

My World of Work

Supporting your journey to employment



My World of Work
Introduction



All about me



Searching
for a job



Applying
for a job



Interviewing
for a job



Starting
a new job

My World of Work Introduction

Supporting your journey to employment

My World of Work

My World of Work provides trustworthy, expert information and advice, free to access at any time, for people at any stage in their career.

My World of Work can help develop career management skills by providing support with:

- Understanding interests, strengths and skills
- Exploring career options
- Learning about jobs and skills in demand
- Finding courses, training and funding options
- Searching for a job
- Building a CV
- Finding advice on applying for jobs
- Preparing for interviews

You can also find My World of Work on Facebook, Twitter, Instagram and YouTube.



All about me

Identifying what you have to offer employers

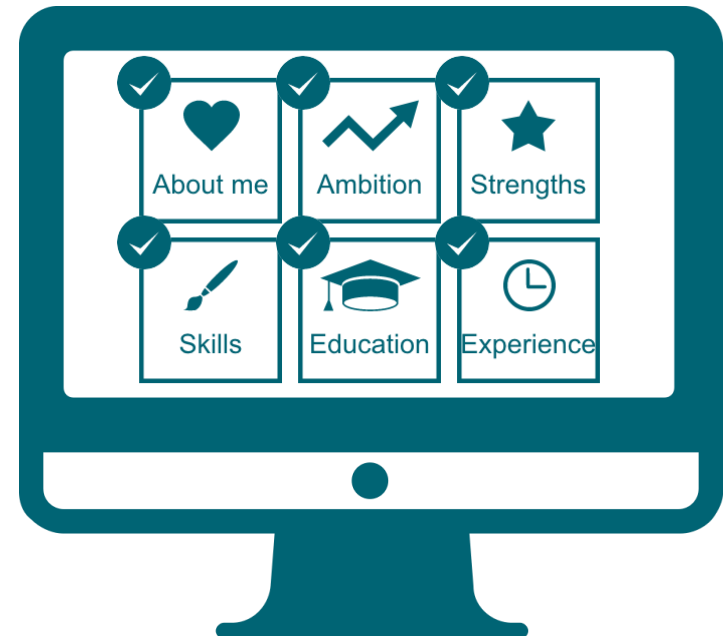
All about me

The 'my career options' section helps you learn more about yourself, explore your options and find the career that's right for you.

This area is where the personalisation of your account happens by completing the sections on:

- About me
- Ambition
- Strengths
- Skills
- Education
- Experience

As you complete these sections your career suggestions will be more personalised to you.



All about me - research

- Find out more by clicking on the icons:



What are my interests?



What are my strengths?



What are my skills?



How strengths can help
build confidence



How strengths can help
you apply for jobs



Words for describing skills
and strengths



Tutorial: identifying your
achievements



How transferable skills can
help with next steps



What are Career
Management Skills?

All about me - activity

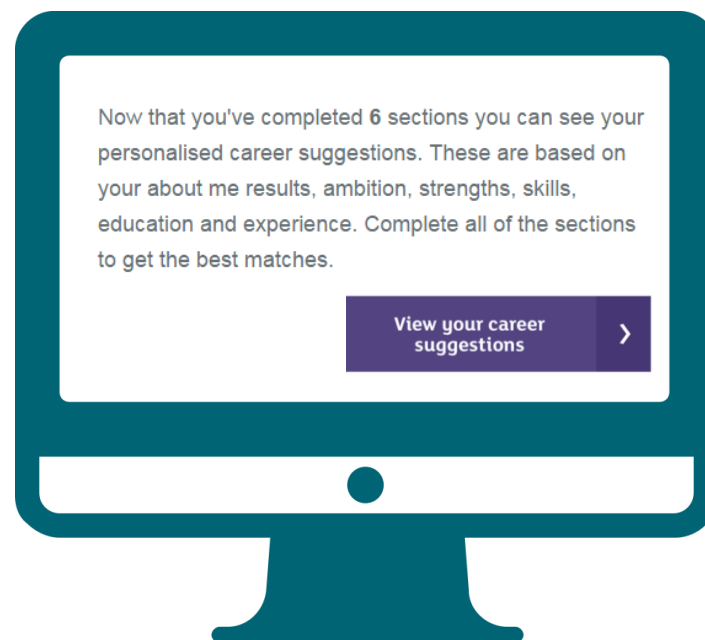
1. [Register](#) for an account.
2. [Personalise](#) your account by completing the sections on:



All about me - activity

After registering and completing the six sections in personalise your account:

1. Click on the view your career suggestions link underneath personalise your account.
2. Think about your abilities, skills and strengths in relation to these career suggestions.
3. Have a look at the job profiles of the careers you feel match your abilities, skills and strengths.
4. If you are still unsure, try looking at our [A to Z of job profiles](#) or [job categories](#) for more inspiration.
5. Make a list of the types of jobs you are thinking about for your job search and discuss them with your employment advisor.



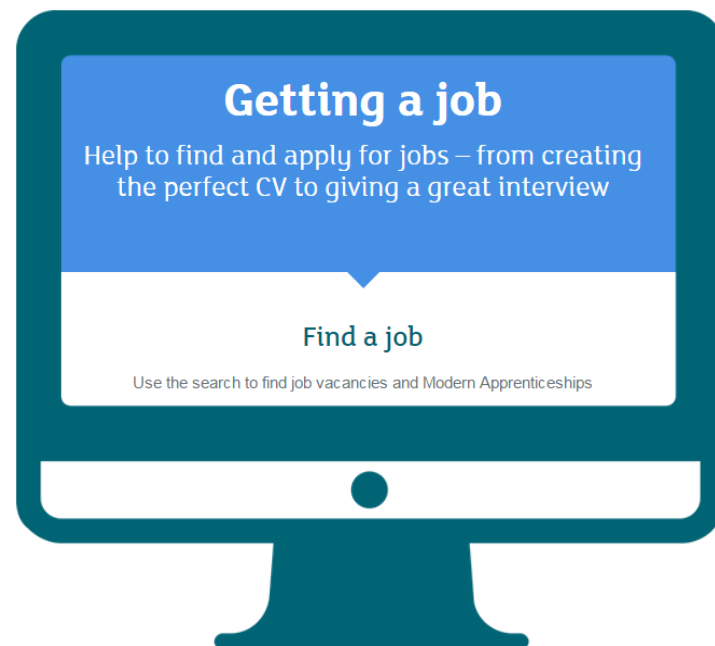
Searching for a job

Understanding employment options and where to look for opportunities

Searching for a job

In the 'getting a job' section you can search for job vacancies or apprenticeships and get advice on where to look for job opportunities.

- Find out about employment options like full or part-time, shifts, self employment and apprenticeships
- Get tips on using social media in your job hunt
- Search for jobs throughout Scotland or in your local area – new vacancies are added daily
- Use the filters to search for work that is full-time or part-time, temporary or permanent
- Find out how networking can help you tap into the hidden job market
- Learn how work placements or volunteering can help build valuable experience and skills



Searching for a job – research

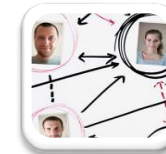
- Find out more by clicking on the icons:



Employment options



Job hunting



Networking



Work experience



Seasonal jobs



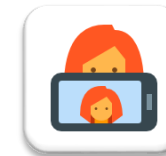
Volunteering



Finding a job
using LinkedIn



Finding a job
using Twitter



Is your social media
safe for work?

Searching for a job – activity

1. Try the [job search tool](#), it's a great starting point for people looking for work right now, or researching the job market.
2. There are a wide range of other places and different ways to look for jobs:
 - ☐ Make a list of other job sites and recruitment agencies that you could register for.
 - ☐ Agree with your employment advisor who you will contact and then register with them.
 - ☐ Going to a job fair? Try our [tutorial on job fairs](#) before you go.
3. Check job alerts and emails daily - try setting up a specific email account just for your job search.

Searching for a job – activity

4. An estimated 60% of jobs aren't advertised – this is called the hidden job market.

It's essential to develop and utilise your personal networks to access the widest range of job opportunities possible:

- ☐ Make a list of who you know and what jobs they do and consider who you could ask for help in your job search.
- ☐ Have a look at the job hunting section for tips on using social media for your job search.
- ☐ Try setting up a profile on LinkedIn, Twitter and Facebook and start following companies you are interested in working for.
- ☐ Look out for posts on news, information and job opportunities from the companies you are following.
- ☐ Check that your activity on all social media sites reflects you professionally - A potential future employer might see messages or pictures that you post publicly online.

Applying for a job

Writing CVs and job applications

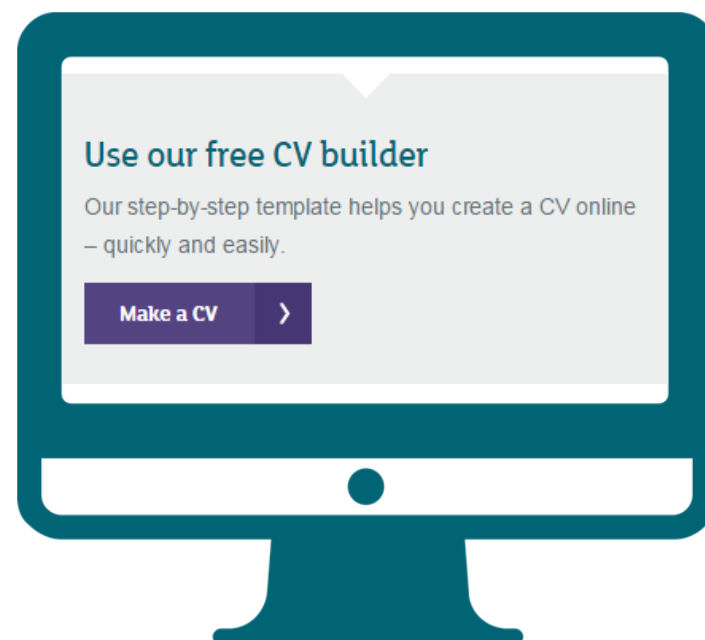
Applying for a job

In the 'getting a job' section you can find tips and tools to help anyone currently applying for work.

You can:

- Build, edit and store different versions of your CV
- Find advice on writing CVs and cover letters
- Get tips on how to make your CV stand out from the crowd
- Get tips on applying for jobs including advice on application forms and completing aptitude tests

Find out more about our CV builder [here](#)



Applying for a job - research

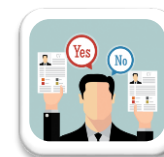
- Find out more by clicking on the icons:



How to write a CV



CVs with a difference



Why tailoring your CV will
help you get a job



Cover letters



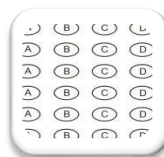
Tutorial: How to lay out
your cover letter



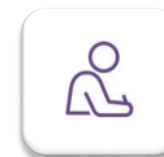
Writing a speculative
cover letter



Application forms



Aptitude tests



Tutorial: How to write a
personal statement for a CV

Applying for a job - activity

1. Use the [CV builder](#) and complete as many sections as you can.
2. Refine your personal statement:
 - ☐ Have a look at your [strengths](#) report and [about me](#) results for ideas.
 - ☐ Ask friends and family what they would say about you in this section.
 - ☐ Think about the type of job you are applying for - highlight your strengths, skills or experience that match the job profile.
 - ☐ Create and save different versions of your CV for applying to different types of jobs.
3. Prepare to write your cover letters:
 - ☐ Write your opening and closing statements that you can use on multiple letters.
 - ☐ Prepare some statements about yourself that you can use in your cover letter.
 - ☐ Save a few different examples as your own templates then tailor them for the different jobs you apply for.

Interviewing for a job

Preparing to meet with a potential employer

Interviewing for a job

In the getting a job section you can find tips and tools to get ready for interviews.

You can:

- Prepare for interviews using our interactive [my interview](#) tool
- Learn how to research an employer
- Get tips on how to answer interview questions
- Find advice on how to handle nerves and avoid mistakes



Interviewing for a job - research

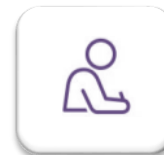
- Find out more by clicking on the icons:



Interview advice and
interview tool



Tutorial: How to research
an employer



Tutorial: How to use the
STAR technique



What to wear to an
interview



How to tackle tough
interview questions



The 10 biggest
interview mistakes



Employer advice on the
art of the interview



Employer advice on
assessment centres



How to build
confidence

Interviewing for a job - activity

1. Try the [my interview](#) tool and have a look at the results.
2. Take a note of each question asked and write down how you would answer them in a real interview.
3. Compare your answers against the [STAR technique](#) to see if the format can be improved.
4. Practice a mock interview – get someone you know to ask you the questions so that you can practice the answers you have prepared.
5. After any interview you attend, reflect on the questions asked and how you responded:
 - ☐ Write down what you think went well and remind yourself of this before any future interviews.
 - ☐ Write down what you need to improve on and work on this for the next time.
6. Also think about how you might send a note of [thanks to the interviewer](#) afterwards



**My
World of
Work**

Skills
Development
Scotland

Starting a new job

Preparing for your first day and beyond



Starting a new job

My World of Work has information to help you prepare for your first day at work in a new job and beyond.

- Get tips on how to make a great first impression on your colleagues, and set yourself up for success
- Find out about your rights in work
- Know where to get help if you have additional support needs in work
- My World of Work is always here if you need help on future career decisions and changes



Starting a new job - research

- Find out more by clicking on the icons:



Starting a new job



Mind your manners – a
workplace survival guide



Your rights in work



Additional support
needs in work



Career progression



Career changes

Starting a new job - activity

- Make a list of things you need for your first day and get them organised eg:
 - ☐ Your outfit.
 - ☐ Notebook and pen.
 - ☐ Lunch and a drink or spare change for the vending machine, canteen or shop.
 - ☐ Medication or other personal items.
 - ☐ A note of the address and phone number of your new employer.
 - ☐ A note of the name of the person you should ask for when you arrive.
 - ☐ Paperwork required like medical questionnaire or identity documents (passport etc).
 - ☐ Plan for how are you going to get there - aiming to arrive at least 10 to 15 minutes early.
 - ☐ Plan for your journey home – times of public transport, money for tickets or parking etc.
- Think about what ongoing support you will need:
 - ☐ Discuss your ongoing support requirements with your employment advisor.
- Enjoy your first day and meeting your new colleagues – congratulations on starting your new job!

My World of Work

Find us on:

