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## **TOP TIPS FOR CABOT CIRCUS JOBSEEKERS**

The Cabot Circus recruitment drive is now in full swing ahead of the opening of Bristol's £500 million retail and leisure development next month.

Many jobseekers will be preparing for interviews over the coming weeks and employers are keen to attract the best possible staff for their businesses.

However, applying for work can be a daunting task and there are some basic guidelines that can help jobseekers keep cool under pressure.

Rebecca Hall, Area Manager for Guess who has been recruiting for their new store at Cabot Circus said: "Being prepared and giving both the application and interview some thought beforehand really is the key."

"Lots of experience isn't always necessary for all posts. A positive, enthusiastic attitude and willingness to learn can be just as important.

"Candidates who have this sort of approach and are well prepared and organised always stand out."

West at Work Project Manager Will Cookson said: "It is important that local people can take advantage of the opportunities that Cabot Circus offers.

"There is a lot of help and support available for jobseekers at all levels – for example on the Jobs Bus that is touring the city, at local community information points and on the website. Taking some time to prepare well and take advantage of all the advice that is available can really pay off."

In addition to the training and support that is available to help people into work Cabot Circus Jobs has also produced a helpful advice pack for jobseekers.

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Below are just a few of the top tips included in the pack:

### **Application forms**

- Check the instructions carefully and read it all the way through before you start
- Use a black pen (it is easier to photocopy) and complete the form clearly and neatly.
- Follow the instructions exactly, for example, complete sections fully in BLOCK CAPITALS if asked to do so.
- Keep your answers short and to the point and support your application with examples.
- Check all answers carefully, making sure that all dates agree, that there are no spelling mistakes and that you have answered all the questions.
- If possible, get someone else to check through your application.

### **Once you get an interview, do some research...**

- Find out about the employer and the job – you could visit their website and ask the employer if they have an information pack. Also speak to people who might know anything about the company.
- The library may have business information in directories such as the *UK Kompass Register*.
- Think about what questions you might be asked and run through appropriate answers.
- Will there be a test to take? Find out before the interview and ask for an example of the things you will be asked to do.
  - Think about what sort of person they need for the job and how your skills and attitude fit the post.
- Prepare a couple of questions to ask - such as information about training possibilities or the frequency of job reviews.

### **Be prepared....**

#### Plan your journey

- Consider a “dummy run” before the day of the interview or check how long the journey will take and allow some extra time in case of unexpected delays.
- If necessary ask the employer for directions, bus routes or details of car parking – you can sometimes find this kind of information on the company’s website.
- Plan an alternative means of getting there – be prepared for the unexpected.

#### Think about what you will wear

- Give yourself plenty of time to decide what to wear and get the clothes ready the day before.
- You don’t have to buy a new outfit. Aim for a neat, tidy, clean and uncluttered look.

#### Be organised

- Gather together the information you might need at the interview such as references, your CV, certificates, portfolio or examples of your work.
- Re-read the job advert to refresh your memory and make sure you haven’t missed anything.

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### **The Interview**

- Aim to arrive about 10 minutes before the interview time.
- Chat to the receptionist, or whoever greets you, before going into the interview. This will help calm you.

#### **DO**

- Enter the room confidently.
- Shake hands firmly – and introduce yourself.
- Be polite and friendly – look the interviewer straight in the eye as soon as you enter the room.
- Look interested – ask questions as well as answering.
- Speak clearly.
- Provide examples to prove your achievements.

#### **DON'T**

- Sit until invited.
- Fidget, slouch in the chair, or fold arms.
- Swear (even mildly).
- Draw attention to your weaknesses.
- Interrupt.
- Criticise former employers.

For more information about the free help and advice on offer (and access to the full Jobs Pack) visit [www.cabotcircusjobs.com/information-advice-guidance](http://www.cabotcircusjobs.com/information-advice-guidance).

Information can also be found at

[www.learn-direct-advice.co.uk/help-with-your-career/intshort/](http://www.learn-direct-advice.co.uk/help-with-your-career/intshort/)

ENDS

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#### Notes to editors:

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[www.westatwork.co.uk](http://www.westatwork.co.uk)

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