



Experienced Talent Employability Toolkit

PICK
EVERARD

Deliver better together.



Considering a new job or embarking on a new career journey in a different industry can be both exciting and challenging.

When you decide it's time for a change, knowing where to start can often be the first hurdle, especially in an ever-evolving job market.

To help, we've developed an employability toolkit designed specifically for working professionals. This toolkit offers practical guidance on how to assess and showcase your current skills and strengths, navigate the job market, application, and offer process, and ensure you're fully prepared for success in your new role from day one.

Pick Everard

We are a national multi-disciplinary consultancy working within the property, infrastructure and construction industry.

We deliver complete consultancy solutions across the built environment and have a broad range of services, projects and clients across the public and private sector. We create environments that inspire, perform and deliver real value to local communities. Our work is driven by our collective expertise, skill and purpose and we are always on the lookout for fantastic new talent to join our team.

We work across the UK and beyond, through our expert teams located across 13 office locations, and co-located within a number of client offices. We're proud of the impact we have had in UK cities and towns in our 150+ year history!

We are committed to our purpose and values and whether you wish to pursue a career in construction or an alternative route, we hope this toolkit provides you with the support you need to be confident and prepared at all stages of your journey.

Purpose: Deliver better together.

Values: Being Professional, Being Driven, Being Compassionate, Being Positive

Architecture

BIM services

Building services engineering

Civil engineering

Cost and commercial management

Environmental services

Health and safety services

Interior design

Landscape architecture

Management consultancy

Project and programme management

Property and asset advisory

Structural engineering

Sustainability and energy

Water engineering

Find out how together we make
the extraordinary a reality →



Identifying your skills

Understanding and identifying your personal and workplace skills will help when updating your CV, during an interview and the opportunities ahead.

Workplace skills, also known as employability skills, are the skills an individual must have to succeed in the workplace. They are the core knowledge, skills and attitudes that allow you to understand instructions, solve problems and get along with co-workers and clients. Workplace skills can be either hard skills or soft skills, both which enable you to perform your daily tasks on behalf of a business.

Identifying and articulating skills is a critical step for landing a new role. Below are some examples of workplace skills that are important for success.

- Management
- Self-regulation
- Teamwork
- Collaboration
- Problem Solving
- Effective Feedback
- Leadship

The list is an example, and does not cover all the skills you may have. To further understand and recognise your transferable skills visit **Skills Builder**, a website designed to help you develop your transferable skills. (www.skillsbuilder.org).



Starting with you

Identifying your strengths

Understanding and identifying your personal strengths will enable you to become clearer on your next career opportunity and how best to showcase them on your CV.

Strengths in the workplace describe the abilities that people have that are specific to themselves. Everyone's strengths differ and this is a good thing, helping to build a more diverse workforce. The strengths that you have, will often be transferable across different professions and industries.

Below are some examples of key strengths. As you read through, think about whether these might be relevant to you and consider whether you have any occasions where you have demonstrated these strengths – you can use these to map against the skills needed for a particular role and demonstrate them on your CV or in interview.



Discipline: You are punctual and can stick to a schedule, you are committed and work diligently to get things done. You have sound personal effectiveness and self-organisation skills. You may have examples of when you have had to tackle conflicting priorities.



Communication: You are able to communicate effectively on a one-to-one level and within a group setting to share your point of view. You can communicate verbally and in writing and are comfortable talking to people of different levels of experience. You can convey your thoughts, listen to others and successfully develop meaningful relationships.



Presenting: You are comfortable talking in front of a group of people, you are able to present a project or your ideas in a concise manner. You are good at keeping people's attention and engaging with people.



Motivation & Positivity: You are keen to take on new challenges and do things the right way. You push yourself to set personal goals and ensure you do your best. You are positive in your outlook and have a can-do attitude.



Leadership: You promote and encourage good teamwork and working together to achieve a goal. You are good at planning and coordinating with people and can help to resolve conflicts. You may have examples in your work history, education or hobbies where you have led and directed others.



Confidence: You know what you are good at and are comfortable in demonstrating it. You can be assertive when necessary and you are happy to ask questions. You accept your development areas and take steps to learn and grow.



Problem Solving & Creativity: You can spot problems and are keen to resolve them, identifying ideas and solutions and making the right decisions. You can foresee challenges and react in a dynamic way.



Networking & Socialising: You are able to build and maintain a social circle. You are comfortable when meeting new people and can easily find common ground. You are happy to strike up a conversation and build connections.



Research and Planning: You enjoy researching and planning for a project or interest and keep up with the latest developments. You are good at thinking ahead and making necessary arrangements to achieve what is required. You are able to evaluate data and information effectively to extract what is needed.



Critical Thinking and Judgement: You are able to learn from your experiences and gather insightful information to arrive at the best possible conclusion. You are open to change and suggestions for improvements. You find it easy to differentiate between relevant and irrelevant information.



Curiosity: You are open to new things and have an appetite to learn more. Your curiosity allows you to adapt to change easily and confidently and respond to various situations, ideas and personalities.



Numerical reasoning: You can process numerical patterns logically and easily. You process, analyse and interpret numerical data, charts, trends and relationships effectively and you are likely to have a flair for anything mathematical, statistics or financial based.

Of course, this list does not cover all the strengths that you may have. Take time to identify what your strengths are and use the area below to write down your top 3 strengths.

Think about some examples of where you have demonstrated these strengths within your role.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.



The search for opportunity

Once you have identified your strengths and skills, it’s time to think about where and how to apply for a new opportunity. We have outlined below various routes you can consider.

LinkedIn

LinkedIn is the world’s largest professional network. It is a valuable tool for connecting with potential employers and recruiters. By actively engaging on LinkedIn, you can strengthen your professional network, expand your career prospects, and stay updated on trends in your desired industry.

Here are some tips to get the most of LinkedIn:

- 1. **Complete your profile:** Ensure all sections are filled in and keep the information clear and concise. Pay close attention to the top of your profile page, as this is the first thing to be seen when viewing your LinkedIn profile. Craft a concise, engaging summary highlighting your career achievements and skills using relevant keywords.

- 2. **Profile and background image:** Have a professional, high-quality profile picture and a background image representing your field.
- 3. **Networking:** Connect with employers you are interested in working with, past employers and professionals within the relevant industry. The more connections you have, the more content you will see on your feed. Feel free to contact new connections and send them a personalised message.
- 4. **Industry groups:** Joining industry groups on LinkedIn will help with your personal and professional growth. You will be able to network with your peers, keep up to date with the latest industry news, trends, and insights, share your expertise, gain different perspective on relevant topics and become part of a community where members support each other. This will also make you appear in more searches undertaken by recruiters.
- 5. **LinkedIn Learning:** Use the LinkedIn learning section to help improve your skills or even upskill. You can add the certifications to your profile, making you stand out amongst other candidates.
- 6. **Content:** Like, share, comment and post consistently. Your activity will be visible in your connections’ feed, and they will keep you at the forefront of their minds

Profile Checklist

☐	Name	☐	Education List your education e.g. University and/or School attended.
☐	Location & Industry		
☐	Profile Picture Use an up to date, high quality headshot.	☐	Experience LinkedIn recommend listing up to 3 recent jobs with descriptions of duties & accomplishments.
☐	Job Title		
☐	Company Your profile should say who you currently work for.	☐	Connect Connect with past and present colleagues and friends.

Direct application

It is essential to identify companies within relevant industries that align with your goals, values, and interests. You can visit a company's website, which will allow you to take a deeper dive into what the company is about. It is likely they will share insights on their website, as well as on social media sites such as LinkedIn, X, Instagram and Facebook.

You can apply directly for positions on company websites rather than through a third-party job board. Typically, an application will be made through the company's own application system, where you may have to fill out an application form and submit your CV.

Top tip: After you submit your application, you could follow up with a polite message to the hiring manager to express your continued interest in the position and demonstrate your enthusiasm for joining the company.

Job Boards

Job Boards like Indeed, LinkedIn, Glassdoor, Totaljobs, Reed, CV Library, and the government's website are powerful tools for searching and applying for jobs. They have a range of benefits that can help you find new employment opportunities:

1. **Advanced Search Filters:** Job boards allow you to filter job listings by criteria such as location, industry, salary, and experience level. This allows you to find jobs that align with your preferences.
2. **Job Alerts and Notifications:** You can also set up job alerts on job boards that match your search criteria. This helps make the job search process more efficient, as you are notified when a job becomes available. Job boards also have an extensive reach across the UK, and vacancies may attract many applicants. Setting up these job alerts will allow you to stay ahead of the competition.

3. **CV Upload:** You can upload your CV to many job boards, making it easier for recruiters and employers to find and contact you if they believe you are suitable for the role.
4. **Company Reviews:** Certain job boards, like Glassdoor, give insight into salary and company reviews. This knowledge can allow you to make an informed decision about whether a company is the right fit for you.

Recruitment agencies

Recruitment agencies work on behalf of employers to find people to fill job vacancies, or for jobseekers looking for a new role. They support job seekers and employers.

When an employer has a job vacancy, they may task an agency with finding suitable candidates. The recruitment agency can post the job on popular job boards, social media platforms, and websites to attract candidates. The agency will then usually shortlist candidates and organise interviews. The service is free for job seekers, although agencies may charge for additional services such as a CV review, interview support, and career advice. They make their money by charging employers.

Working closely with a recruitment agency offers several benefits:

1. **Saving Time:** Recruitment agencies tend to handle the whole recruitment process, making your job search more efficient. Recruiters will spend time with you to understand your skills, experience, and career aspirations. They will match you to suitable positions based on your skill set, freeing up your time to look for a new role.
2. **Industry Knowledge:** Recruiters understand specific industries and can provide insights into job market trends and salary guidance within markets.
3. **Negotiations with offers:** At the final stages of the recruitment process, they can also assist with negotiating job offers, working with you to get the best outcome and ensuring you receive a competitive salary.



You have plenty of options to find the right role for you! Focus on appropriate routes to find the right opportunity.

Apprenticeships

Apprenticeships are a great way to receive on-the-job training and earn while you learn. If you are looking to enter a new field, gain specific skills or advance further in your career, you can explore a range of apprenticeships that can support with this. They are often the springboard for a long-lasting, successful career. Many employers offer funding and support for various apprenticeships, recognising their value to your professional development.

Several apprenticeships are also designed to be accommodating, offering part-time or flexible hours, that allow you to balance work, studying and personal responsibilities. People of all ages can benefit from an apprenticeship.

You can find apprenticeships on the government website here:

Find an apprenticeship - GOV.UK (www.gov.uk)

You can also watch videos of real apprentices talking about their experiences, including what they did after their apprenticeship. Hearing directly from people who have thrived by doing an apprenticeship is inspiring and motivating:

Real stories (apprenticeships.gov.uk)

What is an apprenticeship? (prospects.ac.uk)

Networking

Networking is a great way to make valuable connections and leave lasting impressions on potential employers. It also lets you learn about companies, allowing you to make more informed decisions when picking an employer, and enables you to target your job search. You can do this by:

Attending Industry Events: You can participate in seminars, webinars, and conferences related to the industry you intend to work in, allowing you to network with professionals.

Joining Industry Groups: LinkedIn groups are associated with various industries. This allows you to ask any questions and share industry insights, and it is a great way to expand your network.

Attending Careers Fairs: There are many general and industry-specific job fairs across the UK. You can meet with recruiters to learn about open positions they have or even sometimes have the chance to speak to those working within the desired industry you intend to work in.



Understanding job adverts

Whichever route you take to finding a position, you'll likely find yourself reading a job advert or description of the responsibilities involved and the environment that you'll be working in.

When you read the advert really try to understand the role – are you clear about its purpose and how it fits with the wider organisation? It's difficult to do a great application if you don't understand these basics. Ask “what would I be doing in this job and why?” Try to see beyond the jargon.

When you review a job advert, it's worth considering applying if you can do the majority of the responsibilities of the role. You should never be put off if you can't do every single thing the employer is asking for in the advert. However, you must be realistic.

The prospective employer will be looking for evidence that you have the skills necessary for doing most of the role. It's not always about having direct experience of each part of the job, but it is certainly about making sure you can evidence your transferable skills, ability and experience in areas that require a level of capability or knowledge to perform them.

Take some time to analyse the words the employer uses in the advert – what do they tell you about the person who will be a good fit for the company? Are they “fast growing”, “dynamic”, “results orientated”, “challenging”? Does this sound like you?

Don't be put off by the job title either – there are ways you can decide if it's the right level for you. Look at the responsibilities and qualifications they are asking for. Consider the language and where you saw the advert. Reading the job advert properly will give you lot of information to decide if this is the right job for you and how to make the best application you can.

How to understand job advert jargon

Job adverts can include a range of terminology that you may not be familiar with. Here's some help with understanding them.

Competitive salary: If the salary is not stated it could mean that it's similar to what other employers are paying for a similar level of work or it could mean that it's negotiable. Do your research in case you are asked your salary expectations at interview.

Core Competencies: These are the key skills and abilities the employer is looking for in the ideal candidate. If you do not match most of these you might reconsider whether you should go ahead with your application.



Dynamic/Proactive: Active, energetic, solves problems, uses initiative to progress projects or find new ways to do things. Thinks beyond the task and looks to add value or next steps.

Fast paced/challenging role: There are likely to be lots of competing priorities that could be challenging to manage. They are looking for someone who enjoys this type of role and who can consistently meet deadlines.

Flexible: This suggests that you will be required to take on other tasks as required even if they are outside your immediate responsibility, or work in a different location for example. It may be that working late evenings or weekends to complete projects is required – so someone who is prepared to go the extra mile. Or it could mean travel to other locations or indeed that they have an agile working policy in place – you may need to ask questions to understand more.

Self-starter/Fast Learner: Suggests that there may not be a lot of training and you will be expected to pick things up quickly, be self-resourceful and find some of your own solutions.

Stakeholders: Everyone who has a share, interest, investment or impact on the work you'll be doing.



Your application

**So you've found something you'd like to apply for!
Fantastic. Use this section to help you develop a suitable CV.**

The importance of a good CV

Competition can be extremely high when applying for a role, companies often have tonnes of applications to sift through. Your CV is the first impression you give to the company and it needs to stand out amongst the crowd. It should always be tailorised to fit the role which you are applying for.

What should you include in your CV?

Contact Details: Your contact details should be up to date and be sure to use a professional email address. Include a link to your LinkedIn profile if you have one.

Personal statement: This section introduces you to your prospective new employer and should be used to highlight specific skills and applicable experience in relation to the job advertised. Each time you apply for a different role, review this section to see if it needs to be amended specific to the role.

Skills: Highlight your skills and abilities. Whilst this may feel unnatural, don't be afraid to show what you can do. This could be documented as a brief bullet point list. During studies and your work history, there are many skills which you have obtained that would be extremely relevant to the role you are applying for. Think about the strengths you identified at the start of this toolkit and incorporate them into your CV.

Education: This should start from GCSE level. Start with the most recent qualification coming at the top. List your qualifications by institution, course name and grade achieved. In this section you can also include relevant training courses or professional qualifications.

Employment History: This should include your work history, with associated start and end dates of employment and pinpoint anything that relates to the job you are applying for, even if it was only for a brief period. Remember you should include any volunteering or work experience. If you have no employment history, you don't need to necessarily include this, but you should go into greater detail in the skill section and show how they are transferable to the role which you are applying to.

Hobbies and interests: This section is optional. Only include those which you believe could aid your chances of getting a role. For example, if you are working in a role which is around animals and animals are of an interest of yours then this may be worth noting.

References: You can state the details or confirm they will be provided on request.

Top Tips

- The personal statement in your CV is the first thing which employers read, having a short concise statement which encompasses why they should hire you is crucial.
- Understandably you may not have huge amounts of experience, however highlighting your skills which you have and how they are transferable to the role you are applying for is critical. Using the language from the job description to showcase your skills is a good way to make your CV stand out amongst the crowd.
- Always double check for any grammatical error, ensure you use the spell check functionality in word to check over your work.
- Having a friend, family member, mentor or trusted individual in your network to read over your CV is a good way to get an alternative perspective. They also may be able to point out additional skills for you to highlight.



You can start to make some notes here for your own CV. Good luck!

Contact details	
Personal Profile	
Key Skills	
Education	
Work experience history	
Achievements	
Hobbies	
References	

The value of a cover letter

Should the application you are submitting require a cover letter, use this as an opportunity to further demonstrate your skillset and suitability for the role. A cover letter should complement your CV and highlight the distinct connection between your skills and experience, with the described characterises of an ideal candidate.

What to include?

Introduction: Start by introducing yourself and why you have taken the time to apply for this specific role. This paragraph provides you with the opportunity to showcase why you would like to work for that employer.

Skills: The next paragraph should go into further detail about your skills, qualifications and achievements. It gives you a chance to demonstrate why they should be interested in you as an employee and what can you bring to their role and company.

Conclusion: Provide a closing summary that expresses your interest.

Top Tips

- Tailor your cover letter to the job and avoid repetition but try not to match the job description exactly as it could look like you have copied it.
- Highlight your transferable skills, achievements, and versatility.
- Spotlight relevant examples of previous work experience or situations which can demonstrate your skills.
- Articulate clearly and confidently why you are suitable.
- The cover letter needs to be fairly brief and concise - aim for no more than one page.





Ace the interview!

Congratulations, your application has reached the interview and selection stage. This is a big milestone and a huge achievement.

You'll probably experience a mix of emotions if you're selected for interview. Excitement and relief at the opportunity but also perhaps a little nervous. Attending an interview can seem a little daunting, but it's also a genuinely positive opportunity as it may provide the gateway to the next move in your professional life.

Thorough preparation can help you feel confident during the lead up to the interview. To ensure you walk in feeling your best self and able to provide compelling answers to the interview questions, preparation is the key to success.

Selection methods

Before diving into the details of interviews, it's important to note that employers may use a multi-step selection process that involves various methods at different stages. While an interview is a common step, it's also essential to be aware of other methods that might be used. This way, you can adequately prepare for any additional steps that may be part of the selection process.

Virtual or phone interview

This is an interview that takes place remotely, sometimes over the phone, but often using technology like video conferencing and other online communication platforms.

Virtual interviews are often shorter versions than face-to-face interviews, designed to do a first stage 'sift' of suitable candidates.

You should put as much effort into your preparation and performance for these as you would face to face interviews.

Technical Interview

A technical interview is designed to assess technical experience, expertise and skills that are relevant to the role. Ensure you are familiar with the key technical requirements in the job description and think of examples you can align your experience to.

Behavioural Interview

This type of interview will assess how you have handled situations in previous experiences and be a good indication to hiring managers as to how you will manage similar situations in the future. Employers will use this approach to assess your soft skills, teamwork, communication, leadership and problem-solving skills.

Aptitude tests and personality tests

Aptitude tests assess your reasoning or cognitive ability. They are often administered under exam conditions. Personality tests are usually administered from home through a link in your email. They're objective, convenient and a strong indicator of job performance and team fit.

Typical tests include numerical and verbal reasoning, spatial reasoning and error checking. With all these tests, it's worth having a go at a few practice tests beforehand so you can get used to the format of the tests and learn how to time yourself. You should stay calm and keep an eye on the time when undertaking these tests.

Office tour and meet your future colleagues

You may find that you are introduced to the team when you attend an interview or assessment centre. Whilst this may feel informal and relaxed, often those showing you around and will be asked for their opinion on you. Remember to stay engaged and ask any questions you may have. Be friendly and respectful and focus on making a good impression.

This is also your opportunity to explore if this is an environment you wish to work in. Take a good look at where you will be working, what the facilities are like and take note at how colleagues interact with each other.

Understanding interview format

First, be sure to know enough about the basic essentials for your interview. Dependent on how you applied, you may be advised of this information directly from the organisation itself or through a recruitment agency. Most, if not all, of the information will be provided to you in advance (usually via email) and you should ask questions about anything that’s not included, that you wish to know about such as:

- Where and when will the interview take place?
- Who will you be meeting - what is the name and title of your interviewer/interviewers?
- What type of interview will it be?
- How long will the interview take?
- Will you be shown around the department?
- Will there be any tests involved?
- Will there be further interviews?
- Do you need to bring identification?
- How are you going to get there?

Here are some essential tips to help you succeed in your interview:

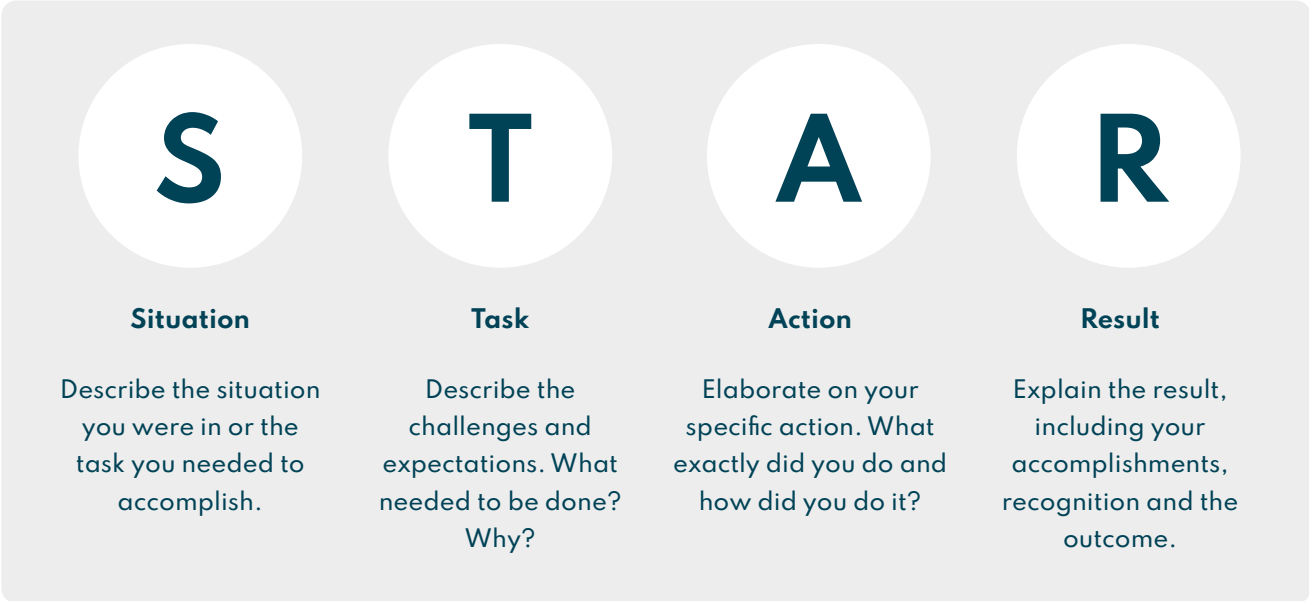
Research the company: Take the time to thoroughly research the company’s values, culture, and recent news. Make sure you also develop a deep understanding of the company’s products and services. Demonstrating that you have taken the time to research the company shows a considerable level of commitment, genuine interest and enthusiasm.

Research the role: Reflect on your past experiences in various jobs, educational pursuits, or projects and pinpoint the most relevant transferable skills. Then, closely examine the job description to grasp the main responsibilities and required qualifications thoroughly. Carefully align your transferable skills with the job requirements.

Research the Panel: The interview invitation should clearly state who will be interviewing you. If this information is unclear, don’t hesitate to ask the recruiter or the company organising the interview. Researching the interview panel demonstrates proactivity and allows you to build rapport with the interviewers.

Practice common interview questions: Before the interview, think of the questions you may be asked. Typically, interviews can include a combination of technical, competency, and personality assessment questions. Ensure you prepare some answers to these beforehand; this should alleviate any nerves or worries. The STAR technique can help you prepare your answers for an interview and provide a structured way to communicate your responses during the interview. This makes it easier for the hiring manager to identify your skills and evidence of suitability for the role.

What is the STAR Technique?



Here’s a worked example:
‘Can you tell me about a time you faced a challenging project and how you handled it?’

Situation	In my previous role as a project manager at XYZ Company, we were tasked with launching a new product line within a very tight deadline. The challenge was that our team was behind schedule due to unforeseen delays in the supply chain, and we were at risk of missing the product launch date.
Task	My responsibility was to ensure the project was completed on time and within budget, despite the setbacks. I was also tasked with coordinating between various departments, including marketing, logistics, and design, to ensure everyone was aligned and moving in the same direction.
Action	To address the issue, I first conducted a series of meetings with key stakeholders to identify the bottlenecks and come up with solutions. I re-prioritised tasks, delegated responsibilities more efficiently, and worked closely with the logistics team to expedite critical shipments. I also implemented a more frequent check-in system to track progress and resolve any new issues as they arose. Additionally, I coordinated with marketing to adjust the product launch strategy so we could still meet our core goals while giving the team more time to finish the product development.
Result	As a result of these actions, we were able to launch the product on the revised timeline, and it became one of the company’s best-selling lines in the first quarter. The project not only met the deadline but also came in 10% under budget. The launch was considered a success, and I received recognition from senior management for my leadership and problem-solving skills.

Below is an opportunity for you to work through an example:

Situation	
Task	
Action	
Result	

On the day

A job interview is the first formal meeting, which will be held in person or via video conference, that you will have with a prospective employer. It is an opportunity which allows an employer the chance to talk to you and evaluate whether you would be a great fit for the opportunity. It's also your chance to evaluate the company and determine if their culture, values, and work environment align with your personal and professional goals.

Here are some helpful tips on how to conduct yourself when arriving at and participating in an interview:

1. Have a confident and professional appearance - you should aspire to dress one notch above what you would normally consider suitable for work.
2. Be on time – whether the interview takes place in an office or via video conference, be punctual. If you're meeting in person, look to arrive 10 – 15 mins early. Ensure you allow time for any delays.
3. Introduce yourself to the interviewer positively, make eye contact and smile. You may be offered a handshake as a greeting.
4. Think about your body language at the start of the interview and throughout – the best way to portray good body language is to approach the interview with a positive attitude. Sit upright and make regular eye contact. Show you are listening by nodding occasionally. When you feel positive about the opportunity for an interview, you will naturally relax and smile more.
5. Take a moment to think before responding – it's important to speak confidently, but also take a thoughtful approach to ensure your answers are clear and articulate. Don't hesitate to ask for a moment to gather your thoughts if needed; it's completely acceptable. When responding to competency or behavioural questions, be sure to use the STAR technique to structure your answers effectively.
6. Consider the tone of your voice. You could practice your answers before interview in the mirror, with a family member or friend so you feel confident in your delivery and stick with a factual but interested tone. Try to reduce the amount of times you say phrases such as, like, um, uh, these can be considered filler phrases that can imply you don't know what you are talking about. Show your enthusiasm and find a way to express what's drawing you to the role – remember, the interviewer was sat in your position once too!
7. Control your nerves – it's natural to feel nervous, so try to slow your breathing and keep a drink nearby in case you need it.
8. Notes - it's ok to have notes with you about your skills, experience and achievements.
9. You may be asked about your salary expectations. Do your research in advance so you can be realistic and put forward an informed answer to the interviewer (s).
10. Ask questions – Prepare your questions in advance – towards the end of most interviews, you'll have the chance to ask your own questions. Focus on inquiries that will help you understand your potential responsibilities. You might also want to ask about long-term career growth, the team and work environment, how performance is measured and supported, and details about any agile or hybrid working arrangements.
11. Adjustments - Also, be sure to inform your interviewer in advance if you require any accommodations for accessing or navigating the building, or for the interview itself.

Staying positive

It is normal to experience challenges during your job hunt. Staying positive during a job application process can be challenging, especially when facing uncertainty or waiting for responses, but maintaining a positive mindset is key to staying motivated and making a good impression.

There are a few things you can do and say to yourself to help that along:

Focus on what you can control

You can't control the outcome of every application, but you can control how well you prepare, the quality of your application, and the way you present yourself. Focus on making improvements, tailoring your application to each role, and showcasing your strengths. By giving each application your best effort, you'll feel empowered and productive.

Celebrate small wins

Not every stage of the job application process will result in an offer, but each step is progress. Whether you get an interview, receive positive feedback, or simply finish updating your CV, celebrate the small victories along the way. These moments help keep the momentum going and remind you that you're moving forward.

Feedback

Employers are not obliged to give feedback and may have difficulty in finding the time to go back to every candidate. It is still worth making contact with them to see if there was anything specific about your application or interview that affected your success rate. Each job application and interview is an opportunity to learn. This mindset of growth and learning can help you stay positive even when things don't go as planned.



I choose happiness.

**I am becoming a better
person everyday.**

**I am the creator of my
best life.**



Consider different routes

You may find there are different routes into the profession or job you wish to undertake.

Consider these and explore whether you would like to apply for them to broaden your net of opportunity. You may also find that closing a skills gaps or increasing your working knowledge and experience in a different area, makes a successful application a few months down the line.

Believe the right opportunity is out there

There is something to be said for positive thinking and manifestation. Once you're clear on what route you wish to take, positive visualisation of yourself undertaking such a role can work wonders. Remind yourself frequently of your end goal and remember each day is a step nearer to achieving it. Positive affirmations can work well for this too. Here are some examples to get you started.

'I have all the right skills I need to succeed.'

'I am a great candidate and the right job is out there for me.'

‘I will be a great addition to any team.’

You can say these to yourself regularly when doubt creeps in.

Be patient but persistent

When all else fails, sometimes the best thing to tell yourself after not getting a job offer is that the job simply wasn't meant for you. If you don't believe this right away, chances are you will later on.

As you move on to the next opportunity, you will start to feel better about the initial rejection.

You realise that new opportunities are popping up every day and it really isn't the end of the world after all.

If you still feel uncertain, that's okay. Staying positive during a job search isn't easy. Good things take time – talk to friends and family and remember to take care of yourself by doing things that bring joy to you during this time.

Use this space to write down some positive affirmations for your self:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Reviewing an offer of employment

Fantastic news you have received an offer of employment, congratulations. So, what happens next.

You are likely to have been made a verbal offer first – a phone call confirming that you’ve been successful following interview or assessment centre and confirming the salary and benefits that are on offer.

Most employers will be looking for a quick ‘yes’ from you once a verbal offer is made. If it’s the right opportunity, there’s nothing stopping you from verbally confirming your acceptance. However, it is wise to wait to review the offer in writing. You may need to check the details or if you have multiple offers to choose from or other selection processes still to work through, it’s good to give yourself some consideration time.

A formal offer of employment differs from company to company, but usually includes:

- Your address and name
- Job title
- Job Pay
- Working hours
- Location
- Leave entitlement
- Additional benefits
- Details of any probationary period
- Considerations for termination
- Whether the offer is conditional – e.g. on satisfactory references / providing proof of eligibility to work in the UK /passing a criminal records check.
- Other clauses relevant to your employment such as sickness absence, training and performance.

You may receive your offer through the post, email or through a candidate portal in an applicant tracking system. When you discuss the verbal offer, you’ll be informed how you’ll receive your offer in writing and what to expect from it.

Reviewing the offer

Managing expectations of your offer

Many important things rely on you securing the **right** job – your happiness, training prospects, progression, self-confidence, well-being, and health, to name just a few. Give yourself time to evaluate a job offer objectively and thoroughly, and politely request a minimum of a day or two to decide whether it’s really the job for you. At the same time, remember to be realistic – the offer may not be perfect, and you may have to compromise on certain elements of the job – but your ultimate goal is to progress, and or secure the right first position. Here’s some things to look out for:



How to respond to an offer

Acknowledge the offer as soon as you can. This could just be to let the company know you’ve received it and that you will be back in touch shortly to confirm your decision. Thank them for choosing you, even if you’re not yet sure if it’s the right opportunity for you.

Consider their offer in line with the above categories and anything else that’s important to you. Don’t worry about asking questions if you need clarification on anything. Employers would much rather resolve any issues now than when you’re a month into the job.

Consider how fair it is

- Does it compare to any other offers or opportunities in the market?
- Were these elements discussed during the recruitment process?
- Is it aligned with what you were personally aspiring to?
- Do you want to negotiate?

Accept or Decline the offer

Accept: If you're happy to accept the offer, simply write to the recruiter/hiring manager to confirm your acceptance of the offer. You can suggest a start date and let them know you are looking forward to joining the team!

Negotiate: If you're interested in joining this employer but the offer doesn't fully meet your expectations, request a conversation with them. This can be arranged over the phone at a mutually convenient time. During the discussion, explain why you'd like them to reconsider certain aspects of the offer, such as working hours, salary, or other terms. Keep in mind that they may need time to have further discussions internally, so be patient. While you might not receive everything you ask for, think about whether a compromise would be acceptable to you.

Decline: You may decide to decline the offer for various reasons, but it's important to do so professionally and respectfully. You never know when you might cross paths with that hiring manager again, or if you'd want to reapply to the company in the future.

Before declining, make sure you are certain about your decision and respond within a reasonable timeframe - sooner is better if you're sure the role isn't the right fit. This allows them to move forward with their hiring process.

Keep your message concise and to the point. It may be easier to write this out. Be sure to thank them for their time and the offer, and briefly explain why the role isn't a match for you at this time. You could also express interest in staying in touch, perhaps for future opportunities that may better align with your needs.

Can an offer be withdrawn

Yes, an offer that is based upon you meeting certain criteria, such as satisfactory references can be withdrawn if the criteria is not met. If the offer is not conditional, then as soon as you accept, either verbally or in writing, this creates a legally binding contract, and they would need to at least pay you notice if they no longer wish to go ahead. Such situations are, however, quite rare.

Write down here what's important to you in from an offer of employment.

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First Day at Work

Starting a new job can be exciting but also a significant change. There's a lot to process, from a new environment to meeting new colleagues. Before the day be sure to check if there are any specific documents you are required to take with you, reach out to new team members by connecting with them on LinkedIn, allow yourself time to get to the office and don't be afraid to ask any questions.

What to expect from your induction

An induction is an introduction to your new place of work. Companies use this as an opportunity to give you all of the information you need to allow you to settle in, and help you understand where to get additional information on specific topics which you need to get up to speed in your new job as quickly as possible. Your line manager will know, it's not just about making you feel comfortable, it's about fostering a positive relationship from the get go that will encourage loyalty and retention.

What you can expect from a typical induction period:

Tour of the office

- Pick up your equipment
- Know your way around
- Fire safety and where to assemble
- Be shown to your desk



Meet the team

- Be shown an organisation chart/ Who's who
- Be introduced to your team
- Meet other key stakeholders
- Learn about the different roles



Local induction

- Line manager induction – your first responsibilities
- Company vision & values
- Any training needs identified and booked/ conducted
- How the team operates
- Social opportunities



Other training

- Policy familiarisation
- Corporate induction with other new joiners
- E-learning
- Signing up to your course



As you settle into your new role and company, make sure to maintain regular communication with your line manager to support your continued success.

This employability toolkit has been developed by Pick Everard's People & Culture team.

**Whatever path you take – we believe in you!
We wish you every success.**

Get in touch.

If you'd like to know more about working here or would like to enquire about our current and future career opportunities please get in touch at careers@pickeverard.co.uk



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