



CALMD

UNIT 3.

Vocational counselling



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Vocational counselling

Personal self-knowledge

Before starting to look for a job, it is necessary that we analyze our personal and professional profile, in order to "Know oneself". It is about making a reflection about the professional skills and aptitudes that we have. We will call all this "Personal Inventory" and "Professional Inventory". Personal Inventory:

We refer to:

- **Personal characteristics (Personality):** are the set of traits that define a person.
- **Aptitudes and Abilities:** Aptitude is the "Quality" or "Capacity", inherited or genetic, that a person has to perform a certain task, function or job. Example: A person who has an aptitude for manual labor. Skill refers to the "Development" of that aptitude, and is acquired through learning (either through training or professional experience). Nowadays we talk about competitions.
- **Attitude:** This is the way in which we face or act in a certain personal or professional situation. It is important to face the unemployment situation as a transitory, temporary situation, which can even be an "Opportunity" to recycle ourselves and even to set new professional goals. It is also important to consider the job search as a "job in itself", for which it will be necessary to establish a series of guidelines that we will explain later.
- **Limitations:** It is important to know my aptitudes and abilities, but we also have to take into account our limitations, to try to overcome them or, at least, protect ourselves against them.

Curriculum Vitae

Looking for work is not an easy task and not only because the number of offers is less than the number of demands, since sometimes there are productive sectors in which the process is the opposite. The job search is a task that requires dedication, effort, perseverance, and the use of appropriate methods for it. Sometimes this search is not carried out through the appropriate channels. It is necessary to have clear objectives and personal interests, as well as specific training. On the other hand, the job search does not depend solely on personal factors such as motivation, planning, interests, qualities... there are also external factors (the current economic situation, the needs of a changing market...) in which we can barely influence. For all these reasons, we are faced with a situation that is only partially controllable, part of which is in turn changing and on which we can directly influence.

The job search techniques that we will develop will be: The Curriculum Vitae, the cover letter, and although we cannot classify it as a job search technique, we find it interesting to add the selection process to this section, more specifically the interview.

One of the ways to express our desire to be part of a selection process is by sending a Curriculum Vitae along with a cover letter. The Curriculum Vitae is a Latin expression that literally means "The career of life".

Before developing the first of the techniques, the Curriculum Vitae, we will list some of the requirements that a good resume must meet:

- It must perfectly reflect our knowledge, experiences and motivation towards the specific position we are applying for (that is, our professional position profile must match the position profile). To do this, before writing the resume, we must clearly define our job objectives.
- It must attract the attention of the person who is going to read it. We must bear in mind that companies receive many resumes and if we want them to notice ours, we must highlight what interests us.
- You must manage to arouse the interest of the reader, so that in the short space of time in which you decide whether or not to read the curriculum, you do not find negative aspects such as spelling mistakes, syntax, gaps in time.

- It must make him think that we are a potentially valid person, that we are capable of assuming the responsibilities of the position.
- It should awaken the desire to get to know each other more extensively and deeply, calling us to an interview (Be careful not to forget to put our contact telephone number or put it wrong).

<https://www.youtube.com/watch?v=4pPiVk7ITXo>

*Activity

A1. Let's do the CV

<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en&previous=https:%2F%2Feuropa.eu%2Feuropass%2Fen>

The Interview

The selection interview is the most important moment of the process, only people with the possibility of being hired have access to it. It constitutes the last phase of a job search, both for the person responsible for the selection and for the people who apply for a job. The objectives intended by the interviewer or the interviewee are:

- Find out if you are the right or suitable person for the position.
- Find out if you can, know and want to fill the position.
- Predict your performance on the job.

The objectives of the interviewee:

- Demonstrate that you know, can and want to occupy the position.
- Convey your job skills for the position.
- Prove that you are a really interested person.

Types of interview

- **INDIVIDUAL:**

Standard: This is an interview for which the person responsible for the interview has prepared a script about what they want to know about the job seeker.

Informal: This is a conversation in which the person being interviewed is allowed to briefly explain her demand. There is no pre-made guide. The problem with this type of interview is that there may be ramblings on the part of the person being interviewed.

Shock: They are carried out when the job to which one opts develops in a climate of tension. In these interviews there are factors such as: interruptions, deliberately aggressive questions, doubts about the capacity of the candidate for the position.

- **COLLECTIVE:**

In this interview there are several people interviewed (there are usually 6) and several people responsible for the interview (there are usually 2).

Questions are asked for all the attending staff and each person gives their opinion.

A conflictive situation is usually established and the reaction of the assistant staff is observed.

It is usually carried out to save time, and with a job that does not require experience.

INTERVIEW PREPARATION.

Reread the CV you sent, to be sure that the information you are going to give in the interview is consistent with the one you sent.

Reanalyze the ad, reflect on the excluding conditions and the valuable ones. Think about how you are going to answer when they ask you about them.

Try to gather information about the company.

Prepare the questions you want to ask.

It is essential that you have prepared in depth: Your own CV and your strengths and weaknesses.

Phases of the interview

It must be borne in mind that there is no single model, nor two equal interviews, despite this the phases are as follows:

Greeting

It is the first personal impression that the person responsible for the selection will have of you. Wait for the interviewer to address you. Shake hands cordially and introduce yourself naturally.

Introductory talk: Normally, it is usually started with topics inconsequential to establish a relationship of trust and dispel any fear.

Conversation about the job:

It will start by offering you information about the company and the position. Subsequently, the interviewer or the interviewer will begin with the collection of information about you; personal data, training, experience, functions, motivations, adequacy of your C.V.

End of the interview:

At this time, you can consult any doubt related to the company, the working conditions and the selection process. With them you will demonstrate your interest in the job and take advantage of the opportunity to demonstrate your knowledge.

Farewell:

The goal is to secure the next contact within the selection process. It is very important that you be cordial at the farewell, think that they are watching you until the last moment.

RECOMMENDATIONS:

Be punctual. Try to be dressed correctly, but comfortable. Go alone so as not to give a feeling of insecurity. Do not enter smoking or chewing gum. Don't smoke unless offered, and still try to avoid it.

If they offer you a drink, don't ask for it with alcohol. Don't sit down until they ask you to. Prepare the argument. Expose it with an appropriate tone, volume, clarity and verbal fluency. Reformulates positively: argues by transforming the negative into a positive, turning the weak points into advantages. Listen carefully and ask for clarification.

Use appropriate and elaborate language: Do not protect the person who interviews you or use slang or proverbs. Let your answers give enthusiasm for the work.

Answer without aggressiveness: do not consider the questions as personal attacks, but as an opportunity to show that you are the right candidate. The answers should not contemplate criticism of your previous jobs, bosses, colleagues or colleagues...because if you speak ill of other people, you are showing that you will speak ill of everyone. Match the answers with the job you are applying for.

Prepare your strong points and try to bring them out in the conversation. Ask questions related to the position, the company, the job. Avoid the feeling that you are "asking" for a job, instead express your interest in it.

How To Introduce Yourself In An Interview!

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

*Activity

A2. Circle all the numbers 5,3,6,8 that you find. You have 3 minutes to do the exercise. (Thus test can be used at the interview selection)

| TEST | | | | | | | | | | | | | | | | | | | |
|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 8 | 7 | 4 | 2 | 5 | 9 | 0 | 5 | 3 | 2 | 9 | 7 | 1 | 8 | 6 | 4 | 9 | 2 | 7 | 2 |
| 5 | 3 | 7 | 9 | 6 | 2 | 8 | 5 | 4 | 9 | 3 | 5 | 0 | 1 | 0 | 2 | 5 | 3 | 9 | 6 |
| 7 | 4 | 8 | 3 | 9 | 2 | 0 | 1 | 2 | 1 | 6 | 8 | 4 | 0 | 2 | 5 | 3 | 6 | 2 | 8 |
| 5 | 4 | 9 | 3 | 5 | 0 | 1 | 0 | 2 | 5 | 8 | 7 | 4 | 2 | 5 | 9 | 8 | 7 | 4 | 2 |
| 5 | 9 | 0 | 5 | 9 | 6 | 7 | 4 | 8 | 3 | 9 | 2 | 0 | 2 | 1 | 8 | 7 | 4 | 2 | 5 |
| 9 | 0 | 5 | 3 | 2 | 9 | 7 | 1 | 8 | 6 | 4 | 9 | 2 | 7 | 5 | 4 | 9 | 3 | 5 | 0 |
| 1 | 0 | 2 | 5 | 3 | 8 | 7 | 4 | 2 | 5 | 9 | 3 | 2 | 9 | 6 | 7 | 4 | 8 | 3 | 9 |
| 2 | 0 | 1 | 2 | 1 | 6 | 8 | 4 | 0 | 2 | 5 | 3 | 3 | 5 | 0 | 1 | 0 | 2 | 5 | 3 |
| 8 | 7 | 4 | 2 | 5 | 9 | 3 | 2 | 9 | 6 | 7 | 4 | 8 | 7 | 4 | 2 | 5 | 9 | 0 | 5 |
| 3 | 2 | 9 | 7 | 1 | 5 | 4 | 9 | 3 | 5 | 0 | 1 | 0 | 2 | 5 | 3 | 8 | 7 | 4 | 2 |
| 5 | 9 | 3 | 2 | 9 | 6 | 7 | 4 | 8 | 3 | 9 | 2 | 0 | 1 | 2 | 3 | 7 | 9 | 6 | 2 |
| 8 | 5 | 4 | 9 | 3 | 5 | 0 | 1 | 0 | 2 | 5 | 3 | 9 | 6 | 7 | 4 | 8 | 3 | 9 | 7 |
| 4 | 8 | 3 | 9 | 2 | 0 | 2 | 1 | 8 | 7 | 4 | 2 | 5 | 9 | 0 | 5 | 3 | 2 | 9 | 7 |
| 1 | 0 | 2 | 5 | 3 | 8 | 7 | 4 | 2 | 5 | 9 | 3 | 2 | 9 | 6 | 7 | 4 | 8 | 3 | 9 |
| 2 | 0 | 1 | 2 | 3 | 7 | 9 | 6 | 2 | 8 | 5 | 4 | 9 | 3 | 5 | 0 | 1 | 0 | 2 | 5 |
| 3 | 9 | 6 | 7 | 4 | 8 | 3 | 9 | 7 | 4 | 8 | 3 | 6 | 2 | 8 | 5 | 4 | 9 | 3 | 5 |
| 0 | 1 | 0 | 2 | 5 | 8 | 7 | 4 | 2 | 5 | 9 | 3 | 5 | 0 | 1 | 0 | 2 | 5 | 3 | 8 |
| 7 | 4 | 2 | 5 | 9 | 3 | 2 | 9 | 6 | 7 | 4 | 8 | 7 | 4 | 2 | 5 | 9 | 0 | 3 | 5 |
| 0 | 1 | 0 | 2 | 5 | 3 | 8 | 7 | 4 | 2 | 5 | 9 | 3 | 2 | 9 | 6 | 7 | 4 | 8 | 7 |
| 4 | 2 | 5 | 9 | 0 | 5 | 3 | 2 | 9 | 7 | 1 | 5 | 4 | 9 | 3 | 5 | 7 | 4 | 2 | 5 |
| 9 | 3 | 2 | 9 | 6 | 7 | 4 | 8 | 3 | 9 | 2 | 0 | 1 | 2 | 3 | 7 | 9 | 6 | 2 | 8 |
| 5 | 4 | 9 | 3 | 5 | 0 | 1 | 0 | 4 | 2 | 5 | 9 | 0 | 5 | 3 | 2 | 9 | 7 | 1 | 5 |
| 4 | 9 | 3 | 5 | 7 | 4 | 2 | 5 | 9 | 3 | 2 | 9 | 6 | 7 | 4 | 8 | 3 | 9 | 5 | 9 |

Job Search (Information and Planning)

- Where do I look for a job? Information sources:
- How to plan the job search: the job search agenda.

Where do I look for employment? Information sources

Network of contacts:

The first step in developing a network of contacts is to write a list as exhaustive as possible of all the people you know, regardless of whether or not these people are related to the field of activity that interests you.

- Who make up a network of contacts?
- Family and friends
- Colleagues from previous jobs
- Former classmates from school, institute or university Suppliers, clients.
- Club mates of any kind, parents' association, neighbors... Former teachers
- Your partner's contacts

Internet:

It is the most used source in the job search process. Here we have several possibilities:

- Employment portals (Public or Private)
- Boadilla del Monte City Council Employment Portal <https://silbo.aytoboadilla.com>
- Corporate Portals (Company Websites)
- Social Networks and Professional Networks.
- General and HR digital press.

TV and radio

How to Plan the Job Search: The Job Search Agenda

| DAY | DATE | COMPANY NAME | SOURCE OF INFORMATION | JOB | RESULTS |
|-----------|------------|---------------------------|-----------------------|----------------|----------------------|
| Monday | 15.06.2022 | The Smurfs Nursery School | Company website | Gardener | Interview 01.07.2022 |
| Tuesday | 23.06.2023 | Service Company | Contacts | Administrative | Reply via email |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |

Total CV sent: _____

Comments: _____

A key aspect in the job search process is knowing how to organize. For this reason we are going to use this tool called "Job Search Agenda", which aims to:

- Plan search time
- Plan and schedule activities
- Control the results

It is important to write down in the job search agenda everything we do during the day, related to our job search process.

Likewise, we must have an agenda in which what we come to call "Company Cards" are registered. The model would be the following:

- Company name _____
 - Address _____
 - Contact / Position _____
 - Telephone fax _____
 - E-mail _____
 - Web page _____
 - Appointments / Date _____
 - Observations _____
- _____
- _____

*Activity

A3. Search for a job & fill The Job Search Agenda