



vetro

HOW TO FIND YOUR PERFECT JOB IN
HEALTH, SOCIAL CARE, EDUCATION & HOUSING



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INTRODUCTION

It's everyone's dream to find the perfect job. The job that gives you heaps of satisfaction, is thoroughly rewarding, invests in your growth and development, makes you feel like a valued member of the team and is for a great employer.

Tick all those boxes and we're getting pretty close to having the perfect job. We've been helping people find the right position and the right company for years and we know it can be a challenge to find that dream role. That's why we want to help you.

To find your perfect job you first need to know what you want out of it, what position will be best for you and what company fits in with your goals and aspirations. This guide will help you find the answers to these questions as well as giving you guidance on how to prepare a great CV and stand out from the crowd when it comes to interview time.

We believe everyone has a perfect job out there waiting for them and it's our aim to help you find it.



KNOW WHAT YOU WANT

Some people are lucky and know from relatively early on in their career what they want to do and what they want to achieve. For others it can be much harder which is why preparation when looking for a new role is key.

Now, there are a number of questions you should be asking yourself to help with this process. Top of the list is **what makes you tick? What are you passionate about?** Look for roles you know you will love; people can be taught skills but they can't be taught passion and this will come across in the application process. Alongside this, understand what your skills are and what your values are - if you're struggling to find something you love then the next best step is to find something you are good at.

Next ask yourself **what your perfect job looks like? What does your day to day routine involve in your perfect job?** If you want variety then start looking for roles that offer that, equally if it's routine you crave then a position that's very flexible might not be right for you. It's also key to take into account how this job will fit into your life. Every job brings an element of pressure and stress with it. It's important to take this into account too. Sure, high flying executive positions might be very well rewarded but they also come with expectations to match the pay cheque.

Think about achieving a good work-life balance where you can avoid burning out. The more you enjoy work the better you'll perform and the better you'll feel. Once you have a clear idea of what job you want, the next step is to find it!

Take a minute and fill in the section below, writing down the key aspects you're looking for in your perfect job. If you haven't done this already it's a great way to order your thoughts and priorities.

FINDING THE RIGHT POSITION AND THE RIGHT COMPANY

When you know what to do then the search can begin in earnest for finding the right position and the right company for you.

Within health, social care and education there are a number of aspects to look at before deciding whether you should apply for the role or not. These include:

Skill Set

Have you got the skill set the role requires or is it something you are passionate about learning? Know what you do well, what you enjoy doing and make sure it matches the requirement of the role. Then once you make it through to interview make sure you have plenty of examples of these skills in action to hand.

Remuneration

Money is not the be all and end all when it comes to finding the perfect job. In fact, there are many examples across industries of people taking pay cuts to take on a role they feel will be better suited to them. However, it would be naive to say money isn't a factor. It's important to make sure the salary fits in with your expectations.

Culture

A job is always a relationship between you and your employer. Like any strong relationship it takes work on both sides to get right. Do your research first and see what the culture is like in a potential employer's business. Does that culture fit with what you want out of your dream job? If the answer is 'no' then, while it might not be too big an issue short term, it is likely to be in the long term.

Flexibility

If you need a job that gives you flexibility will the role and the employer provide it? Flexible working hours are becoming ever more popular but they are not always suitable for all roles. If flexibility is key for you then make sure the role you're applying for offers it.





IT'S DOWN TO YOU TO STAND OUT FROM THE CROWD

FINDING THE RIGHT POSITION AND THE RIGHT COMPANY

Value

We all want to feel valued in our work and we should all feel that we add value through the work we do. Not feeling valued is one of the biggest drivers we see in people seeking work elsewhere. It forms part of an organisation's culture and with some research you'll be able to establish whether current employees feel valued in their work.

Progression

If being able to progress is one of your priorities then make sure the positions you're looking at will give you that opportunity otherwise you'll be putting a shelf-life on your time with the company from day one.

There's lots to think about when it comes to finding your perfect job and this is another place where our team of experts can help you. Tell us what you're looking for and we'll endeavour to find you the best match. Then it's down to you to stand out from the crowd.

Safety

In health, social care and education safety, and feeling safe, is a big influencer for many people. When employees don't feel safe it's also a big reason for them leaving jobs. To avoid this make sure you'll feel safe and supported in the environment you're working in.

Training

Good employers will invest in the personal and professional development of their employees and offer elements of training. Like career progression it's always good to know how your skills will develop once you are in the role.



STANDING OUT FROM THE CROWD

There are two ways to stand out from the crowd; have a great CV and be amazing when you're interviewed.

Your CV is your Trojan horse, it's your way of getting in the door. The job market is fierce and competitive, especially in the health, social care and education sectors. There will be a large number of applicants for every available position and recruiters spend just 10 seconds on the first pass of your CV.

That's why it's imperative you get it right and you stand out. First and foremost make sure it looks clean, professional and is error free. Then make sure you sell yourself and your skills but in relation to the job role you're applying for.

If you show an understanding of the job specification and the skills required, employers are much more likely to look at your application favourably.

It also pays to keep your CV concise and to the point. At this stage less is often more. Do this well and there's a great chance you'll be invited to interview.

WRITING YOUR CV

When it comes to writing your CV the biggest challenges you'll face are making sure it's accurate, keeping it concise and telling your story. Your CV is designed to do one thing: get you an interview. Once you're in the door, you can impress with the power of your personality. The hard part can be getting through the door in the first place.

Here are our tips on how to write a CV that will help to land your dream job.

1. Tell your story

Whether it's through a covering letter or as part of a summary it's vital you communicate clearly who you are, how you add value and why the job should be yours. Don't just be another sheet of paper. Breathe life into your CV and allow your passion to shine through.

2. Write a covering letter

This is a great way, in a 1-page overview, to say what's best about you, and why you are right for the job. You can explain your motives for applying in a little more detail and use this as another chance to sell yourself into the role. Include your previous experience, why you're applying for the role and the difference you feel you'll be able to make if employed. You should also know who you are addressing the letter to and make sure you spell their name correctly!

3. Be relevant

Being relevant comes down to two parts. Firstly, make sure you reference the key skills advertised in the role and demonstrate how you have used them professionally. When it comes to your other interests and achievements, shout about them if they are worth shouting about but don't go over the top.

4. Use a strong format

Most employers welcome concise CVs. Stick to a maximum of two pages unless otherwise specified. Use a font like Arial or Times New Roman and a font size no smaller than 11. If you can, create a PDF version of your CV.

5. Be honest

Don't be tempted to get creative with previous roles or your education history. Be honest throughout and if there are gaps in your employment history explain why they are there.

6. Include the right information

Your CV should start with your name as the title then your personal details. You should have a section for your employment history, education, skills, training and references. If appropriate you should also include a brief personal profile.

7. Celebrate yourself

Your CV is your chance to sell yourself so it should be upbeat and positive while celebrating you and your achievements.

8. Use facts and figures

Where possible, back up your achievements with numbers to show the kind of results you've achieved for both yourself and your employers. Quantifying your value like this gives employers factual evidence to hire you.

9. Show your ability to keep learning

Jobs and businesses change constantly, particularly with advances in technology. As a result many employers will look for employees who have the capacity to learn, grow and develop within the role.

10. Be accurate

Employers are likely to receive so many CVs, they will happily throw those out where there are typos or grammatical errors. Triple check your CV and make sure it is error free. Proof read it, spell check it and get someone you trust to give you feedback on it. At Vetro we're happy to give feedback and support if you send your CV through to us.

Once you're happy, it's then time to email your CV to your potential employer. Again, make the effort to find out who you are sending the CV to and address them by name in the email rather than a generic 'to whom it may concern.'

As a bonus tip, now is a good time to make sure your social media profiles are up to date and a good representation of who you are. Even though many won't tell you directly, some employers will check your social media accounts to get a better feel for who you are so make sure your house is in good order.

DON'T JUST BE ANOTHER SHEET OF PAPER. BREATHE LIFE INTO YOUR CV AND ALLOW YOUR PASSION TO SHINE THROUGH





INTERVIEW PREPARATION

Great news! They loved your CV, so much so they've invited you in for interview. Now the hard work really starts. Now's the time to prepare and do your research. Understand the company you want to work for, know what they do, what their vision is and what they expect from the role. Then have the confidence to talk about all of this eloquently and in a way that best represents yourself.

Great preparation and research often lead to great interviews. Here's what you need to look at when it comes to being fully prepared:

1. Questions

Make a list of questions you think you will be asked and make notes on how you will answer them. While the exact questions might not come up, you'll be learning more about the role and the company while you prep answers. Also make a list of questions you'd like to ask.

Show interest in the role and the company by asking pertinent and relevant questions, if you're given the opportunity.

2. Do your homework

Head to the employer's website and social media accounts to find out more about them. They may ask you what you know about their company and a good answer here can make a telling impact when it comes to creating a good impression.

3. Know your sector

You could be asked questions on the sector you're going to be working in, including any trends you see developing, your thoughts on any hot topics which have been in the news or simply your opinion on where the future of health, social care or education lies.

4. Prepare yourself

First and foremost, know where you're going and how long it's going to take you to get there. Plan your journey so you can arrive ten minutes earlier. There's nothing like running late to cause unnecessary stress. Plan what you're going to wear and make sure it's in keeping with the company's own dress code. If you don't know what this is just ask the question before your interview. Preparation also comes the night before the interview. Make sure you eat well and get plenty of rest. Calm, cool and collected candidates always perform better than those who are suffering from lack of sleep and too much caffeine.

5. Find out the format of the interview

This is something that can differ widely across different organisations. It may be something very informal over coffee or an Apprentice-style grilling with members of the board present. Knowing what to expect will help you prepare accordingly.

You should also prepare to answer a series of competency based questions as this is how the majority of interviews are conducted. As a candidate, you need to have a bank of ideas in your head to highlight the key things you're likely to be asked which could include explaining when you dealt with a difficult situation well, when you've felt the greatest sense of achievement or describing a situation where you found a new approach to the problem.

For management positions, the same type of questions will include asking you examples of when you managed someone well or badly, what you learnt from it and what you would do differently.

The trick to answering these questions well is to be yourself, use real life examples and relate them to your experience. Outline the situation, the actions you took and the result of your actions.

If you prepare thoroughly it will be much easier for you by the time the interview comes around. Before you go make sure you have one last read through of the job and person specification so you know how you can identify your experiences that demonstrate what the employer is looking for.

**IF YOU PREPARE THOROUGHLY
IT WILL BE MUCH EASIER
FOR YOU BY THE TIME THE
INTERVIEW COMES AROUND**





ATTENDING THE INTERVIEW

This is it, the big day has finally arrived. But don't panic! Your preparation has been excellent and you've put yourself in the strongest possible position to perform well at interview. Now is the time to execute all your planning and preparation to get the big pay-off of your dream job.

Here are five easy tips to help you perform better during your interview:

1. Stay relaxed

You've done the hard work so you don't need to stress or panic. Keep calm and trust yourself and the preparation you've done. When you arrive, take a drink if you're offered one even if you might not want one. If the opportunity arises make small talk with other members of staff if they approach you. Be warm, welcoming and friendly and leave a great first impression.

2. Smile!

Be authentic, be genuine and smile! The power of personality should never be underestimated in an interview and interviewers will be reading your body language as much as they are listening to the answers to your questions. Smile at people when they greet you, shake hands and make eye contact. This ties into staying relaxed but smiling will help create positivity and show you're a friendly person.

3. Ask your questions

Make sure you ask the questions you've prepared in advance and show you're interested not just in the role but the company itself.

4. Be yourself

Don't try and put on an act because savvy employers will see straight through it. Be true to yourself and trust your personality. Leave a positive impression simply by believing in yourself, your knowledge and your skillset.

5. End on a positive

Finish the interview on a positive note. A simple: "Look forward to seeing you soon," shows you're both personable and confident. Most importantly... Be prepared to answer the questions "Why do you want this job?" or "Why should we give you this job?" You need to convince the employer why you're the right person for the job, show them the value you will bring and convince them that you want to work for them more than anyone else.

These tips are all designed to keep you feeling comfortable and relaxed. It's also important for you to show your potential employer how you are going to solve their problems and make their lives easier. Don't be afraid to highlight problems you've solved in previous roles, outline how you solved them and show the impact they had. After the interview, a simple 'thank you i appreciate you taking the time to meet with me today and look forward to hearing from you soon' email to your interviewers can also work wonders.

There's a tendency for interviews to cause a huge amount of unnecessary stress. Take it as an opportunity to learn, hone your skills and think of it as good practice for being interviewed - then if the job is offered to you it's an added bonus!

By preparing correctly, being true to yourself and staying calm you'll give yourself the best possible chance of landing your dream job.

WHAT'S EXPECTED OF ME BEYOND THE RESPONSIBILITIES LISTED IN THE JOB ROLE?



YOUR JOB OFFER

Congratulations! You've done it and you've been offered your dream job. Great work. Now it's time to take a deep breath and go into the finer details.

To make sure the job is going to be right for you, it's worth asking yourself the following:



What will my starting salary be?

If the job is advertised on a scale, for example £16k-£18k then you need to find out where you'll be starting and if you need to negotiate.



What hours will I be contracted to work and what's the overtime policy?



How many days holiday will I be entitled to?



What's expected of me beyond the responsibilities listed in the job role?



What will my key performance indicators be and how will they be measured?



Who will I report to as my line manager?



What is the start date?

As well as the practicalities it's also worth asking yourself if you're sure this is the right job for you and it will leave you feeling fulfilled personally and professionally.

You also need to be aware when you inform your current employer you could quite easily receive a counter offer as no one likes to see their best employees leave.

The likelihood is you'll have told your current boss you've been offered a new job and they will ask if you're interested in staying. If you hinted you might be, they'll see what kind of offer they can make you.

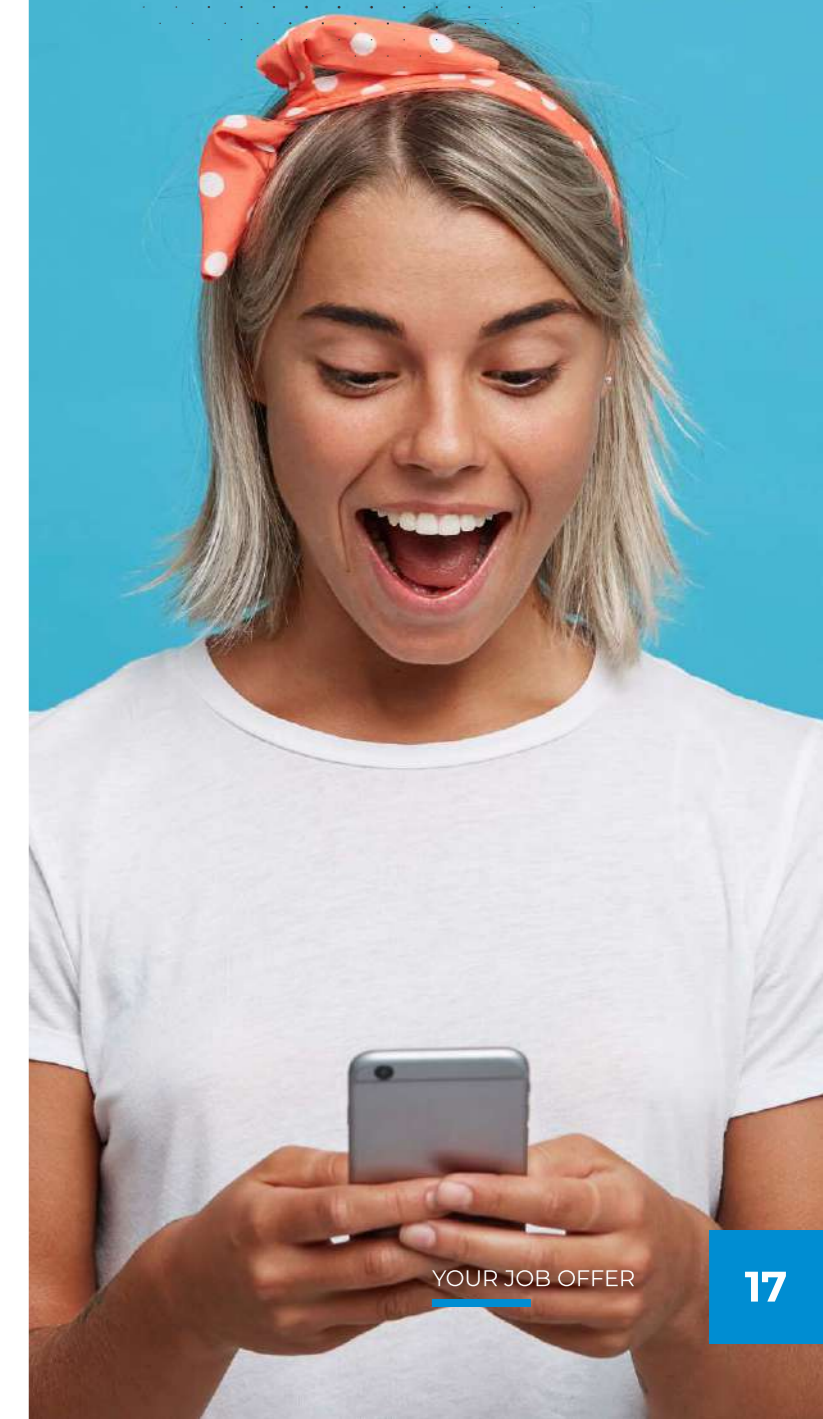
Change is never easy and it can be a big decision to leave a company where you've been in place a long time, know your job inside out and work with a great team. It pays to note that 60% of people who accept a counter offer end up leaving six months later anyway (Source: ClearSky Business).

There will be an underlying reason as to why you were looking elsewhere and if your employer does come back to you with a counter offer you need to discuss more than just the money as this is rarely the sole issue.

Your next step is to weigh the offers up next to each other and ask yourself where you can see yourself being happier as study after study shows that happy employees are the best performing employees. Remind yourself of the list of reasons why you were leaving in the first place. Will this change with a counter offer?

Once you make the decision commit to it 100% and begin putting the wheels in motion for your exit strategy if you're moving on.

WHAT WILL MY KEY PERFORMANCE INDICATORS BE AND HOW WILL THEY BE MEASURED?



HOW CAN VETRO HELP YOU GET THAT JOB?



At Vetro Recruitment we want everyone to work for a great company that fits well with their career goals and aspirations.

We'll take the time to understand exactly what you are looking for and find you your perfect job. We know what companies want and we know how to place you with the best ones. We work with leading employers within the health, social care, housing and education sectors in Wales and England.

These include private and voluntary organisations, local authorities, SEN, Primary and Secondary schools, NHS Trusts and Housing Associations to provide comprehensive temporary and permanent recruitment solutions.

We're built on the foundations of providing a clear and transparent recruitment process to the sectors we work in. We seek to mirror the goals and ambitions of both our clients and candidates through open communication, honesty, integrity and the formation of strong relationships built on trust.

Having recruited in these markets for over 25-years, we are passionate about supporting our clients and candidates achieve their goals by working together as a partnership.



vetro care



vetro nursing



vetro education



vetro housing



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clear and transparent recruitment