

TOOLKIT

GROW HIGHER, GET HIRED

1. Name: GROW HIGHER, GET HIRED

2. Objectives:

- To recognise the importance of a well-written CV and acquire the skills to craft one tailoring it to a specific job.
- To understand the essential steps involved in preparing for a job interview such as practicing common interview questions and developing concise but relevant responses.
- To learn to analyse job descriptions to identify the skills and prepare their CVs and job interview responses accordingly.
- To practice verbal and nonverbal communication skills to effectively convey their qualifications, experiences, and enthusiasm during a job interview.
- To understand the role of soft skills, such as communication, teamwork, and adaptability, in both CV writing and interview success.
- To engage in assessment exercises to objectively evaluate their strengths, weaknesses and chances for improvement.

3. Target Group: Young adults between 18-30/ up to 20 participants

4. Duration: around 2 hours

5. Materials Needed: Blank sheets of paper, pens/markers

6. Instructions:

Icebreaker Activity: Introductions and Elevator Pitches (10 minutes)

- Begin the session with an icebreaker where participants introduce themselves and share a brief elevator pitch (explain elevator pitch) about their background and career aspirations. This sets a positive and interactive tone.

*What is an **elevator pitch**? An elevator pitch is a brief (think 30 seconds!) way of introducing yourself, getting across a key point or two, and making a connection with someone. It's called an elevator pitch because it takes roughly the amount of time you'd spend riding an elevator with someone.*

Introduction (5 minutes)

- Briefly explain the purpose of the simulation: to practice job interview skills and CV writing.
- Emphasize the importance of effective communication and presentation in a job search.

CV Writing Practice (30 minutes)

- Provide a sample job description (*refer to key point 9) and discuss the key skills and qualifications required.
- Divide participants into 4 groups of 5 people.
- Have each group brainstorm ideas and draft a CV relevant to the job description, including required skills. You will have 5 CVs in the end, 1 per group.
- Have each group research and brainstorm ideas on frequently asked questions at job interviews (e.g., strengths/weaknesses, teamwork, problem-solving).
- Each group chooses one interviewer and an interviewee. The rest 3 people of each group will play the role of an assessment board. They will be given a job interview candidate assessment sheet (*refer to key point 9) and will be asked to evaluate the candidate's performance.

Mock Job Interview (20 minutes)

- Interviewers and candidates will be assigned from different groups.
- Mock interviews will be conducted, focusing on both verbal and non-verbal communication.

Feedback and Reflection. Peer Review and Reiteration (20 minutes)

- After each interview the facilitator and the assessment board will provide constructive feedback to improve responses and body language.
- All participants discuss their roles and the challenges faced in the whole process.
- They share general tips for improving interview skills, such as maintaining eye contact and asking thoughtful questions.
- Have participants from different groups exchange CVs for peer review, focusing on clarity, relevance, and overall presentation.

Final Interview Round (20 minutes)

- Conduct a second round of mock interviews assigning different roles to participants (e.g. an interviewer becomes an assessment board member, an interviewee becomes an interviewer, etc.) incorporating the feedback and lessons learned from the earlier session.

Wrap-up and Takeaways (10 minutes)

- Summarize the key points discussed during the simulation.
- Share good practices, sample interviews and CVs.
- Inform the participants about the Europass CV format.

7. Suggestions or Tips for Facilitators

- Give a clear explanation of the game rules and objectives at the beginning.
- Emphasize the importance of clear formatting, concise language, and quantifiable achievements when writing a CV.
- Make sure that everyone understands the activity by addressing questions or concerns of the participants.
 - Ensure that each participant has a chance to engage themselves in the game.
- For each role-play scenario set a time limit in order to fit in the timetable.
 - Observe interactions to provide for respectful and on-topic conversation.
 - Be observant and sensitive towards the feelings of the participants if they feel uncomfortable or the tone of the discussions becomes inappropriate.
- Give an immediate feedback after the mock interviews to enable participants remember all the suggestions given to them to work towards improvement.

8. Debriefing and Evaluation

CV WRITING:

- Did you encounter any challenges while considering your strengths and weaknesses? How did you address them?
- After the feedback, what changes or improvements would you make to your CV to make it even better?

MOCK INTERVIEW:

- How effectively did you communicate your skills and experiences during the interview? Were there any instances where you felt you could have given more thoughtful answers?
- How did you handle questions about your weaknesses? Were you able to turn them into opportunities for growth?
- Looking back, how well did you engage with the interviewer?

9. Annexes:

1. Sample job description

Job Description: Entry-Level General Labourer

Company: Local Manufacturing Company

Position Type: Full-Time

About Us:

We are a well-established manufacturing company specializing in producing high-quality products for various industries. We are currently seeking enthusiastic and dependable individuals to join our team as Entry-Level General Labourers. This is an excellent opportunity for individuals who are looking to gain work experience and contribute to the production process.

Job Summary:

As an Entry-Level General Laborer, you will play an essential role in supporting our production operations. No prior experience or specific qualifications are required for this position – we are looking for motivated individuals who are eager to learn and work as part of a team.

Responsibilities:

- The job involves tasks such as material handling, packaging, labelling, and assembly.
- Maintain a clean and organized work area to ensure safety and efficiency.
- Follow instructions from supervisors and comply with policies and procedures.
- Learn and adapt to different tasks.
- Collaborate with team members to meet production targets and quality standards.
- Participate in training sessions to improve your skills and knowledge of the production processes.

Qualifications:

- No formal education or specific qualifications required.
- Strong work ethic and reliability.
- Ability to follow instructions and work as part of a team.
- Physical stamina and the ability to perform repetitive tasks.
- Willingness to learn and take on new responsibilities.
- Positive attitude and eagerness to contribute to the team's success.

2. Job Interview Candidate Assessment Sheet

Position: [Job Title]

Candidate: [Candidate Name]

Assessment Categories:

1. Qualifications and Skills:

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2. Work Experience:

- Relevant industry experience
- Previous job responsibilities matching the role

3. Problem-Solving and Critical Thinking:

- Ability to analyze complex situations
- Decision-making under pressure

4. Teamwork and Collaboration:

- Ability to contribute to team work

5. Questions and Responses:

- Thoughtful and relevant answers to interview questions

6. Overall Impression:

- Positive attitude and enthusiasm
- Interest in the role and the company

Comments:

[Provide any specific comments or observations about the candidate's performance during the interview.]

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Recommendation:

- Highly Recommend
- Recommend with Reservations
- Neutral
- Do Not Recommend

10. Sources of knowledge: SALTO: <https://www.salto-youth.net/>

Europass link: <https://europa.eu/europass/en>

Video links about CV writing and interviews:

<https://www.youtube.com/watch?v=fP43gcBywU>

<https://www.youtube.com/watch?v=HG68Ymazo18>