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INCLUSION AND DIGITAL EMPOWERMENT THROUGH CIRCULAR ECONOMY

MODULE 1

HOW TO DEFINE MY PROFESSIONAL OBJECTIVE

LET'S SEE WHAT MODULE N.1 IS ABOUT

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WHAT WILL YOU LEARN IN THIS MODULE?

To define and reach a "professional objective" is very important and it requires reflection and attention. But why is it so important? It is important because you need to dedicate yourself and put efforts in design steps to reach your dream.
Do you have your dream job?
Do you want to see how to shape your future?

So, let's see how you can define a "professional objective", as well as adjusting professional, labor, and salary expectations.

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LEARNING OBJECTIVES

① To facilitate awareness about your job dream/ potentiality/local job market needs.

② To identify small professional objectives.

③ To facilitate self - recognition of what has been experienced in life and useful in a job-place.

LEARNING OBJECTIVES

(4) Identify transferable skills (soft skills) to address in the work environment.

(5) Facilitate the process of being confident but realistic.

(6) Define competencies and values in the job-place.

LEARNING OUTCOMES

At the end of this module, you can

1 Understand our potentiality in the local job market

2 Define your potentiality and value in a job place

3 Create your own network to find a job

LEARNING OUTCOMES

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At the end of this module, you can

4 Communicate in the right way with employers and future colleagues

5 Find an internship to start learning to work

6 Have the right motivation to apply for a job vacancy

LEARNING CONTENTS

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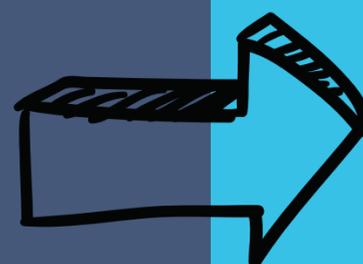Dreams are often away from reality, but this doesn't mean that they are not reachable.

We have to work, sometimes it can be hard and sometimes it can be easy, but in any case you have to engage yourself in this path to succeed.

KEEPING UPDATED

COMPETENCES

Now, it's time to learn how to evaluate yourself. This means that you are going to discover your competences that are good in a job place. But what a competence is?

"Competence is the ability to do something successfully or efficiently.".

Now, it's your turn to discover and analyse your past experiences (like education, work, trips, volunteer, sports, clubs, etc.) and to self-assess your competences in your "job luggage".

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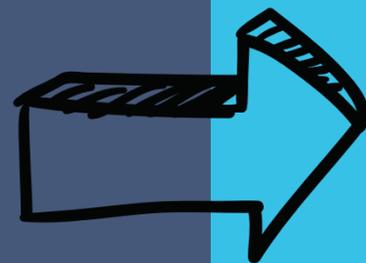**LINK:** https://www.youtube.com/watch?v=zhpcgpqWc1Q&t=1s

LINK: https://www.youtube.com/watch?v=5w3s3vvp5j8

LINK: https://www.youtube.com/watch?v=3xsNo7dWK_M

EXPECTATIONS VS REALITY

Is your professional dream-job more clear to you? Now let's define a list of small objectives from now until one year to make them easier to reach.

What's your dream job? Remember that the definition of a "dream job" is subjective but it is something
a. you love to be involved doing something you love.
b. it allows you to create something you are proud of.
c. Its pay is great!
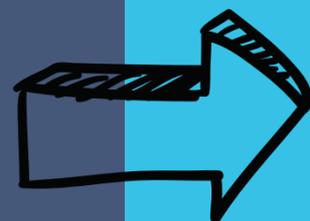**d.** You have colleagues you love to work with

KEEPING UPDATED

RIGHTS & DUTIES: SALARY EXPECTATIONS VS COMPETENCES

"What Is Your Salary Expectation?"
This is one of the questions which can be asked during a job interview. Are you ready to answer?
It is not easy...we know that! It's also difficult for us!
But we can prepare ourselves to be ready on this page and to give not the right but at least to answer in a transparent way.
Let's see how to get ready and how to be ready also to negotiate it!

LEARNING ACTIVITIES

TASK 1

OUTLINE

This task card is designed to equip you with the necessary info to make you aware of your potentiality and how to valorize them in:

1. Self-recognition competences
2. The preparation phase at job interview
3. During the job interview

Are you ready to proceed?

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DEFINE - COMPETENCES TASK 1

Please, think on what you are passionate about. Now, answer to these questions and write down your answers on papers/stick-note:

STEP 1

a. What you are good at?

b. In what are you really good at for your dream job?

c. Have you ever checked which job vacancies match to your dream-job?

STEP 2

a. Give a look to the last **LINK***, it's a platform of job offers.

b. Now, let's find the job vacancy closer to your dream job and pay attention on who and what the company is looking for.

c. As you can see, there is always a box with "**requirements**" (what the company is looking for (competences & life skills) and another box with "duties" (what you will do) and there is always a box with "**responsibilities**".

d. Now, define your competences and life skills.

TASK 2

OUTLINE

This task card is designed to equip you with the necessary info to make you aware of life skills. The ones you have already in your pocket (and you don't know!) or the ones you need to go deeper to understand better for valorizing them.

Be ready to

1. To surf in the most important soft skills for job (and life!) enviroment
2. To self-recognize your soft skills to valorize in the CV and job interview

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LINK: https://www.youtube.com/watch?v=tKKPUYfOkvw

LINK: https://www.youtube.com/watch?v=_336Q6eiDqQ

LINK: https://www.youtube.com/watch?v=zhpcgpqWc1Q

DEFINE - LIFE SKILLS

TASK 2

Soft skills include all qualities such as listening, communication, teamwork, flexibility, leadership and more. Therefore behavioral and relational qualities, which are very important in the workplace. These job skills allow the potential employer to evaluate how you might behave in the workplace.
In fact, while hard skills can be acquired or progressively strengthened through training courses, soft skills essentially depend on the person's inclinations.

STEP 1
Let's discover what life skills are and why you need them:
LINK: https://www.youtube.com/watch?v=0FFLFcB9xfQ

OUTLINE

"What Is Your Salary Expectation?"

This is one of the questions which can be asked during a job interview. Are you ready to answer?
It is not easy…we know that!

It's also difficult for us! But we can prepare ourselves to be ready on this page and to give not the right but at least to answer in a transparent way. Let's see how to get ready and how to be ready also to negotiate it!

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EXPECTATIONS VS REALITY

TASK 3

Is your professional dream-job more clear to you? Now let's start. To define a list of small objectives from now to one year to make them easier to reach. Are you ready to answer those questions? Great!

Write down your answer on sticky-note/paper.
a. What are you going to do in the next months to transform your professional dream-job into reality?
b. Are you studying to be good at it?
c. Or are you working to be good at it?
d. Do you have someone who can help you? Name them and write down how they can help you to reach your objectives.

TASK 4

OUTLINE

This task card is designed to equip you with the necessary
info to make you aware that the expected salary is
determined by skills, title and/or experience.
Is it necessary? **YES IT IS!**

That's why the self-assessment on competences, soft
and hard skills is foundamental.
Do you want to give it a look again to be sure you did it
well? If not, follow the **TASK 4!**

KEEPING UPDATED

SALARY EXPECTATIONS VS REALITY.

TASK 4

This time, we invite you to make a field visi Where? At the Job Union. There is a department addressed to the people with migrant backgrounds.

A Job Union represents the categories of workers in the defence of their rights and interests and promotes job and living standards between the various social and economic components of the community.

This is a good opportunity for you to get closer to some of the most important bodies who care about workers' rights. Here they can help you to find out about realistic salary expectations, but they can explain about the duties you have towards your employer.

Ask the referent all the questions you have in your mind: working hours, contract, salary range, workers' rights etc...
Prepare your list with questions!

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TIPS

Small tips to make things easier!

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Have a clear idea about what you really want to do.
Name your dream-job; name your professional title;
what kind of company you would like to be in...

1.Define your personal brand.
2.Improve your linguistic and communication skills.
3.Improve your collaboration skills.
4.Try to get an internship.
5.Create your local network
6.Motivate yourself because you can do it.

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Write down your school experience; name your abilities; list your job experiences; hobbies, sports. The following questions will facilitate you to indicate everything you have learned so far that can be useful in your work. Let's start to discover your competences:

a. Tell about what you have learned at school and during training or jobs you have done in the past.

b. What did you do best?

c. What were you least successful at? Why?

d. What were the things you liked the most? Why?

e. And the ones you liked least?

f. Make a list of the skills and abilities you have acquired during your life.

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Try to put on paper everything that comes in your mind because this everything can be fundamental for building your competences and can satisfy your needs in your job search. Everything is useful and worth of mentioning even if it seems stupid. Sometimes it is not for the employer!

Whatch this video to remind yourself what is important on your preparation:
LINK: **https://www.youtube.com/watch?v=rKqzQ5zIqgg**

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Consider those points carefully:
1. Demonstrate the development of your skills
2. Be honest and prepared with your salary research data
3. Provide a salary range

Watch this video to get more clear idea:
LINK: **https://www.youtube.com/watch?v=d2FO0IzSR7k**

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IF YOU WANT TO LEARN MORE...

ABOUT THE PROJECT

https://include-ce.eu/it/

REGISTER

ABOUT THE PARTNERS

MALTA - African Media Association Malta

ITALY - Arciragazzi Portici APS

CIPRO - CARDET

SPAGNA - Solidaridad Sin Fronteras

PORTUGAL - Mindshift

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THANK YOU

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INCLUSION AND DIGITAL EMPOWERMENT THROUGH CIRCULAR ECONOMY

Module Title: **How to define my professional objective.**

<table>
<tr><td style="background-color:#3cb371">

Assessment Exercise (10 questions)

</td></tr>
</table>

General Guidelines

1. **Align the quiz questions to the Learning Objectives.** *Avoid asking questions that test their short-term memory (e.g. when did this happen, who did what, etc.)*

2. *Write* **10 questions**

3. *Choose multiple-choice questions with* **a maximum of 3 choices (**2 distractors and one correct choice*).* **Underline the correct answer.**

4. *Make sure that the* **answer to each question is not obvious** *by creating distractor choices that make sense.*

5. *Avoid creating* **lengthy question stems** *and choices (each choice should be less than 20 words)*

6. *Choices should be approximately of the* **same length** *and should not include "all of the above" or "none of the above" as options.*

7. **Provide feedback for correct and all incorrect choices**. *Just stating that an answer is correct or incorrect is not constructive.*

Example

Question 1
Which of the following is a benefit of cause marketing for social enterprises?

1. *Increased product sales*
2. *Reduced operational costs*
3. <u>*Enhanced brand perception*</u>

Feedback
1. *Incorrect. While cause marketing may indirectly lead to increased product sales, it is not a direct benefit for social enterprises in the context of cause marketing. This is because….*

2. *Incorrect. Because marketing does not directly contribute to reducing operational costs for social enterprises. This is because….*

> 3. *Correct. Enhanced brand perception is a significant benefit of cause marketing for social enterprises. Collaborating with for-profit companies can elevate the social image and credibility of the social enterprise within the community.*

Question n.1

- **What is a competence?**

1. It is a hard job.
2. <u>It is the ability to do something successfully or efficiently.</u>
3. It refers to the attitude of a person.

Feedback

1. **Incorrect:** It is not a job but something like the ability to do something you are good at.

2. **Correct:** Exactly! Competence means that you can do something well. You can perform a task or job.

3. Incorrect: No. It refers to a series of demonstrable characteristics and skills that enable the performance of a job.

Question n.2

- **Personal competencies refer to the skills (or soft skills), knowledge, or qualities that define an individual's personality and attitude. Here are some examples of personal competencies: which one is the right one?**

1. <u>Adaptability and Flexibility</u>
2. Aggressive and not cooperative
3. Solo worker and extremely ambitious

Feedback

1.Correct: Recruiters look for someone who can show to be adaptable (to new ideas or trends for example!) and flexible (to adjust easily to different tasks) because both refer to an open mind.

2.Incorrect: No! Being aggressive will not satisfy the recruiters, colleagues and people in general!

3.Incorrect: While being ambitious has some attractiveness, it should not be too aggressive, in addition, working alone is not a good skill, especially if teamwork is promoted and part of the company culture.

Question n.3

- **Why is it important to self-recognize our skills and competences?**

1. Because it plays a crucial role in various aspects of life and work
2. Because it makes me a creative thinker.

Feedback

1.Correct: Because it plays a good role during your job interview. You can give a great impression to your recruiter.
2.Incorrect: No. It makes you a good worker with a great awareness about your own potentiality.

Question n.4

- **Is expected salary determined by skills, title and/or experience?**

1. YES.
2. NO.
3. No. It depends just on my own willingness.

Feedback

1.Correct: YES! It's true. More experience you have, more chances you to get a good salary.
2.Incorrect: Skills, title and experiences makes you feel more confident and so a more qualified worker.
3.Incorrect: It depends just on your own willingness to acquire skills, titles and experience.

Question n.5

- **Which criteria you must keep in consideration to calculate your salary expectations?**

1. A good network

2. A good CV

3. Age

Feedback

1.Incorrect: The network gives you a chance to get more opportunities to get a job, but the salary has a different criterion to be considered.

2.Incorrect: A very well-done CV is not enough!

3.Correct: Age is the key! Older experience you have, more qualified person you are.

Question n.6

- **What should you know before going to a job interview?**

1. To check about the company

2. To check that you have enough money to corrupt the interviewer

3. To visit a Job Union office and ask an officer to accompany you

Feedback :

1.Correct: Exactly! To take information about the company is a good step to understand how your insertion could be there.

2.Incorrect: You cannot try to corrupt an interviewer, it is against the law and you can be reported

3.Incorrect: A Job Union can support you once you have a job to defend your rights, but you must go alone to the job interview.

Question n.7

When you read a job vacancy, what "requirements" refers to?

1. Nothing important to consider during the job interview.
2. <u>What the company is looking for concerning competences & life skills</u>
3. It refers not to the candidate but to the boss of the company.

Feedback

1.Incorrect: Hey! When you read a job vacancy everything is important! Pay attention to each box posted.

2.Correct: Exactly! It refers to your competencies and skills that's why it's important for you to be aware.

3.Incorrect: It refers to the candidate and the more specific they are, the more they can attract the right candidate.

Question n.8

When you read a job vacancy, what box with "duties" refers to?

1. <u>What you will do in the company.</u>
2. Nothing important to consider during the job interview.
3. It refers not to the candidate but to the boss of the company.

Feedback

1.Correct: Exactly! It describes your tasks so when you will write down your motivational letter, you can be more precise.

2.Incorrect: Hey! When you read a job vacancy everything is important! Pay attention to each box posted.

3.Incorrect: It refers to the candidate and more specific they are, more you can fix them in your motivational letter.

Question n.9

When you read a job vacancy, what box with "responsibilities" refers to?

1. <u>What responsibility you will cover in the company.</u>
2. It refers not to the candidate but to the colleagues.
3. Nothing important to consider during the job interview.

Feedback

1.Correct: Exactly! It describes your responsibility so when you write down your motivational letter, you can be more precise in specifying which you can cover easily for experience.

2.Incorrect: It refers to the candidate and the more specific they are, the more you can fix them in your motivational letter.

3.Incorrect: Hey! When you read a job vacancy everything is important! Pay attention to each box posted.

Question n.10

What does "professional objectives" mean to you?

1. Professional objectives mean to me where I want to live.

2. Professional objectives means to me where I want to go in the professional environment, and which goals I want to reach.

3. I do not have any.

Feedback

1.Incorrect: No. It refers to your professional object. What you want to reach at a professional level.

2.Correct: Exactly! In this way it will be easier to take the giant's step to reach your goals.

3.Incorrect: What a pity! It will be very hard to start working and grew up in a company

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INCLUSION AND DIGITAL EMPOWERMENT
THROUGH CIRCULAR ECONOMY

MODULE 2

HOW TO CREATE A CV THROUGH THE COMPUTER

LET'S SEE WHAT MODULE N.2 IS ABOUT

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WHAT WILL YOU LEARN IN THIS MODULE?

To create a good digital CV, it is essential to understand why the CV is important in describing who we are and how our skills can be used. It is important to understand how to approach CV writing by distinguishing between the different types of CVs that exist, so that we can tell the best and most relevant story about ourselves for the job we are applying for.

Let's analyse the main digital platforms that allow both the guided creation and the alternative personalisation of your CV.

LEARNING OBJECTIVES

① Acquire practise and knowledge on where to find Europass and how to fill in.

② Acquired knowledge on the different CV formats and identify the best fitting to one's experience.

③ Understand digital platforms and how to use them.

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LEARNING OBJECTIVES

④ Learn the important elements to be able to adapt your CV according to the job offer.

⑤ Encourage creativity, originality, and attention to details.

⑥ To increase the skills to create a good CV.

LEARNING OUTCOMES

○ ○ ○

At the end of this module, you can

1 Be more aware of your skills.

2 Introduce yourself in a creative and original way.

3 Communicate your story clearly and efficiently.

LEARNING OUTCOMES

At the end of this module, you can

4 Understand the correct way to respond to a job offer with the correct CV format.

5 Present aspects of your personality that add value to your CV.

6 Recognize passions and experiences as important transferable skills.
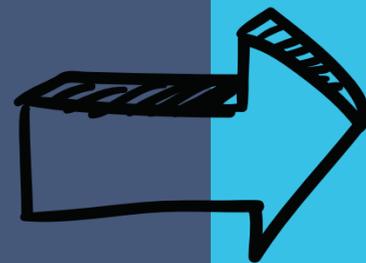
LEARNING CONTENTS

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Presenting your story in a concise and functional way may seem complicated, but learning to recognise the elements that tell about your qualities and skills will make it easier.

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WHAT DOES YOUR CV SAY ABOUT YOU?

A winning CV is one that is well structured and complete, even with little information, so starting with a self-analysis of your experience and skills is probably the best way to understand how to structure a CV well.

Remember: there are **different types of skills**, from innate to acquired.
Learn to recognise them so that you can enhance your level of self-awareness and improve your presentation.
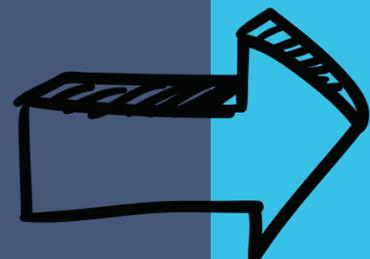
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LINK:https://www.cvmaker.uk/blog/cv//europass-cv

LINK:https://www.resumegiants.com/blog/what-is-a-digital-resume/

LINK:https://www.linkedin.com/pulse/what-digital-cv-why-should-you-have-one-jo-clancy-cipd/

DIGITAL PLATFORMS TO THE RESCUE!

Now you are probably wondering "How can I actually write the CV?". This is why it is important to be familiar with the main digital platforms, such as Europass, where you can create your CV in a guided and organized way, taking advantage of the various tips offered.

But, **how can these tips help you?**
1. You will learn how to adapt your CV to the job offer.
2. You will learn to select the right information to show to improve your CV.
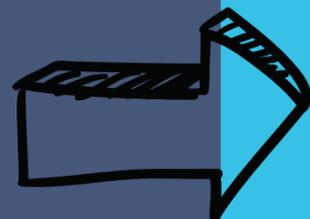**3.** You will learn the importance of presenting yourself coherently to what is required by the selection.

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LINK: https://t.ly/is6jO

LINK: https://www.youtube.com/watch?v=eaiw_lUMiQg

LINK:https://www.canva.com/it_it/curriculum-vitae/

CANVA AS AN ORIGINAL TOOL

Another important tool is Canva. This is a more modern and dynamic digital platform that allows you to create a personalized CV using colours, shapes, and graphics.

Why personalize your CV?!
1. You decide how you want to present yourself.
2. You demonstrate your uniqueness and originality.
3. You can communicate more than experiences.

LEARNING ACTIVITIES

TASK 1

OUTLINE

To create a functional and clear CV, you need to understand which type or format best suits your skills and the job offer. But first, it is necessary to identify the basic elements of digital platforms for creating a good digital curriculum. Let's discover the essential criteria to follow!

To get started, take a pen and paper. Make a note of all the essential tips!

KEEPING UPDATED

DIGITAL PLATFORMS TO THE RESCUE!

TASK 1

Having become aware of your potential, experience and skills, it is essential to understand what the company is asking for and how our job/life experience can be an added value to get that position. Well, if your profile matches the position, keep these **criteria** in mind to build and improve your CV before you apply:

1. CV platforms tend to separate your education, experience, and hobbies. Remember to highlight your originality.

2. Reading the offer and trying to get to know the company's mission will allow you to include the right keywords in your CV so that you will attract the attention of recruiters.

3. Highlight certain key words by using bold type.

4. Pay attention to the choice of colours, the photo and the layout. These elements can also say a lot about you.

TASK 2

OUTLINE

This task card aims to make you aware of your experience and skills by guiding you through the creation of a good digital CV.

The key question remains: how and where do I put information about myself?
Prepare yourself for a process of self-analysis, then discover the most used digital template that can help you write your CV.

...Let's go!

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LINK: https://europass.europa.eu/en *

LINK: https://www.youtube.com/watch?v=_fP43gcBywU

LINK: https://www.youtube.com/watch?v=SSbIU1Dh_Sk

LINK: https://www.youtube.com/watch?v=ycC_ZLFmRus

DIGITAL PLATFORMS TO THE RESCUE! - EUROPASS

TASK 2

As you know by now, there are a lot of models to write down your CV, you can choose it carefully according also to your style (professional, modern, creative etc.). For this session, we advise you to use the official page at EU because it is translated in all European languages and more.

Follow these steps:

1. Prepare yourself by looking at a CV and try to understand if it seems to be clear, direct, and impactful.
2. Create your "Login in" on the official Europass website*
3. Click on the window "Create my profile" and start filling with the information required.
4. Build a profile that best describes who you are - this is your personal profile to describe all your life, learning and work experiences.

OUTLINE

Another important digital tool is Canva.
It is allows to create a more modern and dynamic type of CV that can be used in certain contexts especially if you are applying as an artist in general.
The possibility to personalize your CV with colours, shapes, and graphics allows you to express your personality.

How would you describe yourself?

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CANVA AS AN ORIGINAL TOOL

TASK 3

LINK: **https://www.canva.com/create/cv/ ***

LINK: **https://www.youtube.com/watch?v=pfmE64LrgFM**

LINK: **https://www.youtube.com/watch?v=9AbUJjhIO3o**

Go on Canva official website* and register yourself.

Here you can find the CV templates that are already available on the Canva website and personalize your CV according to the criteria you learned in the previous sessions.

Here are three important tips to help you write a functional CV:

• Make sure that all the information is relevant and up to dated.

• Keep paragraphs short.

• Use bullet points rather than long sentences.

OUTLINE

By now it should be clear that the essence of a good CV is to present yourself as accurately, originally and concretely as possible.

In the previous tasks, you learned how to organize your skills and experience to give the best introduction to recruiters.

Now it is important to summarize the most effective strategies by looking at the details and the mistakes to avoid.

Ready to submit your final CV?!

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LINK: https://standout-cv.com/best-cv-formats

LINK: https://zety.com/blog/what-to-include-in-a-cv

LINK: https://standout-cv.com/cv/cv-personal-details

PAY ATTENTION TO DETAILS

TASK 4

You are ready to do your best, but don't rush.
Before submitting your CV to recruiters, read what you have written carefully and make sure it matches the company's demands.
Also, keep these steps as a **reminder**:

1. Understand which CV format best suits your presentation to a specific company (Chronological, Inverse Chronological, Creative, Europass, Functional Chronological or Mixed CV);
2. For the grammatical part – if you are not sure about your competences in the language of the hosting country – ask for some help;
3. Check if you have added ALL your personal information;
4. Print you first CV and let's check if there are some info you missed.

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TIPS

Small tips to make things easier!

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Identifying your skills may be difficult at first, but once you understand how to use them to your advantage, the next step is to find out how best to include them in your CV. By following these tips, in addition to what you have learned in the sessions, you will be able to do a great job!

1. Focus on your skills.
2. Understand which CV format best suits your presentation.
3. Remember to update your CV.
4. Highlight aspects of your character related to enriching experiences.

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By now, you will have learnt how digital platforms can be valuable resources to create a good CV. But even if the creation of your CV is guided, remember that you control the whole creative process. For this reason:

1. Take your time to become familiar with the different formats (such as Europass, Canva, Chronological, etc.) and test yourself.
2. Remember that the digital CV format tends to divide your presentation into sections and the best way to keep it readable and intuitive is to use highlighted keywords.
3. Be careful when you fill your CV because it is important that it describes you in the way you want.

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Remember that the opportunity to create a personalized CV allows you to show much more than just your experience! Your creativity and originality count here, but to keep your CV good, follow these tips:

1. Challenge yourself and try to express your personality in an original way;
2. Short paragraphs are more functional;
3. Organize your sections using bullet points rather than long sentences;
4. Talk about your passions as an added value to your presentation.

Anyway, don't be afraid to ask for clarification for any information!

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In order to present a CV that is impactful and, above all, consistent with the job offer, it is essential that it is carefully detailed.

So before you submit your CV, consider these points:

1. Remember not to use colours that are too bright or fonts that are extremely fancy.
2. Check if you have added ALL your personal information.
3. Make a selection of experiences that are consistent with the job offer, unless they add value to your presentation.

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IF YOU WANT TO LEARN MORE...

ABOUT THE PROJECT

https://include-ce.eu/it/

REGISTER

ABOUT THE PARTNERS

MALTA - African Media Association Malta
ITALY - Arciragazzi Portici APS
CIPRO - CARDET
SPAGNA - Solidaridad Sin Fronteras
PORTUGAL - Mindshift

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INCLUDE-CE
Inclusion and digital empowerment through circular economy

Module 2: HOW TO CREATE A CV THROUGH THE COMPUTER

1. **Is there any benefit in consulting other CVs before creating your own?**
   1. No, you would risk confusion or make it look similar.
   2. No, because everyone has a different set of experiences.
   3. <u>Yes, because by evaluating its impact, you can figure out how to set up your own.</u>

   1. Feedback:
   1. *Incorrect*: Creating a CV can be challenging at first, especially figuring out which experiences to include and where to place them, so looking at a prototype can be inspiring, but you don't have to copy that of course.
   2. *Incorrect*: Having different experiences does not mean that you cannot make observations about your own, considering if they can be enriched and adapted to the context.
   3. *Correct*: A good first impression of a CV is crucial, and looking at the pros and cons of a prototype can be very helpful in avoiding mistakes.

2. **Why use the Europass format?**
   1. Because it is the most famous.
   2. It automatically applies for jobs on your behalf.
   3. <u>Because it is required in specific sectors, it is also recognized and translated into all European languages, making it easier to share.</u>

   2. Feedback:
   1. *Incorrect*: It is not better known than other formats that reflect one's abilities equally well.
   2. *Incorrect*: Once you have created a CV, it is up to you to send it to the company you are applying to.
   3. *Correct*: It is a standardized format recognized throughout the European Union, to be used mainly in specific contexts.

3. **What are the benefits of customizing a CV?**
   1. Show recruiters your computer skills.
   2. <u>Demonstrate your personality and skills in a different and original way.</u>
   3. Show off your skills to the max.

   3. Feedback:
   1. *Incorrect*: Even though it may be an indicator of knowing how to use digital tools, it is not sufficient to prove one's digital skills.
   2. *Correct*: Personalizing a CV with meaningful elements says something about you and leaves a strong impact on the reader.
   3. *Incorrect:* Overstating information just to look good to potential employers can be exaggerated and counterproductive.

4. **What is a common mistake to avoid when creating a CV?**
   1. <u>Including typos and using poorly legible fonts.</u>
   2. Listing hobbies and interests partly relevant with the job.
   3. Keeping the CV too concise and focused on the graphics.

4. **Feedback:**
   1. *Correct*: Paying attention to details such as font formatting, typos and personal information is a sign of accuracy, that is a valuable thing to recruiters.
   2. *Incorrect:* Recruiters are interested in experience and skills that are in line with the company's mission; a CV full of irrelevant information is a reason for exclusion.
   3. *Incorrect:* The aesthetics of the CV should be considered and adapted to the job offer, but at the same time you should not lose focus on the content of what you are writing.

5. **What can help make your CV more impactful according to the module?**
   1. Adding as many details as possible to fill space.
   2. Using complicated and technical language.
   3. <u>Highlighting aspects of your personality related to valuable experiences.</u>

5. **Feedback:**
   1. *Incorrect*: It would only be a waste of time, better to have little information but real and valuable ones.
   2. *Incorrect*: Simple communication is more effective and impactful, avoiding complicating the recruiters' opinion of our CV.
   3. *Correct*: Any experience gained can be useful if it can represent added value to the company for which you are applying.

6. **What should you remember when creating a CV on Canva?**

   1. Use a lot of graphics and shapes to make it prettier.
   2. Make a long description for each section.
   3. <u>Avoid using bright colors and extremely fancy fonts.</u>

6. **Feedback:**
   1. *Incorrect*: Too many graphic customizations can make your CV unprofessional and confusing for those who read it.
   2. *Incorrect:* On Canva, the ideal is to create a one-page CV that focuses on concrete content, divided into short paragraphs, even better if they are bulleted lists.
   3. *Correct:* CVs that are too colorful or have strange fonts do not give a sense of expertise, so it is important to be creative but sober in your application.

7. **How can you adapt your CV to match a specific job offer?**
   1. <u>By using keywords that match your skills to the job requirements.</u>
   2. By listing every job you have ever had.

3. By making the CV as generic as possible to apply to any job.

7. Feedback:

1. *Correct:* The chance of your CV emerging to the recruiter's attention, guiding him/her through an impactful reading of your competences, increases if you use the right keywords.

2. *Incorrect*: There is no point in listing every job you have ever done in your life just to include experience, as this would only make the CV too long and inconsistent with the job offer.

3. *Incorrect*: Generic CVs lose because they say nothing about you and do not match the requirements of the job.

8. **Why is it important to start with a self analysis before creating a CV?**

　　1. <u>Because it helps to select the best elements to show your personality and skills.</u>

　　2. To be ready for listing all the experiences, interests, and hobbies you have ever had.

　　3. Because it reduces the time needed to write the CV.

8. Feedback:

1. *Correct*: To tell your story in the best possible way, and in a way that matches your job offer, you need to be clear about which elements to share and which to avoid.

2. *Incorrect*: There is no point in listing all your experience if it is not relevant to the job.

3. *Incorrect:* Making your CV right, considering your skills and personal history, takes time and depends on what you want to communicate.

9. **Is it correct to say that a CV can be made only in a creative or Europass format?**

　　1. Yes

　　2. <u>No</u>

9. Feedback:

1. *Incorrect:* These are just two of the many CV formats available. They all follow different criteria for compilation and presentation, depending on your needs.

2. *Correct:* We know that there are different formats, such as Professional or Chronological, etc., and the choice depends mainly on the job offer and how best to respond to it.

10. **Which of the following is an important element to check before submitting your CV?**

　　1. <u>To be sure that all personal information is correct and up to date.</u>

　　2. To have used as many colors and fancy fonts as possible to make your CV look good.

　　3. Have written long paragraphs to describe detailed experiences.

10.Feedback:

1. *Correct:* It is important to be precise, both to be contacted by recruiters and to present your skills.

2. *Incorrect:* Enriching the CV with too many fonts or colors can cause confusion and lead to the CV not being selected by the recruiter.

3. *Incorrect*: A long paragraph requires more time and attention to read, and very often a few concise paragraphs make more sense than long sentences.

LET'S SEE WHAT MODULE N.3 IS ABOUT

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WHAT WILL YOU LEARN IN THIS MODULE?

A motivational letter is an important document for job seekers and should be tailored to the company and job you are applying for.
Typically, it contains information about why the candidate should be the best choice for that job.
A good motivational letter should be compelling, present your distinguishing qualities, provide concrete examples, and end with a call for action.
Are you ready to write it?

LEARNING OBJECTIVES

① Learn to be short and concise but at the same time determined.

② To define a motivational or cover letter according to the job vacancy.

③ Acquire skills to analyse the CV and motivational letter to attach.

LEARNING OBJECTIVES

4 Acquire skills to analyse and to synthetize.

5 Develop analysis skills on the job vacancy.

6 Acquire and/or develop "citizenship competence" relevant for applying to a job position.

LEARNING OUTCOMES

○ ○ ○

At the end of this module, you can

1 Ability to read a job vacancy.

2 Be focus on your personal career objective.

3 Ability to talk about yourself and your experiences in a more discursive way.

LEARNING OUTCOMES

At the end of this module, you can

4 Be clear on personal skills related to the emotional and social sphere.

5 Understanding your added value in your local context.

6 To be decise to choose one company over another.

LEARNING CONTENTS

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A motivation letter is a document to be attached to your resume that allows you to talk about yourself and your experiences in a more discursive way.
A well-written motivation letter can capture the attention of recruiters and increases your opportunities to find a job.
So, let's start!

KEEPING UPDATED
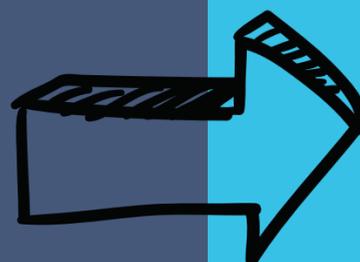
HOW TO WRITE A MOTIVATIONAL LETTER.

The motivation letter is an opportunity to provide additional information on your CV, to clarify a passage that may not seem clear or to highlight your motivations and skills in relation to the job role that the company is searching for.

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LINK: https://www.youtube.com/watch?v=nD6UuauKRT8

LINK: https://www.youtube.com/watch?v=QR_E16OsYKI

LINK: https://www.youtube.com/watch?v=1fZeuVkL-iE&list=PLxjGQaV8rAh0BS1ZKC-EM7NZWpgEqyQsE&index=4
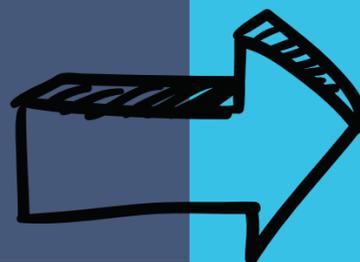
CREDIBILITY!

How to be clear, convincing, credible, and stimulating? Is that possible? Of course, it is!
The most important step is to tell the truth!
Because saying the truth you will not make any mistake during the interview.
Watch the video first and let's see how to be credible.
Take the motivation letter you wrote in the previous session.

Let's check if you have highlighted your motivations and skills in relation to the job position.

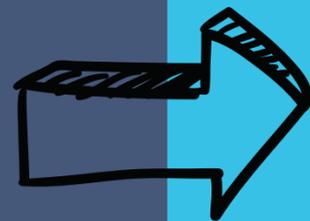# KEEPING UPDATED

DREAM JOB & JOB MARKET REALITY

Why did you choose that company? How to personalize the motivation letter on the job vacancy chosen? To whom address it?
Those are important points to keep in consideration. We have lo learn what the local market is looking for and how we can take advantage of this requirement.
Give a look to the example at the first link* – Bartender. Is it clear?

Now, let's discover where you can choose a job vacancy ad closer to your job idea. Let's see and start working on it.

LEARNING ACTIVITIES

OUTLINE

This task card is designed to equip you with the necessary skills to:

1. Learn to tailor yourself on the job vacancy you are applying for
2. To pay attention on what you write and it is not necessary to include
3. To understand your local job market.

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TITLE: WHERE I LIVE IN...

TASK 1

Do you know in which job context you are living it? Is it a rural area? Is it a city? Or do you live in a great touristic place? What is your added value in your context? Did you think about it? So, let's try to understand your social context.

Try to check info about the country/city you are living in and let's try to understand which kind of job fields are more popular and requiring youth.
If it is a rural area of course check if the agriculture field is looking for workers and if you have competences and skills to apply for. Indeed, if you are in a touristic city, do not forget that you have your mother tongue which can be your added value!

And if you do not find any space fitting to you, try with some inspirational platform! Watch the last video*

TASK 2

OUTLINE

This task card is designed to equip you with the necessary skills to:

1. Acquisition of "citizenship" competence
2. Understanding of the workplace culture
3. To identify your workplace culture

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WORKPLACE CULTURE.

TASK 2

When we want to get a job, we have to combine different cultures: our culture, country culture and workplace culture! But what make us aware is the understanding of how it works in the hosting country.

But here we will focus on workplace culture.
Understanding the workplace culture will facilitate your staying in the company.

Rispect, equity, freedom of speech, friendly policies are at the base of workplace culture.

It is foundamental because in this way not only enhances employee satisfaction but also enabling everyone to work in ways that best suit their strengths and competences.

TASK 3

OUTLINE

This task card is designed to equip you to:

1. Find your job vacancy AD dream.
2. Understand what the job vacancy is asking for
3. How to express your understanding in the ML

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good at...try it!

AM I REAL?

TASK 3

Please, check the links on the side, and let's check if we are ok with it. Follow those points

1. 1st link: Please, check the job vacancy closer to your competences and skills.

2. 2nd link: Now, read it carefull and visit the EU website. There are some info on how to write down your ML in different languages. You are free to choose your mothertongue.

3. 3rd link: Here you can go deep on how to write it.

Now, we think that you are really good at...try it!

TASK 4

OUTLINE

This task card is designed to equip you with the necessary skills to:

1. Learn to be short and concise but at the same time determined.
2. Learn to be clear and direct.
3. Being satisfied on the contents you have written.

KEEPING UPDATED

ML...SHORT AND CONCISE

TASK 4

First watch the videos and then...
You must write your Motivation Letter (ML) in not more than 30 lines.
o Describe in 8/9 lines the main information regarding your study/work background and your passions/skills.
o Explain in 8/9 lines why you would like to get that job.
Remember to put yourself from the reader's point of view!
Now, answer to those questions:
o Is it clear?
o Are you satisfied with it?
o Is it missing something you think is necessary and relevant to get the position?
If you answer "YES" to those questions so you are on the right...letter!

TIPS

Small tips to make things easier!

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Use simple, precise, and impactful language. More clear you are, more chances you can get.

Check some motivation letters on the web related and choose the one you prefer.

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Be sure that the soft skills are all those personal skills related to the emotional and social sphere. They are vital to get a job.

Chose a job vacancy you would like to apply for and closer to your job idea. It will be more easy for you to be credible.

It is important to know the country/city where we are living in as it is important to go around and visit it.

Check info about the country/city you are living in and let's try to understand which kind of job fields are more popular and requiring youth.

Acquire cultural, social and civic competence which facilitate your entry in the job system. So go out and train yourself!

Don't give up! You can do it!!

THANK YOU

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Module Title: MODULE 3_How to create a Motivation Letter.

● **Question n.1**

Why is the motivational letter an important document?
1. Because it contains information about the family.
2. <u>Because it contains the most relevant information about the candidate</u>
3. Because it is a document issued by the Municipality.

Feedback
1. **Incorrect:** it is about the candidate who is applying for the job and not about the family!
2. **Correct:** It is very important because it collects the fundamental information in a concise way to give to the recruiter.
3. **Incorrect:** It is issued by the candidate who is applying to the job vacancy. So, by you!

● **Question n.2**

When does a motivational letter represent a very good document?
1. <u>When it presents your distinguishing qualities, provide concrete examples, and end with a call for action.</u>
2. When everything is about the candidate.
3. When it is long and full of details.

Feedback
1. **Correct:** A well-written motivation letter has to capture the attention of recruiters and increases your opportunities to find a job.
2. **Incorrect:** Absolutely no! It must show your ability to analyze and synthesize your professional experience or in case you have any, to express your life skills value.
3. **Incorrect:** Absolutely no! It must be short and concise

● **Question n.3**

Is it possible to be clear, convincing, credible, and stimulating?

1. Maybe if you tell lies!
2. <u>Yes it is.</u>
3. No. It is not possible!

Feedback
1. **Incorrect**: NO! If you lie, it will be difficult to show your ability, knowledge in doing something because you don't have experience!
2. **Correct:** The most important step is to tell the truth! Because telling the truth you will not make any mistakes during the interview.
3. Incorrect: It is! You have just to be real and tell the truth. CREDIBILITY is your keyword!

● Question n.4

What you should consider when you apply for a job vacancy?
1. I do not need to consider anything!
2. I need to consider my dream and stop it!
3. <u>I've to consider some important points such as: what the local job market is looking for and how I can take advantage of this requirement.</u>

Feedback
1. **Incorrect:** Wrong! You have to learn what is around you and how it works the job market. Otherwise it will be really difficult for you to find a job.
2. **Incorrect:** Dreams are not enough! You need to study, you need to practice, you need to make experience.
3. **Correct:** Just understanding how it works at the local level can help you find your place in the local job market.

● Question n.5

Do you know in which job context you are living it?
1. No. I do not care.
2. <u>Yes, of course I know!</u>
3. It is not important to me. I'll leave this place.

Feedback
1. **Incorrect:** you need to change your attitude because it will be difficult for you to be integrated in the local community.
2. **Correct:** Bravo or Brava! This process will facilitate you to create your own relation and network. The job position will come easily to you!
3. **Incorrect:** Even if you are going to leave the place you are, you need to know the context wherever you go! It is really important for you to understand where you are settled.

● Question n.6

What do we mean with "citizenship" competences?
1. <u>We mean the ability to act as responsible citizens and to fully participate in civic and social life.</u>
2. We mean to not be responsible for what we do on a daily basis.
3. I do not know and I don't care about its meaning.

Feedback
1. **Correct:** Exactly! Those competences will give you the opportunity and the power to build a more democratic life also for young people like you.
2. **Incorrect:** It's the contrary! It's about being active, going out and making a difference, making the world a better place.
3. **Incorrect:** You should! For the recruiters "citizenship" competences have a great value on the workplace. Think about that!

● Question n.7

What is workplace Culture?
1. <u>It is a place where people share values, belief systems and attitudes.</u>
2. It is a place where people don't respect each other per culture.
3. It is a place where you the culture means to do everything.

Feedback
1. **Correct:** This is an important point to know about the company you are going to work for because it will give you the key to be in or to be off.
2. **Incorrect:** No! Respecting each other per culture is one of the important fundamental values to be engaged in a company.
3. **Incorrect:** Noooo! There are rules and values to respect. I do not think that you would love to work in a chaotic place!

● Question n.8

What is a positive work culture?
1. <u>It is a culture of respect, equity, freedom of speech, and friendly policies that are at the base of workplace culture.</u>
2. It is a culture which keeps in consideration just my culture!
3. It is minding my own business and working alone to avoid problems

Feedback
1. **Correct:** It is fundamental because in this way not only enhances employee satisfaction but also enables everyone to work in ways that best suit their strengths and competences
2. **Incorrect:** No! It's a culture that will facilitate not only your staying in the company but even the other's staying.
   Incorrect: Working alone is not appreciated and making friends and getting to know all cultures is good.

● Question n.9

What are the words mostly used to describe positive workplace cultures?
1. Teamwork, flexible, comfortable.
2. Negative, stressed, uncomfortable.

Feedback
1. **Correct:** Exactly! Open communication, mutual respect, shared goals, and a commitment to employee growth and development.
2. **Incorrect:** No. Absolutely no. In this way you will never get respect from your colleagues.

● Question n.10

How should the motivational letter be?
1. N.3 paragraphs: introduction (where I present my family), body (with the worst things I've experienced), and conclusion (bye bye to the recruiter).
2. N.3 paragraphs: introduction (where I present your intent), body (with the worst things I've experienced), and conclusion (to chatting with my ex colleagues).
3. N.3 paragraphs: introduction (where I present your intent), body (with the best bits from my experience), and conclusion (to thank the recruiter).

Feedback
1. **Incorrect:** You do not need to tell about your family (maybe just if the recruiter asks) and you must tell about your worst experiences and try to say thank your recruiter in a different way!
2. **Incorrect:** Never to tell about your ex colleagues! It is not good to chat, especially during a job interview!
3. **Correct:** Yes! This is the best way to write it.

LET'S SEE WHAT MODULE N.4 IS ABOUT

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WHAT WILL YOU LEARN IN THIS MODULE?

The module aims to provide users with practical experience navigating through main job platforms, empowering them to effectively search for employment opportunities. In fact, searching for a job through online platforms is necessary in such a technological context as the one we are currently living in.

LEARNING OBJECTIVES

1. To familiarize yourself with the main online job search platforms

2. To complete the registration to create your personal account

3. To create a comprehensive professional profile

LEARNING OBJECTIVES

(4) To improve the visibility of your professional profile

(5) To select job offers through different filters and search criteria

(6) To apply to job offers that suit your profile and acquire knowledge and skills to apply to offers

LEARNING OUTCOMES

● ● ●

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At the end of this module, you can

1 Identify and navigate the main online job search platforms and understand how they work

2 Register and create a personal account on the main job search platforms

3 Identify and select the relevant information to develop your professional profile

LEARNING OUTCOMES

At the end of this module, you can

4 Know and use the tools for increase the visibility of your professional profile

5 Understand how filters and search criteria work in the job search

6 Meet the requirements to apply for job offers

LEARNING CONTENTS

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You will gain a comprehensive understanding of how to navigate online job search platforms. You will learn the steps to create and register accounts, develop an appealing professional profile to distinguish yourself in a competitive job market. Moreover, you will concentrate on efficiently finding and applying to job opportunities that align with your professional qualifications and career goals.

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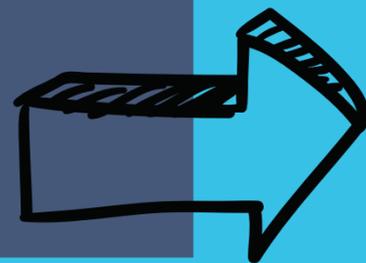
ACCOUNT REGISTRATION

You will become familiar with the process of creating accounts on the online job search platforms, by learning the necessary steps to register on these.

Before you begin, you must ensure that you have basic computer skills. Then, make sure you have access to your personal email and you have a working verification phone number to expedite the creation of your personal account.

To register on job search platforms, you will need your email and phone number to confirm your identity and you will enter your personal information to finish creating your personal account.

Keeping Updated

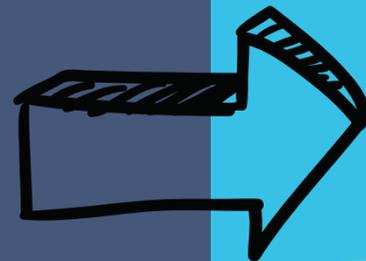LINK:https://www.youtube.com/watch?v=zd4ALKv8Das

LINK: https://www.youtube.com/watch?v=Ps_HOtDGTU0

My New and Interesting Professional Profile!

You will create an interesting professional profile on job search platforms to stand out among other candidates and to attract potential employers, as our current job market is always more competitive.

Collect information about your education, work experience and skills; also prepare a professional photo for your profile.

You will learn how to improve your professional profile on job search platforms to increase your visibility to employers, by highlighting your achievements and skills that are relevant to your target industry.

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LINK:

https://www.youtube.com/watch?v=NFZAzOxWBcU

LINK:

https://www.youtube.com/watch?v=tsxkgLM71dA

JOB OFFERS AND APPLICATION

You will focus on effectively searching for job offers and applying to those that align with your professional profile.

Make sure you are familiar with the basics of navigating job search platforms.

You will explore various strategies and techniques for finding job offers and applying to them.
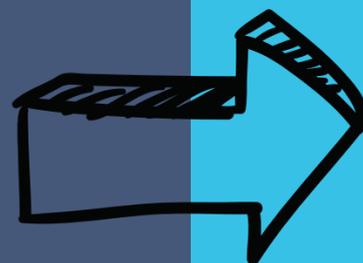
LEARNING ACTIVITIES

OUTLINE

In order to use online job search platforms, it is necessary to have a personal account in each of them.

The main job search platforms are:

- Infojobs (www.infojobs.net), which is the most simple;
- Indeed (www.indeed.es), which is the most popular;
- Linkedin (www.linkedin.com), which is the most professional.

Click on the link of the most popular platforms and look for the registration button on each of them: this button is often indicated with JOIN NOW or SIGN IN!

Keeping Updated

SIGNING UP!

TASK 1

To register, it is necessary to create a personal account that you can access through a username and password. You can use your personal email as your username! However, you must create a password that, for security reasons, must meet the complexity requirements. Grab a paper and a pen and start creating a secure password that you can easily remember!

OUTLINE

The online job search will be more efficient if you add some important information to your profile such as your work experience and your training and studies. In the event that you have little or no work experience and/or training and studies, you can add your qualities or skills that can contribute to the job you are looking for (for example: determination, punctuality, customer service, knowledge of languages, activities volunteering). Additionally, some job search platforms allow you to upload your CV if you have it in PDF.

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LINK: https://www.youtube.com/watch?v=9BdbGZtnFnQ

LINK: https://www.youtube.com/watch?v=38iLWnRmC40

BUILDING A PROFESSIONAL PROFILE

TASK 2

Here are some instructions to follow to increase the visibility of your professional profile:

Optimize your profile by filling out all relevant fields and using keywords relevant to your work sector

Connections are very important! You can expand your network by participating in networking events, joining online professional groups and communities, or connecting with colleagues, past co-workers, and other professionals

If possible, you can request recommendations to increase the credibility of your profile.

Customize your profile settings for maximum visibility

Remember to keep your profile updated!

TASK 3

OUTLINE

"You can use filters and search criteria to narrow down job listings according to your preferences. For example, you can do a more specific search by entering the job type or job sector you are looking for, the city, region or area in which you want to work. You will get the results that best adapt to your profile and your needs at the same time.

P.S. On some platforms you have to specify that you are looking for a job and not that you are going to publish a job offer.

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LINK:https://www.youtube.com/watch?v=1slzKk9vH2w

LINK:https://www.youtube.com/watch?v=-qvHCcEYlDg

LINK:https://www.youtube.com/watch?v=NTIBXS7pbBs

APPLY TO JOB OFFERS

TASK 3

Once you have selected the offers that interest you the most, you need to make sure they meet all the requirements to finally be able to apply for them.

In the event that you need to meet any requirement, you can prepare to acquire the necessary knowledge and skills to be able to apply for the job offers that interest you or that the position you want to fill requires.

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TIPS

Small tips to make things easier!

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Remember to confirm your email address to complete the registration process.

Keep your login credentials (username and password) in a safe place and avoid sharing them with others.

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Use a professional photo for your profile to make a good first impression.

Regularly update your profile to reflect any changes in your career.

Stay organized by keeping track of the jobs you have applied for and any follow-up actions required. Regularly check your email for any notifications or updates from the job search platforms.

Familiarize yourself with the features and functionalities of the platforms to make the most out of your job search experience.

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IF YOU WANT TO LEARN MORE...

ABOUT THE PROJECT

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REGISTER

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Module Title: M4 - How to create a profile on the main online job search platforms

Assessment Exercise (10 questions)

1.What credentials do you need to register on the job search platforms?

A)   Username and password
B) Name and surname
C)   Phone number and address

Feedback

A) ***Correct***. These credentials are important for setting up your personal account, securing your information and allowing you to log in to the platform later.
B) ***Incorrect***. Your name and surname are information required when creating a profile or filling out your account details on job search platforms.
C) ***Incorrect***. These details are used for identity verification, communication and background information but they are not used to access your account.

2.What should you consider when creating a password for your personal account?

A)   It should be your date of birth
B) It should meet complexity requirements for security reasons
C)   It should be easy to guess

Feedback

A) ***Incorrect***. Using personal information, such as your date of birth, as a password is not recommended because it is often easily guessed or discovered by others.
B) ***Correct***. Complex passwords are harder for hackers to guess or crack, thereby protecting your personal account from unauthorized access.
C) ***Incorrect***. Common or simple passwords (like "123" or "abcd") are highly vulnerable to attacks.

3.What information is needed to create your professional profile?

A)   School grades and graduation grade
B) Nationality and physical characteristics
C)   Education, work experience and skills

Feedback

A) ***Incorrect***. They are not typically the primary focus of a professional profile.

B) ***Incorrect***. These personal details do not impact your professional capabilities.

C) ***Correct***. These elements provide potential employers with an understanding of your background, qualifications and professional experiences that help you stand out, demonstrating your suitability for positions in your target industry.

4. Which tool is not needed to increase the visibility of your professional profile?

A) Keep your profile updated
B) Customize your profile settings for maximum visibility
C) Add work experience you have never had

Feedback

A) ***Incorrect***. An updated profile signals that you are active and engaged in your career development.

B) ***Incorrect***. This helps you reach a broader audience and enhances your chances of being noticed for job opportunities by recruiters and potential employers.

C) ***Correct***. Falsifying information on your professional profile can lead to serious consequences, such as loss of credibility, potential job offers being rescinded and damage to your professional reputation; authenticity and honesty are key to building trust with potential employers and maintaining a professional integrity.

5. How can you select job offers?

A) By searching for the highest-paying jobs only
B) By using filters and search criteria

Feedback

A) ***Incorrect***. It is not an effective method for selecting job offers that align with your professional profile and career goals because it overlooks other important factors.

B) ***Correct***. Filters allow you to narrow down job listings based on specific parameters (such as job type, industry, location, salary range and experience level) and ensure that the job offers are tailored to your preferences, making it easier to find roles that match your professional profile and career goals.

6. What do you need to do before applying to a job offer?

A) Meet all the requirements
B) Expand your network
C) Request recommendations

Feedback

A) ***Correct***. Meeting the requirements increases your chances of being considered for the position and demonstrates to the employer that you are a suitable candidate for the role.

B) ***Incorrect***. It is not a prerequisite for applying to a specific job offer.

C) ***Incorrect***. Recommendations can be valuable additions to your application, but meeting the requirements specified in the job posting is the primary consideration before applying.

7.Which of the following is a specific platform for online job searching?

A) Linkedin
B) Youtube
C) Facebook

Feedback

Correct. LinkedIn is specifically designed for professional networking and online job searching. It allows users to create profiles showcasing their professional experiences, skills, and education, and provides tools for job searching, applying to job postings, and networking with industry professionals. It is widely recognized as the premier platform for job seekers and employers.

Incorrect. YouTube is a video-sharing platform primarily used for uploading, sharing, and viewing videos. While it can be used for career-related content like tutorials, educational videos, and even personal branding, it is not designed specifically for job searching. Job postings and applications are not a central feature of YouTube.

Incorrect. Facebook is a social media platform designed for connecting with friends, sharing updates, and engaging in social interactions. Although Facebook has introduced some features related to job postings and business pages, it is not primarily focused on job searching. Its main purpose remains social networking and content sharing among friends and communities.

8.Why is it important to create a comprehensive professional profile?

Feedback
A) To share it with my friends
B) To stand out among other candidates and to attract potential employers
C) To enroll in university

Incorrect. Sharing your professional profile with friends is not the primary purpose of creating it. While friends may offer support and possibly networking opportunities, the main goal of a professional profile is to present your credentials to potential employers and professional connections, not just your social circle.

Correct. Creating a comprehensive professional profile is important because it helps you highlight your skills, experience, and qualifications, making you more attractive to potential employers. A detailed and well-crafted profile can differentiate you from other candidates,

increasing your chances of getting noticed and being considered for job opportunities. This is the primary reason for having a thorough professional profile on platforms like LinkedIn.

Incorrect. Enrolling in a university typically requires submitting academic records, personal statements, and letters of recommendation, not a comprehensive professional profile. While a professional profile might be useful in showcasing your experience for certain academic programs or for applying to business schools, it is not generally a requirement for most university applications. The primary use of a professional profile is to seek employment and professional opportunities, not academic enrollment.

9.Which of the following qualities or skills can be useful if you have no training or work experience?

Feedback
A) Keep your profile updated
B) Have accounts on social networks
C) Knowledge of languages

Incorrect. While keeping your profile updated is a good practice, it is not a skill or quality that inherently adds value if you lack training or work experience. It's more of a maintenance task that ensures your professional presence is current. However, without substantial content (skills, experiences, accomplishments), merely updating your profile doesn't provide a significant advantage.

Incorrect. Simply having accounts on social networks does not inherently provide useful skills or qualities. While being active on social media can help with networking and personal branding, it is not a substitute for having concrete skills or experiences. Social media presence alone is unlikely to impress employers unless it demonstrates relevant skills, such as marketing, content creation, or professional networking.

Correct. Knowledge of languages is a valuable skill that can be beneficial even if you have no formal training or work experience. Being multilingual can open up opportunities in various fields such as customer service, translation, tourism, and international business. It demonstrates cognitive skills, cultural awareness, and the ability to communicate with a broader range of people, making it a useful asset to potential employers.

10.What does the use of filters and criteria allow you to do?

Feedback
A) Discard jobs that do not fit your profile and your needs at the same time
B) Find the job with the highest salary
C) Be hired immediately

Correct. The use of filters and criteria in job searching platforms allows you to narrow down job listings to those that match your specific qualifications, preferences, and requirements. This helps in efficiently discarding jobs that do not align with your profile and needs, such as location, salary range, required skills, and job type. This targeted approach saves time and increases the likelihood of finding suitable job opportunities.

Incorrect. While filters can help you search for jobs within a certain salary range, they do not necessarily guarantee finding the job with the highest salary. Salary is just one of many criteria that can be used in a job search, and the highest-paying job may not always be the best fit for your skills, experience, or career goals. Moreover, focusing solely on salary overlooks other important factors like job satisfaction, company culture, and growth opportunities.

Incorrect. Using filters and criteria helps in identifying suitable job listings but does not directly lead to immediate hiring. The hiring process typically involves multiple steps, including submitting applications, interviews, and assessments. While filters can streamline the job search process, they do not bypass the necessary stages of recruitment and selection that follow after you apply for a job.

LET'S SEE WHAT MODULE N.5 IS ABOUT

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WHAT WILL YOU LEARN IN THIS MODULE?

In this module, we will dive into the essentials of acing a job interview over the phone.

You will learn how to prepare effectively, make a strong impression even without visual cues, and handle questions with confidence.

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LEARNING OBJECTIVES

① Master the art of introducing yourself in a phone setting, highlighting your relevance to the job.

② Learn to articulate your answers clearly and concisely, focusing on your achievements.

③ Effectively communicate how your values align with the company's culture and how you can contribute to their goals.

LEARNING OBJECTIVES

4 Learn techniques for handling challenging questions and turning them into opportunities to highlight your strengths and problem-solving abilities.

5 Master the art of concluding the interview with confidence, leaving a positive and lasting impression on the interviewer.

6 Learn to ask insightful questions that demonstrate your genuine interest in the role and the company.

LEARNING OUTCOMES

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At the end of this module, you can

1 Understand the structure of phone interviews

2 Effectively communicate your strengths and achievements in a phone interview

3 Use the STAR technique to answer questions

LEARNING OUTCOMES

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At the end of this module, you can

4 Answer common interview questions with clarity and confidence

5 Research an employer's culture, values and recent achievements and demonstrate your interest in them.

6 Have an impact by making a closing statement, asking thoughtful questions and doing a post-interview follow-up.

LEARNING CONTENTS

In this session, we'll unlock the secrets to a successful phone interview.

Get ready to make a memorable first impression without seeing your interviewer face-to-face.

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LINK:https://www.youtube.com/watch?v=UWQ2hciRW84&t=50s

INTRODUCTION TO PHONE INTERVIEWS

- Phone interviews are usually a screening stage before a face-to-face interview.
- They are an opportunity to make a good first impression to a prospective employer
- A good approach to do well in phone interviews is to think of them in 3 stages:
  - Preparation for the interview
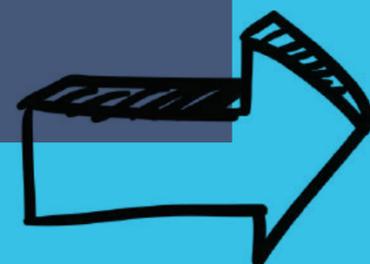 - Conducting the interview
  - Closing the interview and following-up

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PHONE INTERVIEW PREPARATION

- Research the company/organisation (their website, social media presence, word of mouth, Reddit, Glassdoor)
- Do the organisation's values match yours?
- Make sure you understand the business
- Study the job description. How well do your qualifications, skills and experience match it? If possible, ask questions before the interview to understand it better
- Acknowledge the invitation, confirm the date and time and the expected duration. You can also ask if you are expected to prepare in a particular way.
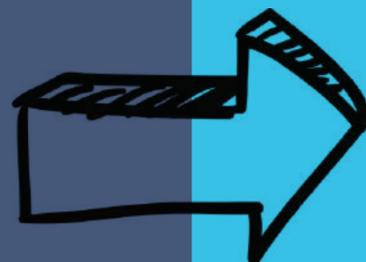
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LINK: **Tutorial on phone interview techniques**

LINK: **Examples of successful phone interviews**

TECHNIQUES

It's important to prepare by finding ways to match key strengths and achievements with duties and responsibilities of the vacant position's job description.
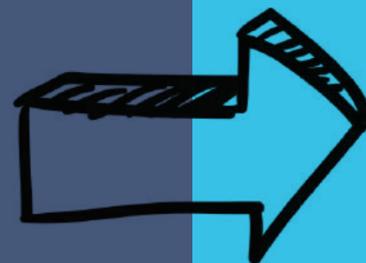
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NAVIGATING COMPLEX QUESTIONS

- Think of the common questions you expect to be asked. Note them down.
- Be prepared to be asked some uncomfortable questions.
- Write down your answers to them. Think of how you can turn these to opportunities to show your strengths and achievements.
- Rehearse answering them - either role play with a friend or record yourself at home

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LINK: <u>star-interview-method</u>

LINK: <u>How to use the STAR technique</u>
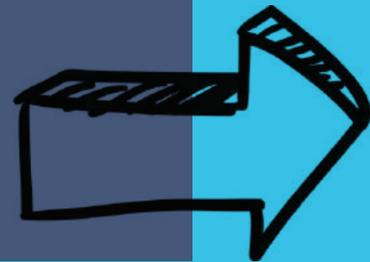
INTO PHONE INTERVIEW

Dive deeper into phone interview tactics by mastering responses to complex questions and learning to engage in meaningful conversations that showcase your knowledge and fit for the role.

Let's also ensure your voice conveys the professionalism and enthusiasm that employers seek.
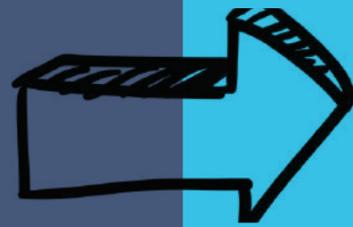
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LINK: **5 tough interview question and how to handle them**

FOLLOWING UP

Concluding the conversation is equally important as your introduction to the interview: it's an opportunity to make a good lasting impression! Ask the questions you prepared in advance to show your interest in the organisation and the position. Using the notes you took during the interview, think of additional, relevant questions to ask. It will show you paid attention to the conversation and that you really want to find out more. Have an ending statement ready to use that combines your match with the role and your enthusiasm to join the organisation. Don't forget to thank the interviewer for considering you and giving you the opportunity to interview

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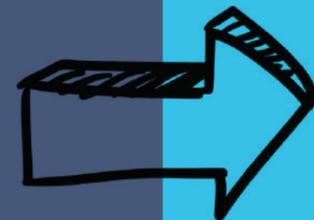
CONCLUDING STRONGLY AND FOLLOWING UP

Learn to wrap up your phone interview on a high note, ensuring you leave a memorable impression.

You can also send a 'Thank You' email afterwards and say how much you enjoyed the telephone conversation and hope to be considered for the next stage.

LEARNING ACTIVITIES

TASK 1

OUTLINE

This task card is designed to equip you with the skills to:

1. Prepare for a phone interview

2. Practice your introduction and answering questions

3. Reflect on your interview performance

   By recording yourself in a mock interview.

   Are you ready to proceed?

KEEPING UPDATED

LINK: **how-to-ace-phone-interviews**

LINK: **phone-interview-preparation**

LINK: **BEST Phone Interview Tips - How to Prepare with SAMPLE Practice Questions!**

LINK: **Easily pass the phone screen interview**

INTRODUCTION TO PHONE INTERVIEWS

TASK 1

1. Compile a list of your key strengths, and achievements. Have a copy of the job description, your resume and notepad.
2. Using a smartphone or other device, record a mock introduction of yourself, then playback and evaluate.
3. Practice answering common interview questions and record your responses.
4. Reflect on your introduction and answers.
   - Were you clear and confident?
   - How can you improve?

TASK 2

OUTLINE

This task card is designed to help you to demonstrate your interest for the job through:

1. Researching the company's culture, values and recent achievements and preparing responses to reflect your fit
2. Navigating through difficult questions with ease and confidence
3. Turning challenging questions into opportunities to highlight your strengths and problem-solving abilities

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NAVIGATE YOUR WAY THROUGH DIFFICULTIES

TASK 2

1. Create a list of your values and achievements that match the company's culture. Practice articulating these alignments in response to typical interview questions.
2. Participate in a role play exercise focusing on challenging questions.
3. Use the STAR (Situation, Task, Action, Result) technique to structure your answers.
4. Reflect on how you handled difficult questions.

TASK 3

OUTLINE

This task card is designed to teach you:

- to prepare engaging questions for the interviewer
- how to wrap up your phone interview on a high note ensuring you leave a memorable impression
- how to conclude the conversation
- the art - of the follow-up

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CONCLUDING STRONGLY AND FOLLOWING UP

TASK 3

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1. Prepare a list of 2-3 insightful questions. Role play asking your questions at the end of the interview.
2. Evaluate the relevance and impact of each question
   a. Were they effective in demonstrating your enthusiasm and fit for the role?
   b. How could they be improved?
3. Draft a closing statement showing your interest and thanking the interviewer. Practice delivering it. How smooth was your delivery?

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TIPS

Small tips to make things easier!

- Find a quiet place to be during the interview, away from background noise and distractions.
- Charge your phone and have another means of communication ready if your phone doesn't work.
- Find ways to calm your nerves and have a glass of water handy.
- Smile as you speak to convey positivity. Even if not on camera, smiling makes you sound enthusiastic.
- Stand up to project your voice better.

https://www.themuse.com/advice/phone-interview-tips-preparation

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- Remember to pause briefly before answering; it shows thoughtfulness and helps in formulating clearer responses.
- Engage the interviewer with thoughtful questions about the company and role to demonstrate your genuine interest.
- Choose questions that show you've done your homework and are already thinking about how you can contribute.
- Always express gratitude for the interviewer's time and reiterate your interest in the role.

8-phone-interview-tips-to-help-you-land-that-new-job

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Consider these points carefully:

- Listen attentively

- Speak clearly, in a polite and professional manner

- Take notes of important information given

- Showcase your achievements without sounding boastful

- Show gratitude for past opportunities provided. Good character and a positive attitude prevail over qualifications and skills that can be taught

- Thank the interviewer(s) at the end for their consideration

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IF YOU WANT TO LEARN MORE...

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👍 xxxxxxxxxxxxxx

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Module 5: How to Conduct a job interview over the phone

Assessment Exercise (10 questions)

1. Why is it important to prepare for a phone interview by matching your strengths with the job description?

A) To demonstrate professionalism
B) To showcase your specific qualifications for the job
C) To ensure that the interview is short

Feedback
Incorrect. While professionalism is important, this choice does not directly address the need to match skills with job requirements.
Correct. This directly aligns your strengths with the needs of the position, demonstrating your suitability.
Incorrect. The length of the interview is not relevant to matching your strengths with the job description.

2. What should your voice convey during a telephone interview?

A) Uncertainty and hesitation
B) Professionalism and enthusiasm
C) Disinterest in the job

Feedback
Incorrect. Conveying uncertainty can negatively impact the interviewer's perception of your confidence and suitability.
Correct. A professional and enthusiastic tone can positively influence the interviewer's perception and demonstrate your interest in the role.
Incorrect. Showing disinterest is counterproductive and will likely result in a negative outcome.

3. Mastering responses to complex questions helps you:

A) Avoid discussing your qualifications
B) Engage in meaningful conversations that demonstrate your fit for the role
C) Shorten the duration of the interview

Feedback

Incorrect. You should highlight your qualifications during the interview, not avoid discussing them.
Correct. Demonstrating your ability to handle complex questions shows your competence and fit for the role.
 Incorrect. Handling complex questions well does not necessarily shorten the interview, but it does help in showcasing your knowledge.

4. Which of the following is crucial when concluding a phone interview?

A) Leaving a memorable impression
B) Asking personal questions
C) Ending the call abruptly

Feedback

- **Correct.** A strong conclusion helps ensure you are remembered positively.
- Incorrect. Personal questions are generally inappropriate in a professional interview.
- Incorrect. Abruptly ending the call can leave a negative impression.

5. When concluding a phone interview, you should:

A) Avoid asking any questions
B) Ask thoughtful questions that show your preparation and interest
C) Promise to call the interviewer daily for updates

Feedback

- Incorrect. Asking questions shows interest and engagement.

- **Correct.** This demonstrates your initiative and genuine interest in the role.

- Incorrect. This can be seen as overly aggressive and inappropriate.

6. Why should you smile when speaking on the phone during an interview?

A) It makes you sound more enthusiastic
B) It is visible to the interviewer
 C) It prolongs the conversation

Feedback

 - **Correct**. Smiling can change the tone of your voice, making you sound positive and enthusiastic.

- Incorrect. The interviewer cannot see you, but the smile affects how you sound.

- Incorrect. Smiling doesn't directly impact the length of the conversation.

7. What is the benefit of standing up during a phone interview?

A) It helps to project your voice better

 B) It makes you feel more nervous

C) It is required by interview etiquette

Feedback

- **Correct.** Standing can help your voice sound stronger and clearer.

- Incorrect. Standing can help in reducing nervousness by making you feel more engaged and dynamic.

- Incorrect. There is no such requirement, but it can help improve voice projection.

8. Why is it advisable to pause briefly before answering a question in a phone interview?

A) It shows thoughtfulness and helps formulate clearer responses

B) It indicates a lack of knowledge

C) It allows you to change the subject

Feedback

- **Correct.** A brief pause allows you to collect your thoughts and respond more coherently.

- Incorrect. A thoughtful pause is a normal part of conversation and can improve communication clarity.

- Incorrect. Changing the subject abruptly can be seen as evasive.

9. What should you do to engage the interviewer effectively?

A) Talk continuously without pausing

B) <u>Ask thoughtful questions about the company and role</u>

C) Discuss unrelated topics

Feedback

- Incorrect. This can overwhelm the interviewer and hinder meaningful dialogue.

- Correct. This shows that you are informed and genuinely interested in the position.

- Incorrect. Staying on topic is crucial to demonstrate your focus and relevance.

10. At the end of the phone interview, you should:

A) Hang up quickly

 B) <u>Thank the interviewer for their time and reiterate your interest in the role</u>

C) Avoid mentioning your interest in the role

Feedback

- Incorrect. Ending the call abruptly is rude and unprofessional.

- Correct. This polite conclusion reinforces your interest and leaves a positive impression.

- Incorrect. It is important to express your enthusiasm for the position at the end of the interview.
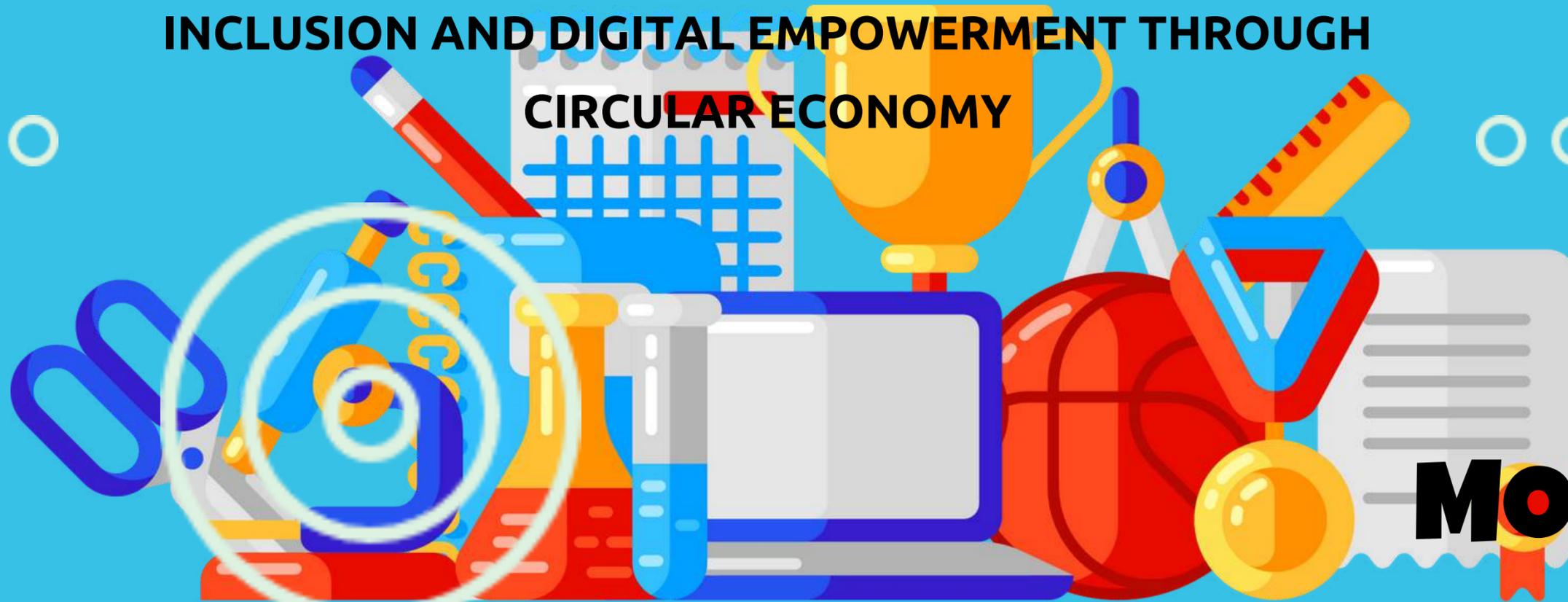
LET'S SEE WHAT MODULE N.6 IS ABOUT

WHAT WILL YOU LEARN IN THIS MODULE?

Welcome to our module on conducting job interviews via videoconference!
Since Covid 2019, a specific aspect of technology is part of our life forever, it is video conferencing. Being ready for an online conversation, whether it is a job interview, a school lesson, or a meeting with distant friends/family, has specific characteristics that must be mastered. In this module, you'll learn all about getting prepared for a video interview.
Are you ready?

LEARNING OBJECTIVES

① Analyze real-life examples of virtual interviews to identify effective strategies and areas for improvement.

② Compare and contrast the dynamics of in-person and online interviews to understand their unique characteristics.

③ Understand the meaning of video interviews and their impact on the hiring process (Remote work possibilities).

LEARNING OBJECTIVES

④ Learn how to create an optimal interview setup.

⑤ Improve Articulation and Pronunciation.

⑥ Enhance Interview Performance.

LEARNING OUTCOMES

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At the end of this module, you can

1 Develop proficiency in online interview techniques, including effective communication and presentation skills.

2 Gain a thorough understanding of the importance of preparation and professionalism in virtual job interviews.

3 Acquire strategies for showcasing skills and experiences effectively during online interviews to impress prospective employers.

LEARNING OUTCOMES

At the end of this module, you can

4 Learn how to navigate technical challenges and optimize your virtual interview setup for effective communication.

5 Enhance confidence and self-assurance to perform well in online job interviews, projecting professionalism and enthusiasm.

6 Master the art of follow-up etiquette, including post-interview communication and thank-you notes, to leave a lasting positive impression on potential employers.

LEARNING CONTENTS

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Appearance is everything when trying to make an impact. Recruiters need to see a confident person well-dressed, clean-shaven and with a nice make-up, well articulated, even if it is on camera.
You will learn to prepare your appearance and your camera background and audio, set all your video conferencing platforms to avoid any technical issue.
You will learn the importance of tongue twisters, vocal exercises to warm your voice, and practice eye contact.
You will learn the importance of being prepared to any sort of questions with focus and confidence.

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LINK: https://rb.gy/l11rce

LINK: https://rb.gy/kj9q0y
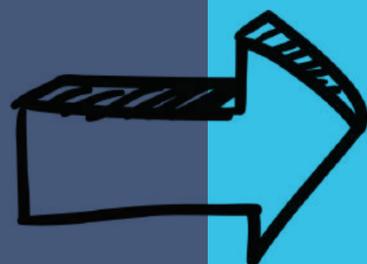
VIRTUAL JOB INTERVIEWS

Step confidently into the world of virtual job interviews! In this guide, we'll show you everything you need to know about navigating video interviews with employers.

Think of it as your backstage pass to showcase your skills and personality from the comfort of your own home. Let's dive in and make a great impression together!

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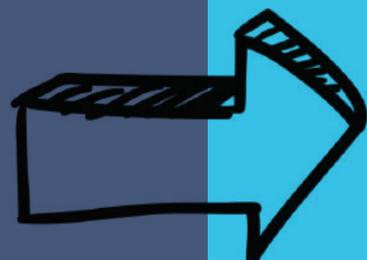
GETTING READY FOR...

Getting ready for a job interview can be exciting but also a bit stressful, especially when it's happening online. But don't worry! With the right preparation, you can shine in your virtual interview.

First, make sure your tech is ready. Test your computer or phone, camera, and microphone ahead of time to avoid any last-minute technical issue. Find a quiet, well-lit space where you won't be interrupted, and make sure your background is clean and professional.

A TIP!

Ideally a white background, or one with a nice green plant.

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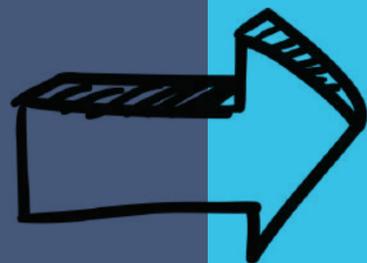
TO WEAR OR NOT TO WEAR...

Next, dress the part. Even though you're not in a physical office, dressing professionally will help you feel confident and make a great impression.
For men, groom well and wear your best white shirt and /or jacket.
For women, put on a nice, but discreet make up and a nice blouse.

Also, be sure to practice common interview questions. Think about your skills and experiences and how they make you a perfect fit for the job.

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LINK: http://tiny.cc/29znyz

LINK: https://www.youtube.com/watch?v=JaEHWuyCZQ4

LET'S PRACTISE!

Learn how to communicate effectively during job interviews, improving vocalization and warming up the voice!
Catch in those videos tips and advices and let's start practices.
Now, you'll find some activities and exercises to help you prepare even better for your interview.

Good luck!
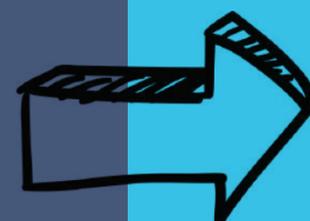
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LEARNING ACTIVITIES

TASK 1

OUTLINE

In this session, you'll get :

- An introduction to the concept of video interviews and discuss their importance in today's job market.
- You'll explore how video interviews differ from traditional in-person interviews.

Get ready for the session by ensuring your device (laptop, computer, or phone) is equipped with a working webcam.
If available, use headphones for better sound quality.
Familiarize yourself with the list of interview questions provided.

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LINK: http://tiny.cc/3jznyz

VIDEO SAMPLES

TASK 1

Viewing: You will see pre-selected video clips of virtual job interviews at the left side of this page.

Observation: Now, watch the videos, either individually or in small groups.

Discussion: After viewing the videos, discuss your observations and insights with your peers.

Analysis: Guided by specific questions, analyze different aspects of the interviews, such as communication skills and body language.

Identification: identify both strengths and weaknesses in the interviewees' performance.

Strategy: In small groups or pairs, brainstorm and share strategies to improve your own virtual interview skills based on the analysis.

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TASK 2

OUTLINE

In this session, you will

- Prepare yourself by learning how to use the platform and how to set up a proper interview.
- Learn essential tips to ensure a smooth and professional video interview experience.

Get ready:

Prepare a brief introduction about yourself.

Download and familiarize yourself with the different platforms the recruiter might use for the interview (such as Zoom, Google Meet, Skype, Teams, Webex). Ensure you choose a quiet space with good lighting for your video sessions. Use your laptop or desktop computer with a functioning webcam. Additionally, have a notepad or digital device handy for taking notes. Using headphones is optional but recommended for better sound quality.

KEEPING UPDATED

LINK: https://zoom.us/com3

LINK: https://workspace.google.com/products/meet/

LINK: https://www.skype.com/es/

CHECK THE PLATFORMS

TASK 2

Platform Familiarization:
Familiarize yourself with various video conferencing platforms, available on the right side of this page, to enhance your comfort during the interview process.

Understanding the Significance:
Recognize the importance of video interviews in today's hiring process and its opportunities for remote work. It will help you appreciate the value of being well-prepared.

Sharing Thoughts:
Share your thoughts on why video interviews are becoming more common. Discuss with your peers to get different perspectives and insights.

Discussing Concerns:
Openly discuss any concerns or challenges you might have about video interviews. This is a safe space to address your worries and find solutions together.

OUTLINE

During this session, you'll:
Learn techniques to improve vocalization and warm up your voice effectively. Get ready to relax your facial muscles, practice exaggerated vocalization, conquer tongue twisters, and master the pen technique for better pronunciation.
Be prepared to actively participate in vocalization exercises.

Find a quiet space where you can comfortably practice without interruptions. Don't forget to bring along a pen or pencil for the pen technique exercise.
Let's dive into improving your communication skills for job interviews!

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WARM YOUR VOICE UP!

TASK 3

Facial Muscle Warm-up: Begin by stretching your facial muscles. Start with your forehead, making wrinkles, then slowly relax. Move on to your mouth, making big circular motions with your lips. Stick out your tongue and move it in circles between your teeth and lips.

Clarity and Volume Practice: Now, let's focus on speaking clearly and loudly. Practice saying vowel sounds (A, E, I, O, U) loudly and slowly, ensuring your mouth moves a lot. Then, try words starting with M, N, and R, feeling a slight buzz when saying words with M.

Tackling Tongue Twisters: Challenge yourself with tongue twisters until you can say them flawlessly.

Pen Technique: Grab a pen and place it horizontally between your teeth. Practice speaking for one minute. This exercise aids in enhancing vocal resonance and articulation.

WARM YOUR VOICE UP!

TASK 3.BIS

Articulation and Pronunciation Exercises: Next, let's refine your articulation and pronunciation with these techniques

- **Lip Trills:** Make a "brrrr" sound by vibrating your lips together.
- **Tongue Exercises:** Move your tongue around your mouth, touching different areas (roof, sides, teeth).

Boosting Vocal Projection and Resonance: Lastly, focus on projecting your voice and enhancing resonance with these methods:

- **Word Repetition:** Repeat challenging words, emphasizing clarity and projection.
- **Pen Technique:** Place a pen horizontally between your teeth and practice speaking for one minute.

These exercises will help you succeed in your job interviews with confidence and clarity!

TASK 4

OUTLINE

Get ready to master online interviews with our four key tips:

- Posture: Sit or stand tall to show confidence.
- Eye Contact: Connect with the interviewer by maintaining consistent eye contact.
- Your Hands: Keep gestures natural and minimal.
- Avoid Fidgeting (moving nervously): Stay composed and focused; avoid distracting movements (such as scratching your head or looking around you).

Feel free to ask questions or share concerns about these tips. Don't forget to grab handouts with interview tips, a list of questions/scenarios, and a timer.

Let's begin refining your interview skills!

MOCK INTERVIEW

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LINK: http://tiny.cc/bh0oyz

Get ready for our mock interview session:

Take a moment to write down potential interview questions.

We'll go over the interview tips handout and address any questions you may have.

Now, let's dive into the interview simulation:

- You'll all take turns playing the roles of interviewer and interviewee.
- After each simulation, we'll provide feedback as a group.
- Take time to reflect on how each interview tip impacted your performance.
- Let's work together to enhance your interview skills through active participation following the four interview tips during our simulations.

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TIPS

Small tips to make things easier!

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Test Your Tech: Before the interview, make sure your internet connection is stable, your device is charged, and your camera and microphone are working properly.

Dress Appropriately: Even though you're at home, dress professionally from head to toe. This helps you feel confident and ready for the interview.

Control Your Environment: Choose a quiet, well-lit space for your interview. Remove any potential distractions and inform others in your household about your interview time to minimize interruptions.

Practice Virtual Etiquette: Maintain eye contact by looking directly at the camera, not the screen. Speak clearly, and avoid interrupting the interviewer or speaking over them.

Prepare Your Workspace: Have a copy of your resume, notes about the company, and any questions you want to ask readily available. Keep them organized and within reach for quick reference.

Mind Your Body Language: Sit up straight and avoid slouching. Use hand gestures sparingly and avoid fidgeting. Present yourself with confidence and professionalism throughout the interview.

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Showcase Your Skills: Use specific examples from your experience to demonstrate your qualifications. Highlight relevant achievements and how they align with the job requirements.

Follow Up: Send a thank-you email to the interviewer(s) within 24 hours expressing your appreciation for the opportunity and reiterating your interest in the position.

Make sure to follow these tips and you'll be well-prepared to impress your prospective employer during your online job interview.

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ITALY - Arciragazzi Portici APS

CYPRUS– CARDET

SPAIN – Solidaridad Sin Fronteras

PORTUGAL – Mindshift

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Module.6: How to conduct a job interview via videoconference.

Question 1
What is one benefit of conducting job interviews via videoconference?

- <u>Increased accessibility for both employers and candidates.</u>
- Reduced time spent on interview preparation.
- Enhanced in-person interaction opportunities.

Feedback:

- Correct. Conducting job interviews via videoconference can increase accessibility for both employers and candidates, allowing for interviews to be conducted from anywhere with an internet connection.
- Incorrect. While video interviews may streamline certain aspects of the interview process, they typically do not significantly reduce the time spent on interview preparation.
- Incorrect. Video interviews may offer some level of interaction, but they do not provide the same level of in-person interaction opportunities as traditional face-to-face interviews.

Question 2
Which aspect should candidates pay attention to when preparing their interview setup for a videoconference interview?

- <u>The background environment</u>
- The interviewer's appearance
- The length of their responses

Feedback:

- Correct. Candidates should pay attention to the background environment of their videoconference setup to ensure it is professional and free from distractions.
- Incorrect. While the interviewer's appearance is important in creating a professional atmosphere, candidates should focus on their own setup rather than the interviewer's appearance.
- Incorrect. While it's essential to provide concise responses during interviews, the length of responses is not directly related to the interview setup for a videoconference interview.

Question 3
What is a key advantage of using virtual backgrounds during a videoconference interview?

- They can help candidates hide their surroundings
- <u>They can add a personal touch to the interview</u>
- They can improve video quality

Feedback:

- Incorrect. While virtual backgrounds can obscure a candidate's surroundings, it's generally best to choose a neutral background to maintain a professional appearance.
- Correct. Virtual backgrounds can add a personal touch to the interview by allowing candidates to customize their background with relevant images or branding.
- Incorrect. Virtual backgrounds do not typically improve video quality; in fact, they may sometimes degrade video quality depending on the software and internet connection.

Question 4
Give one example that can help candidates demonstrate professionalism during a videoconference interview?

- Dressing casually according to the temperature of their room and the season of the year
- <u>Maintaining eye contact with the camera</u>
- Using informal language depending on the age of the interviewer

Feedback:

- Incorrect. Candidates should dress professionally for videoconference interviews to convey a sense of professionalism and respect for the opportunity regardless of the temperature
- Correct. Maintaining eye contact with the camera helps candidates appear engaged and attentive during the interview, demonstrating professionalism.
- Incorrect. Candidates should use formal language and maintain a professional attitude during video conference interviews, avoiding overly informal language, even if the interviewer is of their same age

Question 5
What should candidates do if they experience technical difficulties during a videoconference interview?

- Pretend that a dramatic accident is happening just across the street, and so end the interview immediately
- <u>Politely inform the interviewer and troubleshoot the issue</u>
- Ignore the issue and continue courageously with the interview, you might not have 2nd chance

Feedback:

- Incorrect. Candidates should remain calm and composed if they experience technical difficulties, rather than creating fake drama and abruptly ending the interview.
- Correct. Candidates should politely inform the interviewer of any technical issues and work to troubleshoot the problem to the best of their ability while maintaining professionalism.
- Incorrect. Ignoring technical difficulties can disrupt the flow of the interview and reflect poorly on the candidate's ability to handle unexpected challenges.

Question 6

What is one benefit of practicing mock interviews before a video conference interview?

- Increased stress and practice how adrenaline can function during the actual interview.
- <u>Improved confidence and preparedness that comes with repetition.</u>
- Decreased need for interview preparation.

Feedback:

- Incorrect. Mock interviews are intended to reduce stress and increase preparedness for the actual interview, not exacerbate stress levels.
- Correct. Practicing mock interviews can help candidates improve their confidence and preparedness, allowing them to perform better during the actual videoconference interview.
- Incorrect. While mock interviews can help candidates feel more prepared, they do not eliminate the need for thorough interview preparation tailored to the specific job and company.

Question 7

How should candidates respond to **behavioral interview questions (BIQ)*** during a job interview?

- Provide a brief answer. After all, your past experience has nothing to do with the actual position you are applying for.
- <u>Share specific examples from past experiences, they will reveal more about your skills.</u>
- Avoid answering the question directly, or if you must, add some fictitious elements to boost your chances.

Feedback:

- Incorrect. Candidates should provide detailed responses to behavioral interview questions, including specific examples from past experiences, rather than a brief answer. As this is the way for employers to test your creativity and other softs skills.
- Correct. Candidates should share specific examples from past experiences when responding to behavioral interview questions, demonstrating their relevant skills and abilities.
- Incorrect. Avoiding direct answers to behavioral interview questions can come across as evasive and unprepared, negatively impacting the candidate's evaluation by the interviewer. And it is not recommended to lie during the interview, as I might come up If hired.

Question 8

What should candidates do after completing a videoconference interview?

- Immediately call for feedback, they have seen my interest and capacities, and they know how it went for me.
- It is bad manners to disturb the Interviewer, so wait. In the meantime, forget about it and continue your job search
- Send a follow-up email thanking the interviewer for the opportunity.

Feedback:

- Incorrect. While candidates may be eager to receive feedback, it's not appropriate to immediately call the interviewer after the interview, as there are probably many other candidates, and the company must complete their hiring process before sending feedback.
- Incorrect. Candidates should not wait without acting; instead, they should take proactive steps such as sending a follow-up email while continuing their job search efforts.
- Correct. Sending a follow-up email thanking the interviewer for the opportunity is a standard practice that demonstrates appreciation and professionalism.

Question 9

What is one way in which candidates can prepare for the usual interview questions during a videoconference interview?

- Memorizing scripted answers: interview questions are always the same in each company, it is better to know them by heart.
- Researching the company and practicing responses.
- Memorizing the answers and avoiding other interview preparation that can distract and make us forget what we have memorized.

Feedback:

- Incorrect. While candidates should familiarize themselves with common interview questions, memorizing scripted answers can come across as insincere and robotic during the interview.
- Correct. Candidates should research the company and practice responding to common interview questions before the videoconference interview to demonstrate preparedness and familiarity with the role and organization.
- Incorrect. Avoiding interview preparation altogether can lead to unpolished responses and missed opportunities to impress the interviewer during the videoconference interview.

Question 10

What should candidates do if they encounter difficult interview questions during a videoconference interview?

- Pretend to know the answer and invent something: no one will check, and it is important not to look stupid during an interview.
- In case of panic, come up with a quick excuse to end the interview.
- <u>Remain calm and respond thoughtfully, asking for clarification, if necessary, while looking for the best answer.</u>

Feedback:

- Incorrect. Candidates should not pretend to know the answer to difficult interview questions and provide vague responses; instead, they should remain honest and transparent. Liars are always caught.
- Incorrect. Panic and abruptly ending the interview are not productive responses to difficult questions; candidates should remain composed and handle the situation professionally.
- Correct. Candidates should remain calm and respond thoughtfully, asking for clarification if necessary to ensure they fully understand the question before providing a response.

*BIQ are questions based on how you acted in a specific situation. EX: "Tell us about a time when you solved a problem at your job that wasn't part of your job description".

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MODULE 7

HOW TO CONDUCT A PERSONAL JOB INTERVIEW

LET'S SEE WHAT MODULE N.7 IS ABOUT

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WHAT WILL YOU LEARN IN THIS MODULE?

In this module, we will guide you through every step of the interview process, making sure you are ready to shine like a star. Starting with those nerve-wracking opening questions to tackling tricky ones, we have got you covered. We will help you show off your professional journey, balance it with what the company wants, and wrap it up like a pro with smart questions of your own. Let us ace that interview together!

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LEARNING OBJECTIVES

① Define concise and confident responses to common interview questions

② Align personal and professional goals with the company's vision and values

③ Formulate insightful questions for company interviewers, showing interest

LEARNING OBJECTIVES

④ Handle tricky interview questions with confidence

⑤ Create a compelling elevator pitch introduction that showcases your skills

⑥ Master professional interview follow-up strategies for a lasting positive impression

LEARNING OUTCOMES

At the end of this module, you can

1 Deliver well-structured and confident answers to common interview questions, showcasing your preparedness and self-awareness

2 Effectively communicate how your career aspirations and experiences align with the company's mission and values, demonstrating your suitability for the role

3 Ask thoughtful and relevant questions during an interview, reflecting your deep interest in the company and the position

LEARNING OUTCOMES

At the end of this module, you can

4 Navigate challenging interview questions with poise, providing clear and compelling responses that highlight your strengths and fit for the role

5 Present a concise and engaging elevator pitch that effectively summarises your key skills, experiences, and professional goals

6 Compose and send professional thank you notes and follow-up emails that reinforce your interest in the position and leave a positive impression on the interviewer

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LEARNING CONTENTS

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Mastering interview skills is crucial for standing out in a competitive job market and securing your desired position.

By learning to articulate your experiences and align them with the company's values, you demonstrate your potential as a valuable team member.

Additionally, effective follow-up strategies ensure you leave a memorable impression, increasing your chances of moving forward in the hiring process.
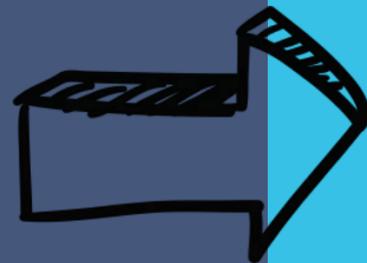
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INTERVIEW KICK-OFF

The interview kick-off is a critical phase where first impressions are made, setting the tone for the rest of the conversation.

To ensure you start strong, it is essential to thoroughly review the job description and research the company beforehand. Understanding the company's mission, values, and goals will help you tailor your responses to align with what they are looking for in a candidate. This preparation not only demonstrates your genuine interest in the role but also equips you with the knowledge to confidently discuss how your skills and
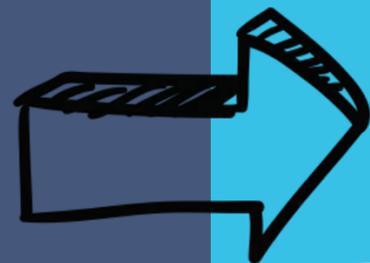
MASTERING THE INTERVIEW

Mastering the interview process involves more than just answering questions; it requires a deep understanding of how your professional journey aligns with the company's vision and goals. Start by researching the company's mission, values, and achievements. This knowledge will enable you to tailor your responses to demonstrate how your experiences are in sync with what the company stands for.

Emphasize your fit by sharing specific examples of how your values and work ethic align with the company. Showcasing your passion and dedication not only highlights your suitability for the role but
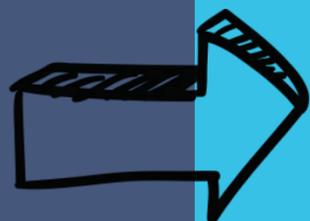
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LINK:

https://www.linkedin.com/pulse/copy-why-you-need-ask-insightful-questions-job-interview-stoakley-ifygc/

LINK: https://youtu.be/aR-0ud6w11E

LINK:

https://www.hirewithnear.com/blog/questions-to-ask-hr

CLOSING AN INTERVIEW STRONG

Closing an interview on a strong note is just as crucial as making a good first impression. One of the best ways to leave a lasting impact is by asking insightful questions that demonstrate your genuine interest in the role and the company.

Before the interview, review common questions to ask employers and tailor them to the specific job description and company research. Questions like "Can you describe the team I would be working with?" or "What are the biggest challenges the company is currently facing?" show that you are thinking beyond the surface

LEARNING ACTIVITIES

TASK 1

OUTLINE

Understanding the company culture is crucial for both your interview preparation and your long-term satisfaction in the role. By researching the company's culture, you can tailor your responses to align with their values and demonstrate that you are a good fit for their team.

This task card will guide you through three key steps to effectively research and understand the company culture, helping you to present yourself as an ideal candidate.

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LINK:

https://www.indeed.com/career-advice/
interviewing/ideal-company

LINK: https://youtu.be/L1y2diGEhjw

LINK: https://youtu.be/cDNa0G_GUxI

LINK:

https://www.welcometothejungle.com/
en/articles/how-to-discover-company-cu
lture-in-a-job-interview

HOW TO RESEARCH THE COMPANY CULTURE
TASK 1

Step 1: Start by exploring the company's website, social media profiles, etc. Look for information about the company's values, work environment, and employee experiences. Pay attention to any recurring themes or keywords that describe the company culture.

Step 2: Make a list of the key cultural attributes you have identified from your research. These might include values such as innovation, teamwork, diversity, or work-life balance. Compare these attributes with your own values and work style. Identify areas where you align with the company culture and think about how you can highlight these in your interview.

Step 3: Prepare specific examples from your past experiences that demonstrate how you embody the key cultural attributes

TASK 2

OUTLINE

During the interview kick-off, you will likely encounter common questions designed to gauge your background and suitability for the role. Questions such as "Tell me about yourself," "What are your career goals?" and "Where do you see yourself in five years?" are standard openers that require well-crafted, concise responses.

This task card will guide you through three key steps to break down common questions and craft strong responses to make an impact right from the start.

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HOW TO ANSWER COMMON INTERVIEW QUESTIONS

TASK 2

Step 1: Compile a list of frequently asked interview opening questions, such as "Tell me about yourself," "What are your career goals?" and "Where do you see yourself in five years?". Consider additional questions that might be specific to your industry or the role you are applying for.

Step 2: Reflect on your personal and professional attributes to list three strengths and weaknesses. Choose strengths that align with the job requirements and provide specific examples of how you have demonstrated these qualities. For weaknesses, select areas where you have actively worked on improvement and can discuss your progress.

Step 3: Develop a engaging 30-second introduction that highlights your key skills, experiences, and strengths. Ensure your

TASK 3

OUTLINE

During the interview process, you need to be able to handle tricky questions as a way of mastering the interview. Prepare for challenging questions like "Why should we choose you?" or "What is it about our company's mission that resonates with you?" by developing thoughtful, strategic responses.

This task card will guide you through three key steps to align your professional journey with the company's vision, handle tricky questions, and showcase how your unique skills and cultural fit can enrich the workplace. Dive into motivation, dedication, and results to ace the interview!

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LINK:
https://www.betterup.com/blog/career-aspirations

LINK:
https://www.linkedin.com/advice/3/what-best-way-demonstrate-your-work-7dife

LINK: https://youtu.be/kIS5EMS1XSQ

HOW TO ANSWER CHALLENGING QUESTIONS

Step 1: Start by thoroughly researching the company's mission and goals. Write down key points and values that stand out to you. Take the list of the company's mission and goals and compare it with your own skills, experiences, and professional aspirations. Identify areas of alignment and how your background supports the company's objectives.

Step 2: Prepare thoughtful and strategic responses to challenging questions such as "Why should we choose you?" and "What is it about our company's mission that resonates with you?" Write these responses down to solidify your thoughts.

Step 3: Practice delivering your responses in front of a mirror. Focus on your tone, body language, and clarity. Repeat this

TASK 4

OUTLINE

You nailed the interview! But how to end on a high note? Make sure you know what to ask, engage in follow-up strategies and thank you notes to leave a lasting impression.

This task card will guide you through three key steps to close the interview with confidence and a clear demonstration of your interest and fit for the role, so you can leave a strong, positive impression that can significantly enhance your chances of landing the job.

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HOW TO FOLLOW-UP ON AN INTERVIEW

TASK 4

Step 1: After the interview, take the time to research how to craft an effective follow-up email. Your thank you note should express gratitude for the opportunity to interview, reiterate your interest in the position, and briefly highlight how your skills and experiences align with the company's goals.

Step 2: Reflect on your performance during the interview to identify areas for improvement. Ask yourself if you managed to formulate insightful questions, if you were able to show genuine interest and enthusiasm, and how effective you were in leaving a lasting positive impression. This self-evaluation will help you refine your approach for future interviews.

Step 3: After sending your thank you note, plan a follow-up call or email to check on the status of your application. Typically,

For a successful interview kick-off, you should focus on your body language and non-verbal communication.

First impressions are not only formed by what you say but also by how you present yourself. Ensure you maintain good posture, make eye contact, and offer a firm handshake if applicable. These non-verbal cues convey confidence and professionalism, setting a positive tone for the rest of the interview.

Practice active listening from the very beginning of the interview. Show genuine interest in the interviewer's questions and comments by nodding, smiling, and providing thoughtful responses.

This not only demonstrates your engagement but also helps build rapport with the interviewer. By combining strong verbal responses with positive body language and active listening, you create a compelling and memorable first impression.

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For mastering the interview, you should incorporate storytelling into your responses. When answering questions, especially those that are challenging, use specific examples from your past experiences to illustrate your points.

Storytelling not only makes your answers more engaging but also helps the interviewer visualise your skills and achievements in action. For instance, when asked why you should be chosen for the role, instead of listing your qualifications, narrate a story where you successfully tackled a similar challenge or contributed significantly to a project.

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Personalise your thank you note and follow-up communication. While it is essential to express gratitude and reiterate your interest in the position, adding a personal touch can make your message stand out.

Reference specific points from the interview that resonated with you or mention a particular topic you discussed with the interviewer. For instance, if you talked about a shared interest or a unique aspect of the company's projects, bring it up in your thank you note.

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Module7 Title: How to conduct a personal job interview

Assessment Exercise (10 questions)

Question 1
What is the purpose of thoroughly reviewing the job description and researching the company before an interview?
1. <u>To understand the company's mission, values, and goals, which helps tailor your responses and demonstrate genuine interest in the role</u>.
2. To memorise every detail about the company's history and recite it during the interview.
3. To ensure you can ask the interviewer irrelevant personal questions to build rapport.

Feedback
1. Correct. Understanding the company's mission, values, and goals allows you to align your skills and experiences with the company's needs and show genuine interest. This preparation demonstrates your preparedness and equips you to confidently discuss how you can contribute to the company's success.
2. Incorrect. While knowing some historical context about the company can be beneficial, the primary goal is to understand the company's current mission, values, and goals. This helps in aligning your responses with what the company is looking for in a candidate.
3. Incorrect. While building rapport is important, asking irrelevant personal questions is not professional and does not showcase your preparedness or self-awareness. The focus should be on how your skills and experiences align with the company's needs.

Question 2
What is the first step in researching a company's culture?
1. Make a list of the key cultural attributes you have identified from your research and compare them with your own values and work style.
2. <u>Start by exploring the company's website, social media profiles, etc., to look for information about the company's values, work environment, and employee experiences</u>.
3. Prepare specific examples from your past experiences that demonstrate how you embody the key cultural attributes of the company.

Feedback
1. Incorrect. This is the second step. The first step involves gathering information about the company's culture through their website, social media profiles, and other available resources.
2. Correct. This is the initial step in understanding the company's culture. This foundational research helps you identify key cultural attributes to compare with your own values and experiences.

3. Incorrect. This is the third step. Before you can prepare examples, you need to first research and identify the company's cultural attributes, which is the initial step in the process.

Question 3
What is the purpose of developing a 30-second introduction during a personal job interview?
1. To provide a detailed history of your entire career and personal life.
2. To ask the interviewer irrelevant questions to build rapport.
3. <u>To highlight your key skills, experiences, and strengths in a clear and compelling manner, making a strong first impression on the interviewer</u>.

Feedback
1. Incorrect. The purpose of the 30-second introduction is to succinctly highlight your key skills, experiences, and strengths, not to give an exhaustive history of your career and personal life.
2. Incorrect. The introduction should focus on presenting yourself effectively, not on asking irrelevant questions. Building rapport is important, but it should be done appropriately throughout the interview, not in the introductory statement.
3. Correct. A 30-second introduction lets you to effectively present your qualifications and suitability for the role right from the start. This concise introduction helps capture the interviewer's attention and sets a positive tone.

Question 4
What is one of the key purposes of asking thoughtful and relevant questions during an interview?
1. <u>To demonstrate your deep interest in the company and the position</u>.
2. To test the interviewer's knowledge about the company.
3. To find out how much vacation time you will get.

Feedback
1. Correct. Asking thoughtful and relevant questions shows that you have done your homework and are genuinely interested in how you can contribute to the company.
2. Incorrect. The purpose of asking questions is not to test the interviewer's knowledge but to show your genuine interest and to gather information that can help you determine if the company and role are right for you.
3. Incorrect. While understanding company benefits is important, asking about vacation time during an initial interview can come across as self-serving and might not reflect your genuine interest in the company and role.

Question 5
What is the first step in preparing to answer challenging interview questions?
1. Practice delivering your responses in front of a mirror.
2. <u>Start by thoroughly researching the company's mission and goals. Write down key points and values that stand out to you</u>.
3. Prepare thoughtful and strategic responses to challenging questions such as "Why should we choose you?" and "What is it about our company's mission that resonates with you?".

Feedback

1. Incorrect. Practicing in front of a mirror is the third step. Before practicing, you need to first research the company's mission and goals and prepare your responses.

2. Correct. This step ensures you have a deep understanding of what the company stands for and how your skills and experiences align with their objectives.

3. Incorrect. Preparing responses to challenging questions is the second step. The first step involves understanding the company's mission and goals to ensure your responses align with their objectives.

Question 6

What is one of the best ways to leave a lasting impact at the end of a personal job interview?

1. Discussing salary and benefits in detail.
2. Mentioning how many other job offers you have received.
3. <u>Asking insightful questions that demonstrate your genuine interest in the role and the company</u>.

Feedback

1. Incorrect. While discussing salary and benefits is important, it is generally better to focus on demonstrating your interest and fit for the role during the interview. Salary discussions are often more appropriate later in the interview process.

2. Incorrect. Mentioning other job offers can come across as boastful and may not leave a positive impression. It is more effective to show your genuine interest in the role and the company instead.

3. Correct. Asking insightful questions shows that you have done your research and are genuinely interested in how you can contribute to the organisation.

Question 7

What should you include in your thank you note after a personal job interview?

1. <u>Express gratitude for the opportunity to interview, reiterate your interest in the position, and briefly highlight how your skills and experiences align with the company's goals</u>.
2. Provide a detailed critique of the interview process and suggest improvements.
3. Mention your expected salary and benefits package in detail.

Feedback

1. Correct. This reinforces your enthusiasm for the role and reminds the interviewer of your key qualifications and fit for the position. This approach helps to leave a positive and lasting impression, which can significantly enhance your chances of being selected.

2. Incorrect. Critiquing the interview process and suggesting improvements can come across as presumptive and may not leave a positive impression. The focus should be on expressing gratitude and reinforcing your interest and fit for the role.

3. Correct. Discussing salary and benefits in a thank you note is inappropriate and can be seen as premature. The thank you note should focus on gratitude, interest in the position, and alignment of your skills with the company's goals.

Question 8

What are some key aspects of non-verbal communication to focus on for a successful interview kick-off?
1. Cross your arms and avoid making eye contact to appear serious and focused.
2. <u>Maintain good posture, make eye contact, and offer a firm handshake if applicable</u>.
3. Lean back in your chair and frequently check your watch to show confidence.

Feedback

1. Incorrect. Crossing your arms and avoiding eye contact can make you appear closed off and disinterested, which can negatively impact the first impression.

2. Correct. These non-verbal cues convey confidence and professionalism, which help set a positive tone for the rest of the interview. Presenting yourself well through body language can significantly enhance the first impression you make on the interviewer.

3. Incorrect. Leaning back and frequently checking your watch can come across as disrespectful and uninterested, which can create a negative impression.

Question 9

Why is incorporating storytelling into your responses recommended for mastering an interview?
1. Storytelling allows you to avoid answering the question directly by talking about unrelated experiences.
2. Storytelling helps you keep your responses very brief and to the point.
3. <u>Storytelling makes your answers more engaging and helps the interviewer visualise your skills</u>.

Feedback

1. Incorrect. Using storytelling in your responses should be relevant to the question asked, providing specific examples that illustrate your skills and achievements, rather than avoiding the question.

2. Incorrect. While storytelling can make your responses engaging, it does not necessarily mean they will be very brief. The goal is to provide a detailed and illustrative example, rather than a brief response.

3. Correct. Storytelling transforms your responses from mere descriptions into vivid illustrations, making your experiences more memorable and impactful. This approach allows the interviewer to better understand how your past actions and successes are relevant to the role you are applying for.

Question 10

What is a recommended way to personalise your thank you note after an interview?
1. <u>Reference specific points from the interview that resonated with you or mention a particular topic you discussed with the interviewer</u>.
2. Include a list of all the questions you forgot to ask during the interview.
3. Provide a detailed critique of the interviewer's performance and offer suggestions for improvement.

Feedback

1. Correct. This shows that you were engaged during the interview and have a genuine interest in the role and the company. This personal touch can make your thank you note more memorable and reinforce your connection with the interviewer.

2. Incorrect. Including questions you forgot to ask can be seen as unprofessional and may shift the focus away from expressing gratitude and personalising the message based on the interview.

3. Incorrect. Critiquing the interviewer's performance and offering suggestions for improvement can come across as presumptuous and disrespectful, which can harm your chances of making a positive impression.