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# GETTING JOB READY

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SKILLSROAD.COM.AU®

# TAKE THE **SKILLSROAD** **CAREER JOURNEY**

EVERYONE'S CAREER JOURNEY IS DIFFERENT

USE OUR **TIPS**  
**AND TOOLS** TO  
FIND YOURS!

STEP 1

## **CAREER QUIZ**

Start by finding out what you were born to do!

STEP 2

## **EXPLORE CAREERS**

Learn more about your perfect job and what the role looks like in action

STEP 7

## **STAY IN THE KNOW**

All the latest news and more

STEP 3

## **JOB FIT TEST**

Find out what next steps you must take to land your ideal role

STEP 6

## **APPLY FOR THE GIG**

Apply for your role on our Jobs Board, updated with new roles daily

STEP 4

## **360° VIRTUAL WORKPLACE**

See what a day in the life of your dream job is really like!

STEP 5

## **CREATE YOUR RESUMÉ**

Learn to build the ultimate resum  and the perfect cover letter

# HOW TO CREATE A WINNING MINDSET



## Did you know?

- Colonel Sanders (founder of KFC) tried (and failed!) to sell his chicken recipe more than a thousand times before someone finally bought it.
- J.K. Rowling, author of the Harry Potter series of books, had her first book rejected dozens of times by several publishers until one finally decided to give it a second chance.

**Imagine if J.K. Rowling had taken those rejections as evidence that it wasn't a good book... The world wouldn't have Harry Potter! This is why mindset is so important to your work success. This booklet will help you to create that winning one!**

## Which work mindset are you?

### 1.

If I get bad marks on a test it proves that...

- a. I'm not smart enough to do that subject
- b. I need to work harder to succeed in that area

### 2.

Some people are just smarter than others and don't need to try

- a. True
- b. False

### 3.

I avoid trying new things that I don't think I'll be good at

- a. True
- b. False

### 4.

If I don't do well at something I'd prefer...

- a. Not to get feedback unless it is positive
- b. To ask for feedback and seek out ways in which I can improve (even if it's hard to hear!)



**If you answered mostly "a"** you've got a fixed mindset, which means that you don't think you can change your abilities much (which isn't the case!). But don't stress, you can develop a growth mindset and we are going to teach you how!

**If you answered mostly "b"** then congratulations: you have a growth mindset! This is going to help you so much in the workplace and we are going to teach you how to get even better at it.

## SO WHAT'S SO GREAT ABOUT A GROWTH MINDSET?

When we have a fixed mindset we can tend to give up when faced with a challenge, because we see failure as evidence that we don't have what it takes, rather than an opportunity to get better! Focusing on growth is a key part of a winning work mindset. Having a growth mindset is all about hard work and effort instead of natural ability.

What having a growth mindset looks like:

- feeling in control of your life
- to keep going even when things are tough
- committing, setting goals and getting things done
- managing challenges and seeing opportunities even when things go wrong
- feeling confident and believing in ourselves.



### *Did you know:*

Research has shown that with practice and experience we develop new connections in the brain and can get better at absolutely anything! This means that when you start work, if you keep asking questions, trying and practicing you can become really great, even if at the start it is a struggle.



### **THINK OF THIS SCENARIO:**

You interviewed for a job three weeks ago and you thought you nailed it, but you haven't heard anything back.

#### **Fixed mindset response**

"At this rate I'll never get a job, I'm clearly not good enough"

#### **Growth mindset response**

"How can I learn from this experience? Maybe I should call and get feedback on my interview to see where I can improve"

### **Your turn! Read the example below**

Georgia's boss has just called her into the office to tell her she has made a mistake at work. Her initial response is to react with a fixed mindset: "I've screwed up. I never do anything right, maybe I'm not smart enough to do this job." Which leads her to feel pretty badly about herself.

How could she have reacted with a growth mindset in this situation? Do you think that would make her feel better?

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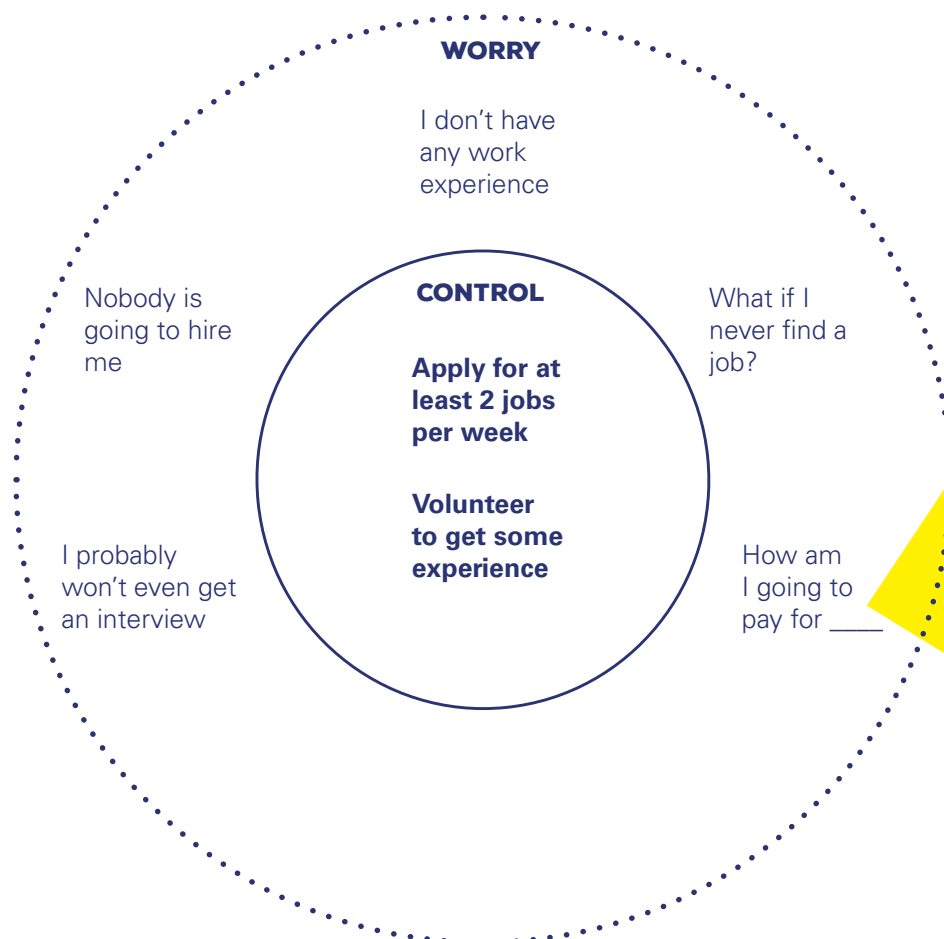
## QUESTIONS TO ASK YOURSELF WHEN THINGS ARE TOUGH TO GET THAT GROWTH MINDSET WORKING!

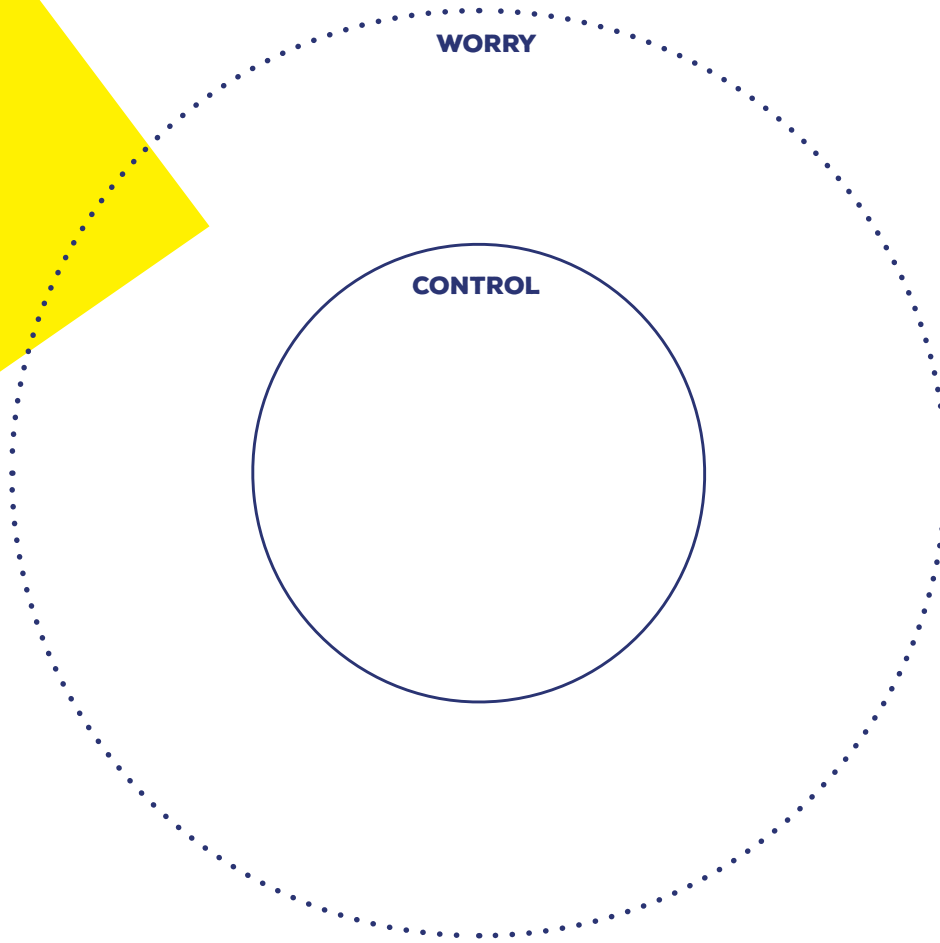
- What can I learn from this situation?
- How can I improve for next time?
- Is there one positive thing I can take away from this hard time?
- Can I look at this situation as a challenge instead of a failure?
- What can I do now to change my situation?

### When life gets overwhelming...

Sometimes things are so tough that we feel overwhelmed and it's hard to see a solution. This is when it's important to focus on what is within our control. We can have a million thoughts running through our minds in these times, most of these are worries that we can't actually do anything about i.e. what someone else is doing or thinking, things in the past or the future or external things in the world.

The circles **below** are a useful tool to help identify which of these thoughts are the helpful kind that you can act on. Write down all your worries about the situation in the outside circle and then see if any of these are things you can do something about and write the action in the inner circle. Is there anything else you could do to positively impact your situation? Write that in the middle too.





**WHEN YOU ARE IN A TOUGH SITUATION REMEMBER TO BE KIND TO YOURSELF!**

Often we are so much harder on ourselves than we are on other people, try and think about what you would say to a friend instead!

Don't worry, you'll do better next time!



"I knew I was going to stuff it up!"



## NOW FOR THE PRACTICAL TIPS TO GET YOU JOB READY!

Probably one of the first things that you will be asked in an interview is 'Tell me about yourself'. This can be really tricky to answer if you don't know what they want to hear (spoiler alert: they aren't interested in how many pets you have). It's important to keep it relevant to the job and show off your best points.

This is where your elevator pitch comes in! This comes from the idea that if you got in an elevator with someone and you were trying to sell them a product you could do it before the lift reached the top. So when you're in an interview you are the product and you need to convince them that you're worth investing in!



- 4. Why you want the job!**
- 3. Experience/Skills**
- 2. Interests**
- 1. Say your full name**

**4:** "That is why I am interested in becoming a ....., I think my skills and interests are a really great match."

**3:** "In the past I have ....."  
(This is optional, no stress if you don't have experience, just show that you're passionate)

**2:** "I'm really passionate about ....."

**1:** "Hi, my name is ....."

### Your turn! use the formula above to write a killer pitch

Level 1  
.....  
.....

Level 2  
.....  
.....

Level 3  
.....  
.....

Level 4  
.....  
.....

## PERSONAL BRANDING

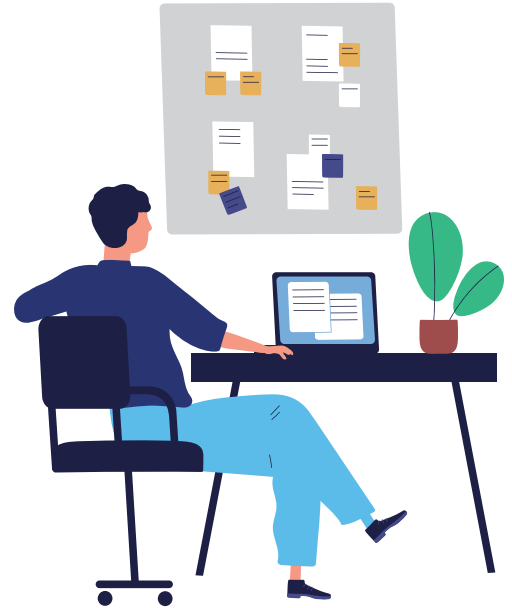
Believe it or not, you make an impression on an employer before you even meet them! This is all about your personal brand and how you show yourself to the world.

This includes:

- Your social media accounts
- Your voicemail
- The way you answer the phone
- Whether you use manners

### So remember...

- Answer your own phone and say "Hi, this is ....."
- No weird email addresses
- Clean up those socials! (or change it to private)
- If you miss a call, call back!
- Check all your spelling and grammar (get someone else to check it too)



**YOU ONLY GET ONE CHANCE TO  
MAKE A FIRST IMPRESSION!**

## JOB SEARCH TRIVIA

Pick "true" or "false" for each statement.

- | T                        | F                        |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Approximately 80% of available jobs are never advertised                   |
| <input type="checkbox"/> | <input type="checkbox"/> | The average time spent looking at a resumé is only two minutes             |
| <input type="checkbox"/> | <input type="checkbox"/> | One spelling or grammar mistake and your resumé will likely be thrown away |
| <input type="checkbox"/> | <input type="checkbox"/> | 50% of resúmes are ignored if your email address is unprofessional         |

Answers to Job Search Trivia:

1. True
2. False - it's actually only approximately 6 to 7 seconds!
3. True
4. False - it's actually 76%



# GETTING IN TOUCH WITH AN EMPLOYER



The DOs and DON'Ts when speaking to an employer

## DOS

**You: Hi, apologies for missing your call. This is Jackson speaking, I'm following up on your call.**

Employer: Hi Jackson, thank you for calling back. This is Nathan speaking. How are you?

**You: I am well thanks Nathan, how are you?**

Employer: Good, thank you. I was calling to invite you to come in for an interview for our IT traineeship position. Does next week Wednesday at 10:30am in our North Sydney office work for you?

**You: Yes, next Wednesday at 10:30am works great. Thank you for this opportunity.**

Employer: No problem Jackson, I look forward to meeting you then.

**You: I look forward to meeting you too, Nathan.**

## DON'TS

**You: Hey.**

Employer: Hi Jackson, thank you for calling back. This is Nathan speaking. How are you?

**You: Hey bro, I'm good.**

Employer: I was calling to invite you to come in for an interview for our IT traineeship position. Does next week Wednesday at 10:30am in our North Sydney office work for you?

**You: 10:30am is too early for me bro, can we do the arvo?**

Employer: I am only available in the morning.

**You: Alright, I guess I will get up early for it then.**

Employer: I look forward to meeting you then.

**You: Alright sweet as Nathan.**

## WHAT YOU NEED TO DO TO WIN THE JOB

### PREPARING FOR THAT INTERVIEW

Listen up: everyone gets nervous! Even Queen Bey still gets butterflies before a performance... If you're like every normal person out there, you might feel some pre-interview anxiety in the days leading to your interview. Follow these steps to make sure you're prepped and ready long before the interview is taking place.

### 5 TIPS THAT WILL KNOCK YOUR INTERVIEWER'S SOCKS OFF

#### 1. DRESS CODE

Pre-plan your interview outfit and dress to impress. It is important to wear clean, pressed clothing that doesn't look creased.

#### 2. ENSURE YOU ARE ON TIME

Make sure you've organised your transport and arrive early. This will help you avoid being late, rushed and flustered.

#### 3. DOCUMENTATION

Have two copies of any documents required by the employer: one to hand to them and one to refer to if necessary.

#### 4. PRACTICE MAKES PERFECT

Practice interview questions so that you are ready to give your best answers, and won't be surprised by some of the questions.

#### 5. HAVE QUESTIONS READY TO ASK BACK

Prep a mental list of questions to ask during your interview (this shows you're enthusiastic about your role) and you'll be ready when they say "Do you have any questions for us?"



#### WHILE BEING INTERVIEWED...

- Turn off your mobile phone!
- Establish rapport: pay attention, smile and be friendly.
- Don't discuss wages: generally this would be discussed in a second interview.
- Be enthusiastic and confident!
- Be gracious: smile and thank all the people involved for their time at the end of the interview.
- Be a good listener: listen to what the interviewer tells you about the organisation and the position. Generally, they will ask you questions based on this information.

**PS.:** Instead of rehearsing in front of the mirror, try using your phone to record yourself answering questions. This will give you helpful insight into how well you are getting your points across, and how fast or slow you might be speaking. Get a parent or friend to watch your recording and give you feedback. If they have time, get them to practice with you.

# LET'S REFLECT ON **YOUR JOURNEY**

## **YOUR TO-DO LIST**



TO KICK THINGS OFF ON THE RIGHT FOOT,  
TICK THE BOXES DOWN THE SIDE.

- Take the career quiz**
- Explore career industry videos**
- Decide on your training option**
- Complete the job fit test**
- Build your cover letter and resumé**
- Apply for jobs on the Skillsroad jobs board**
- Read all the latest blogs and life hacks**

## **HAVE A QUESTION YOU WANT TO ASK?**

*Jump online and  
send us an email!*

ONE OF OUR FRIENDLY SKILLSROAD  
CREW MEMBERS WILL GET BACK TO  
YOU ASAP.



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