



## Simulation Workshop

### Aim:

- to work on a better preparation when seeking for a job
- to understand and analyse the behaviour of a job seeker during a job interview
- to be aware about body language, practice public speaking and how to react in unexpected situations

### Target group:

- unemployed people

Estimated duration: 90 min

The activity is designed for 1max 10 participants.

The activity consists a simulation of applying for a job.

## Employers

- Form a group of committee who is responsible for recruitment of various job vacancies. (3 characters/they can have different responsibilities during the interview like psychologist, director, manager etc.)

Here are given a few examples of job opportunities, but the committee can invent new ones as well.

Possible job vacancies for the following placement:

#### 1. Youth worker

Average salary Youth Worker is £20,306 per year/ \$23,730 in United States

As a youth worker, you'll guide and support young people in their personal, social and educational development to help them reach their full potential in society. You'll generally work with young people aged between 11 and 25 in a variety of settings, such as: colleges. ... youth centres.

You can also become a youth worker through a traineeship. Entry requirements may vary, but employers generally require Year 10. Alternatively, you can become a youth worker by completing a degree in social science, social work, social welfare, counselling, human services, youth work or a related field.

#### 2. IT Data Analyst

Average salary: \$58,283 (US) / £25,769 (UK)

Demand: IT data analysts are in high demand in 11 countries across the world, including Brazil, the Netherlands and the US.

If you have a knack for numbers, you could excel in translating data into understandable and straightforward terms. From figures to statistics, your role as an IT data analyst is to transform the data provided which can be used to help the company make better decisions.

As well as analyzing data, you'll be responsible for budgeting, scheduling and coordinating seminars, technology training courses and conferences for all IT employees. In order to excel in this role, you'll need to obtain a bachelor's degree in information systems or computer science.

#### 3. Software Developer

Average salary: \$69,583 (US) / £30,675 (UK)

Demand: Software developers are in high demand in 24 countries across the world, including Japan, the UK and the US.

In today's digital age, it's not hard to see why the demand for software developers has been on the rise. With everyone moving to a digital outlet, the need for cleverly built websites and programs is higher than ever before!

Depending on your interests, there are many areas you can work in. For example, if you're interested in makeup, you can work as an in-house developer for a large online retailer. Alternatively, you can become a freelancer and choose what type of projects you'd like to take on.

#### 4. Social media manager

Average salary of \$47,000 in the U.S. (according to Glassdoor)

What do you need to do to become a social media manager? Although formal qualifications are not necessarily required, some employers may expect you to have a degree. Relevant degrees include advertising, public relations, business, digital marketing, media and journalism.

Manage social media marketing campaigns and day-to-day activities including: Develop relevant content topics to reach the company's target customers. Create, curate, and manage all published content (images, video and written). Monitor, listen and respond to users in a "Social" way while cultivating leads and sales.

Social media manager positions typically require a bachelor's degree in marketing, public relations or similar.

Social media managers create and maintain brand promotions, company information and marketing campaigns for their company across several different social media networks. They also monitor social media analytics using free or paid tools and respond to questions and comments according to the company's voice and guidelines. Social media managers work daily to produce new content for their companies, constantly innovating to push new ideas and formats and measuring how well those ideas perform.

Social media managers may report to a social media director (in larger organizations) or the head of content or brand. They work with other creative groups such as marketing and public relations, as well as the legal department, to coordinate campaigns with ongoing company initiatives and execute current marketing campaigns. A social media manager is expected to keep up with new trends and company and industry news.

The committee tasks: choose from the vacancies 3 jobs and make a job announcement for the 3 vacancies.

At the application part: listen the applicant, check the CV, motivation letter and put questions according to the vacant job.

Please write notes during the interview about the positive and negative aspects. Later we will analyse and discuss what an applicant should or should not do.

Question bank: (you can use the below example question and you can also add more if you wish)

1. Can you tell me a little about yourself? Introduce yourself.
2. How did you hear about the position?
3. What do you know about the company?/NGO?
4. Why do you want this job?
5. Why should we hire you?
6. What are your strengths?
7. What do you consider to be your weaknesses?
8. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.

9. What's your dream job?
10. How would your boss and co-workers describe you?
11. How do you deal with pressure or stressful situations?
12. What are your salary requirements?
13. What do you like to do outside of work? Hobbies?
14. Do you have any question for us?

## Applicants

The applicants can play individually and in pairs as well.

The applicant tasks: create one CV, motivation letter and attend to the interview with the committee. Please try to be creative and think outside of the box (video, digital cv) - it does not have to be real. Just remember is just simulation.

Tips and tricks:

Here are a few things you should always say (and mean) in an interview:

You know the company really well. ...

You have the experience to do the job. ...not necessary

You work well with others. ...

You are constantly seeking to learn. ...

You are motivated. ...

You are excited about this job. ...

You have a plan. ...

Applying for a job - 10 top tips

1. Take the time to prepare your application. It may be one of many to you but you are one of many to the recruiter – you need to stand out from the crowd.
2. Check your application before you send it. If you know that spelling and grammar are not your best subjects, get someone to check it for you or use the computer to check grammar and spelling.
3. Make the application nice and clear – if it's a CV, stick to two pages with a nice summary at the beginning, clear headings and where possible list what you have achieved. If it is a form then use the space carefully and plan your answers before you start filling it in.
4. If you are filling out a form, read the instructions. Most employers put some guidance with their application forms. If it is there then use it.

5. Follow this simple tip - go through the job from beginning to end and make sure that you have put any skills, experience or competencies you have for each and every point in the job. Don't leave the employer guessing – tell them about it!
6. Find out as much as you can about the job and about the employer – we all like to feel special and employers are no exception.
7. Don't just stick to work place achievements. What you have done at home or in your spare time can really help if it is relevant – keeping the household accounts, caring for someone, learning a new skill or being part of a team are all important parts of you too.
8. Always stick to the truth - if you lie on a CV it can cost you the job.
9. If in doubt then ask for help rather than trying to guess.
10. Show that you are keen. Put in a covering letter or make sure that the application demonstrates that this is a job you really want. For many employers enthusiasm and motivation to work are the most important things they look for in an employee.

Enjoy!