government/publications/register-of-licensed-sponsors-workers>

- ONS Occupation Coding Tool

https://onsdigital.github.io/dp-classification-tools/standard-occupational-classification/ONS_SOC_occupation_coding_tool.html

Salary

The minimum salary for the type of work you'll be doing is whichever is the highest out of the following 3 options:

1. • £26,200 per year
2. • £10.75 per hour
3. • the 'going rate' for the type of work you'll be doing

<https://www.gov.uk/skilled-worker-visa/your-job>

II. APPLICATION FORM

Have you got what it takes?

- An application form is used to see what skills, qualities and attributes you have for the role you are applying for.
- Employers may use them to gain a better idea of a candidate's competency in the role.
- Employers can:
 - Ask more specific questions
 - Find out exactly what information they want

II. APPLICATION FORM

TIME SPENT!

- Completing an application shows that you are serious about the job as you have taken the time to complete the form.
- Application forms can take time to complete, they often have more questions relating to you, your employment history and about the role and company.
- The process can take longer than sending your CV and cover letter straight to the company.

WHAT STEPS DO
YOU THINK YOU
SHOULD TAKE
WHEN
APPROACHING AN
APPLICATION
FORM?



Think about the **closing date**! Give yourself plenty of time to complete the form as some job applications can be quite time consuming



Think before you answer! Take your time and ensure you have read each question.



Tell the **truth**! Make sure you answer questions honestly when completing the form, it needs to be accurate.



Double check **spelling and grammar**! This is as important in an application form as it is in your CV.

ANONYMISED APPLICATION FORM

- **Anonymised Recruitment**

Eliminates unconscious bias, allowing employees to be appointed based on their talent, skills, and experiences regardless of ethnicity, gender, sexual orientation, or any other protected characteristic.

- Hiring managers will have no access to your **name, age, gender, address, or other personal information** until after shortlisting has taken place and interviews confirmed. This detail will become visible before interview to allow managers to prepare.
- do not provide any personal information on your supporting statement e.g., email address or name.
- do not put answers which are too short in response e.g., “please see CV.”

ALL
APPLICATION
FORMS ARE
DIFFERENT
BUT ARE
LIKELY TO
ASK FOR:

Your **personal details**
(name and contact methods)
- make sure they are correct!

Your **education and qualifications** - relevant qualifications required for the job role. Ensure you meet the minimum requirements of the role before applying

Your **employment history** - be sure to include any internships, voluntary work or even holiday jobs!

Your **activities and interests**

Your **references** - ask your referees if they are happy to provide a reference, before noting down their details!

A **personal statement** –
cover letter

TELL US ABOUT YOURSELF!

If the application form asks you to include some of your activities and interests, this is a great opportunity to show employers your personality!

Are you part of any clubs or societies? Consider including these here!

Try to include hobbies which are relevant to the role you are applying for! How could these help you within the role?

Think outside the box! These may set you apart from other applicants! Just remember to always be honest within your answers.

TOP TIPS!

Try **not to copy and paste!** Tailor each application form to the company like you would a cover letter.

Click save! Save a copy of your application form incase you are asked about it during your interview.

Do your research! If you're applying for the role, you should have researched the company. If you haven't, it would be advisable to find out more about them!

Become the job description! Have a copy of the job description open while filling out your form! This will help you to check their requirements and include any attributes and key skills they want to see. Make sure these are relevant to you!

WHAT NOT TO DO...

Don't rush

Don't rush your application! An application form is as important as a CV or cover letter, take your time and make a good first impression.

Don't lie

Don't lie! I cannot stress this enough, if you're found to be dishonest within your application this will reflect very badly on you.

Don't exaggerate

Don't exaggerate! This might come back to bite you...

Don't include

Don't include out of date information! Double check your personal details.

Don't forget

Don't forget to contact your references! You don't want this to come as a surprise to them, especially if you include a current employer!

DIFFERENT QUALIFICATIONS

Industry	Regulatory Body
Medical	GMC/ NMC https://www.gmc-uk.org/ https://www.nmc.org.uk/
Psychology	BPS https://www.bps.org.uk/ IAPT (The Improving Access to Psychological Therapies) <ul style="list-style-type: none">- Connect Health https://www.connecthealth.co.uk/- Anchor https://www.anchorcounselling.org/
Accounting	If diploma not transferable, complete AAT Level 2-4 or ATT, then ACCA/ ACA (ICAEW)/ CIMA/ CTA (CIOT) https://yourfuture.accaglobal.com/global/en.html https://www.aat.org.uk/ https://www.icaew.com/ https://myfuture.cimaglobal.com/starting-a-career-in-management-accounting/
Marketing	CIM https://www.cim.co.uk/
HR	CIPD https://www.cipd.org/uk/

III.
PREPARATION
FOR
INTERVIEW
IN THE UK

ІНТЕРВ'Ю МОДЕЛЬ STAR

Модель STAR – поведінкове інтерв'ю чи інтерв'ю за компетенціями (competency based interviewing)

- **S**ituation - Ситуація
- **T**ask - Завдання
- **A**ction - Дія
- **R**esult - Результат

S – SITUATION

Think of this section as ‘setting the scene’.

Provide the interviewer with a bit of background about the question, and give them some context. Try and be specific, and include names and dates wherever appropriate to help add credibility.

Example:

At Company Name Ltd, I was responsible for representing the firm at tradeshow. My second year there, it just so happened that three events we usually attended were scheduled within a month of each other – generally they were spread out over a much longer period of time.

T – TASK

Build on the background you've given, and outline the task at hand.

Specifically, how did the situation relate to you? And what were the major tasks you needed to undertake to resolve it? Include how important or difficult the situation was to overcome, as well as any constraints you came up against.

Example:

It meant a tremendous amount of work was compressed into a really tight window of time. These shows were a huge source of lead generation for the company, so it was essential we attended and presented our products in the best light.

A - ACTION

Translation: what did you actually do to resolve the situation?

Outline the steps you took to ensure a successful outcome, without being tempted to take all the credit. The key to effectively incorporating the 'approach/ action' part of your answer is to identify what skills the interviewer really wants to see, and reinforce them throughout.

Example:

I hate to say I can't take something on at work, but I took a long, hard look at the situation and realized preparing all three up to the standards I'd want was going to be impossible, so I sat down and prioritized the events. One, I realized, was much less relevant to us, so I scheduled a meeting with my manager and we agreed to focus on only two events. Once that was settled, I could draw up a detailed to-do list with interim deadlines for each item so that I'd have all the materials I needed to really represent the company well.

R – RESULT

Finally, it's time for the pay-off.

What was the outcome of the situation? Remember, everyone loves a happy ending, and recruiters are no different.

Make your happy ending quantifiable, and you'll really have nailed your answer.

Example:

The two events went off without a hitch and I was able to bring several really solid leads back to our sales department. One of them actually resulted in a £100,000 contract, so in the end I was pleased I'd made the call to eliminate one event.

ANY QUESTIONS?

ЗАПИТАННЯ ТА ВІДПОВІДІ

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БАЖАЮ УСПІХІВ!