

How can I help you?

- London campus
- Careers Adviser:
Maristela Parfitt



- Plan your career and set new goals.(Create an action plan)
- Explore opportunities in employment and further study
- Create and adapt your CV and cover letter to different roles and help with personal statements.
- Search for jobs, internships and volunteering roles
- Prepare for job interviews or any other assessment
- Help with your LinkedIn profile
- Understand how to use the Careers platform
- Invite professionals guest speakers to the campus
- Organise Careers Fairs

What is the purpose of a job/volunteering interview?

- For the employer to identify if the candidate is suitable for the job and can fit in with the team
- For the employee to illustrate they are suitable for the job and can fit in with the team
- For the employee to identify if they would like to work there
- For the employer to show the candidate they are a good employer to work for



Dos and Don'ts

DO:

- Be positive;
- Know about the job (job description and person specification) and company (their website/their social media(LinkedIn, Facebook, Instagram etc)
- Read your CV, covering letter, application
- Listen to the question;
- Be confident;
- Answer questions with examples;
- Thank interviewer(s) for their time.

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Dos and Don'ts

DO NOT

- Criticise previous employers or colleagues;
- Draw attention to your weaknesses;
- Be inappropriate;
- Arrive late for interview;
- Be vague;
- Dress inappropriately.

Questions for interview

- Tell me why you applied for this job?
- What are your strengths?
- What are your weaknesses? – What do you think you need to improve?
- Tell me about a time when you had to solve a problem? *
- Where do you see yourself in five years' time?
- Tell me about a time when you have experienced exceptional service? What made it exceptional?
- How can you add value to the job/company?
- Are there any questions you would like to ask us? *

Competency questions

Designed to test your skills and knowledge.

This means giving a specific example of a skill or competency you have used in the past.

A good framework to answer this question is STAR...



Competency question example

Give me a time you have had to deal with a difficult customer.

S – I was working at a high street retailer selling branded menswear, on this day I was based at the till. A gentleman came to the counter and told me he had only bought the suit a month ago and it was falling apart.

T – I listened to the gentleman and sympathised with his situation and requested to have a look at the suit. I saw there was an issue and asked what action he would like us to take. He wanted a refund.

A – I request proof of purchase and explained that was company policy. He handed it over and I swiftly gave him a refund and gave a 10% discount for his next purchase in the shop.

R – As a result the gentleman went away satisfied and came back to use his discount voucher.

University Career Platform, MYCAREER

- As a current UWTSD Student you now have full 24/7 access to the leading university Careers platform. You can download the App on your phone.
- You can find videos and other information to help you with job interview techniques.

[Careers & Employability | The University of Wales Trinity Saint David \(uwtsd.ac.uk\)](http://uwtsd.ac.uk)

Click on the pink box MYCAREER to register. You will need your university email and password.

How to book an appointment with the Careers Service?

You can contact the Careers Service Team by:

E-mail: careers@uwtsd.ac.uk

Feedback please

Career Service Feedback Form

