



# GUIDE TO JOB SEARCHING

## PART 3

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# WEEKS 5-6: UNDERSTANDING AND UTILISING AI TOOLS IN YOUR JOB SEARCH



AI tools can significantly enhance your job search process by helping you create an appealing CV, optimise job applications, prepare for interviews, and improve your online presence. This worksheet will guide you through exploring various AI tools and platforms and how to use them effectively.

## Identifying some AI Tools for Job Search:

- **Tool 1: ChatGPT**

Use Case: Crafting CVs and cover letters, answering job-related queries.

- **Tool 2: YouTube**

Use Case: Watching tutorials on job search strategies, interview preparation.

- **Tool 3: Jobscan**

Use Case: Analysing CVs and matching them with job descriptions. By subscribing to a free account you can receive some really useful newsletters and podcasts

- **Tool 4: Yoodli**

Use Case: Practicing and improving interview skills through AI-based feedback.

- **Tool 5: Indeed**

Use Case: Searching for job postings, company reviews, and salary information.

# EXPLORING AI TOOLS AND PLATFORMS

**When using Chat GPT or any online AI support for your CV/Cover letter, It is essential to:**

- 1. Clear the Formatting:** Once you have transferred the content to your CV, remove all formatting and ensure the formatting you choose is consistent throughout your document.
- 2. Exclude Prompts:** Do not include any AI prompts or instructions in your final CV.
- 3. Use UK Spellings and Correct Grammar:** Ensure all spellings adhere to UK standards and that your grammar is accurate.
- 4. Personalise Suggestions:** Customise the AI-generated suggestions to reflect your individual experiences and personality.
- 5. Check for AI-generated Content:** Run your final CV through an AI detector such as Copyleaks to ensure originality.

By following these steps, you can effectively use AI tools while maintaining a professional and personalised CV.

## **Describe How to Use Each Tool:**

### **ChatGPT:**

Example Task: Ask ChatGPT to write a professional summary for your CV.

Sample Prompt: "Can you help me write a professional summary for my CV? I have 5 years of experience in retail sales and am used to helping customers with products, working on the tills, dealing with returns, and stock control and deliveries. Prior to that I worked for 3 years in a call centre as part of a team of 10 people helping customers understand our different products."

### **YouTube:**

Example Task: Watch a tutorial on crafting the perfect CV.

Sample Search: "How to write a CV for retail jobs"

### **Jobscan:**

Example Task: Upload your CV and a job description to see how well they match.

Sample Use: Upload CV and job description, review the match rate, and follow recommendations.

### **Yoodli:**

Example Task: Practice common interview questions and get feedback.

Sample Use: Record answers to questions, receive AI-based feedback on areas to improve.

### **Indeed:**

Example Task: Search for jobs in your field and location.

Sample Use: Enter job title and location, filter results by date posted and salary.

# Interview Preparation Worksheet

To prepare for an interview, research the company and role thoroughly. Practice common interview questions and prepare your answers, focusing on your skills and experiences relevant to the job. Dress appropriately for the company culture. Organise your documents, including your CV, references, and any work samples. Plan your journey to arrive on time. Finally, prepare questions to ask the interviewer, demonstrating your interest and knowledge about the role and company.



## Self-Reflection and Preparation

Take a moment to congratulate yourself for reaching the interview stage. Reflect on what strengths in your CV and skills may have impressed the recruiter.

## Utilising AI Tools for Practice

Explore AI tools such as ChatGPT or Gemini can help us to practice interview techniques. Use their coaching and analytic features to refine your responses and boost your confidence.

## Use the Star Method

The STAR method is a structured approach to answering behavioural interview questions, which are questions designed to assess how you would respond to certain situations. STAR is an acronym for

## Situation-Task-Action-Results

Using this method helps you provide clear, concise and relevant answers

**Situation:** Describe the situation to provide the Interviewer with context

**Task:** Explain what you were responsible for in that situation

**Action:** Explain the actions you took to address the task. What did you do and why?

**Result:** What were the outcomes. Highlight the positive i.e., improvements, increase in productivity etc

### **Example Interview Question**

“Can you give me an example of a time you had to deal with a difficult customer and how you handled it?”

STAR METHOD RESPONSE:

**Situation:** In my previous role as a retail assistant I encountered a customer who was very upset, as the item they wanted was out of stock.

**Task:** My responsibility was to calm the customer down and find a solution that would leave them satisfied and wanting to continue to shop at our store

**Action:** I listened to the customer’s complaint carefully, empathised with her frustration, and looked for a nearby store that would have the item. I offered to have it delivered to us or she could collect it. I also offered a discount voucher as a gesture of goodwill and apologised for any inconvenience.

**Result:** The customer appreciated the effort I put in and thanked me. My manager was also praised my handling of the situation.

Some further STAR type questions

Can you describe a time when you had to work under pressure to meet a deadline?

Tell me about a time you had to work as part of a team to achieve a goal. What was your role and what was the outcome?

Can you give an example where you identified a problem and took the initiative to solve it. What steps did you take?

Practice Common Interview Questions:

"Tell me about yourself."

"Why do you want to work here?"

"What are your strengths and weaknesses?"

"Where do you see yourself in 5 years?"

" Why do you want this role in particular?"

## **Record and Review Your Answers:**

### **List the feedback received:**

Feedback on Answer 1:

Feedback on Answer 2:

Feedback on Answer 3:

### **Improve Based on Feedback:**

#### **Describe how you will improve each answer:**

Improvement for Answer 1:

Improvement for Answer 2:

Improvement for Answer 3:

## **Company Research**

Research the company thoroughly, focusing on:

- Mission statement: Understand the company's values and goals.
- Local office/branch: Learn about the specific location where you may be based.
- Community involvement: Explore how the company contributes to the community.

# How to use practice interview questions using ChatGPT or Google Gemini

## To simulate a job interview using ChatGPT, follow these steps:

1. Start by sharing the job specification. Begin the session by stating:

*“I’m going to provide you with a job specification of the role I’m hoping to interview for. I would like you to act as an interviewer or recruiter and conduct a realistic interview with me. Do you understand?”*

2. Set your preferred interview style

Before the interview begins, clarify how you’d like the session to be structured. You can choose from two main formats.

- One question at a time: ChatGPT will ask a single interview question without interruption. Once the interview is complete, it will then provide a comprehensive review of your performance.
- Full interview first, feedback after: ChatGPT will conduct the entire interview without interruption. Once the interview is complete, it will then provide a comprehensive review of your performance.

*Tip: Be clear about your preferred format when starting the interview so ChatGPT can follow the approach that works best for you.*

3. Use a voice input (optional)

For a more natural experience, you can use your voice to respond to questions. Simply click the microphone icon and allow access to your microphone when prompted. This can help you practice speaking confidently and clearly, just like in a real interview.

## Yoodli

Yoodli is an AI powered speech/presentation/interview coach to help you practice.

- Go to <https://app.yoodli.ai/> and sign up for a free account
- As well as interviews you can practice presentations etc, however in this instance you will need to hover over the practice button and select interview (there are video guides to help you)
- To make it the most realistic, switch on the Yoodli voice
- Enter the job role you are applying for and select professional interview
- It will offer up some questions, plus it will generate some of its own as you go along. You can also type in some custom questions
- Ensure you have allowed access to your devices' mic and camera.
- It will give you a countdown on screen and then you will need to answer the questions. Usually it allows for 5-10 questions
- Once you have finished it will generate an analysis of your performance with helpful hints and analytics on where you can improve.
- These will be saved in your home dashboard for you to review anytime
- Keep practicing and amend the questions

# STAR TECHNIQUE

## EXAMPLES



Tell me about a time you dealt with a difficult customer. (Retail-focused).

**S:** At my last retail job, a customer came in upset because an item they bought the day before was now on sale.

**T:** I needed to calm the customer down and find a way to make things right when sticking to store policy.

**A:** I listened patiently, empathised with their frustration, and explained our policy. I offered a price adjustment since it was within 7 days of purchase.

**R:** The customer appreciated the help, left happy, and actually ended up buying another item while they were there.

Give an example of how you handled a high pressure situation. (Warehouse focused)

**S:** During the holiday season at the warehouse, we were short-staffed and falling behind on shipment deadlines.

**T:** My goal was to help keep orders moving smoothly and avoid delays.

**A:** I volunteered for extra shifts and cross-trained on another station so I could help where the team needed it most.

**R:** Our team caught up by the end of the week, and management recognised our group with a small bonus and shout out.

Tell me about a time you made a mistake at work and how you handled it.

**S:** In retail, I once accidentally rang up a customer twice for the same item.

**T:** I had to fix the error quickly before they left the store.

**A:** I apologised immediately, refunded the overcharge, and offered a discount coupon as a goodwill gesture.

**R:** The customer was understanding and said they appreciated how quickly I fixed it.

## Preparation of Questions

Prepare a list of well-thought-out questions to ask at the end of your interview. These could include inquiries about company culture, career development opportunities, or specific projects.

## Handling Multiple Interviewers

If facing a panel interview, remember to direct your answers to all members of the panel. Acknowledge each person when responding to questions.

## Empathising with Interviewers

Recognise that interviewers were once in your position. Understand that they may also feel pressure to cover important aspects during the interview.

## Reflection Questions:

What strengths or achievements in your CV do you think caught the recruiter's attention?

How can AI tools like Yoodli and Indeed help you improve your interview skills?

What specific aspects of the company's mission and values resonate with you?

Which questions will you prepare to ask at the end of your interview?

# QUICK RECAP

## Before the interview:

- Conduct thorough company research: Know their mission, values, products/services, future trending areas. Understand the industry and competitors.
- Know your CV inside out: Be ready to talk through your experiences, projects, achievements and even gaps or transitions.
- Reread the job description: Match your experience to each requirement. Prepare examples of how/where you used those key skills.
- Practice responses using AI tools: Finalise questions for the interviewer.
- Plan your logistics: If it's virtual, test your tech, background and lighting. If it's in-person map the route, plan your outfit and aim to arrive early.
- Bring materials: Be sure to take a notebook, pen and invite to interview.

## During the interview

- Use the STAR method (situation, task, action, result).
- Focus on engaging with all interviewers.
- Ask prepared questions.
- Demonstrate your knowledge of the company.
- Be yourself and try to calm.

## After the interview

- Reflect on your experience.
- Identify areas for improvement.
- Follow up with a thank you note or email.

# End of Weeks 5/6 Reflection Tracking



1. What were your biggest accomplishments this week?
2. What challenges did you face and how did you overcome them?
3. What tasks or goals were not completed and why?
4. What will you do differently next week?
5. Set goals for next week:

# GENTLE GUIDE TO ASSESSMENTS IN THE RECRUITMENT PROCESS

## What to expect, examples, and how to prepare

Looking for work can feel challenging, especially when employers ask you to complete assessments. This guide explains what assessments are, why employers use them, what they might look like, and how you can prepare — including how to use AI safely and confidently. Assessments are not exams. They are simply tools employers use to understand how you approach tasks and situations at work.

## Why employers use assessments

Employers use assessments to:

- Make recruitment fairer
- Understand skills and potential, not just CVs
- See how people approach real work situations
- Support better job matching

They are not there to trick you or catch you out.



## How assessments usually take place

Assessments can happen in different ways. Knowing what to expect can help you feel calmer and more prepared.

### 1 Online assessments sent by email

You may receive:

- An email with a link
- Instructions and a deadline
- A login or reference number

You usually complete these:

- At home or in a quiet place
- On a phone, tablet, or computer
- In one sitting

### 2 Online assessments at a set time

Some employers ask you to:

- Log in at a specific date and time
- Complete the assessment within a fixed time window

These are common for larger employers or technical roles. - Tip: Log in early, check your internet connection, and read instructions carefully.

### 3 Assessments before or during an interview

You might:

- Complete a short task when you arrive
  - Be given a written or practical exercise
  - Answer scenario questions before or during the interview
- These are often short and straightforward.

### 4 Group assessments

Some employers invite several candidates at once.

You may:

- Work as part of a group
- Discuss a task or solve a problem together
- Be observed quietly by an assessor

You may also:

- Be split into breakout rooms online
- Have an observer watching but not speaking

They are looking at:

- Communication
- Listening
- Teamwork
- Respect for others

You do not need to be the loudest person to do well.

# How assessments usually take place

## 1 Numeracy (using numbers)

What this checks:  
Comfort with everyday numbers used at work.

Example 1:  
A customer buys items costing £4.50 and £3.25 and pays with £10.  
How much change should they receive?  
Example 2:  
An item costs £30 and has 20% off.  
What is the final price?

## 2 Language and understanding

What this checks:  
Understanding instructions and communicating clearly.

Example 1:  
Read a short paragraph and answer a question about what action to take.  
Example 2:  
Choose the best reply to a customer email.

## 3 Situational Judgement Tests (SJTs)

What this checks:  
Judgement and workplace behaviour.

Example 1:  
A customer is unhappy because a product is unavailable. What do you do?  
Example 2:  
You notice a colleague struggling. What is the best response?  
There are usually no perfect answers — employers want to see common sense and professionalism.

## 4 Personality or work-style questions

What this checks:  
How you prefer to work.

Example 1:  
"I enjoy helping others solve problems."  
Agree → Disagree  
Example 2:  
"I am comfortable working as part of a team."  
There are no right or wrong answers — honesty matters.

## 5 Technical or skills-based tasks

What this checks:  
How you approach real work tasks.

Example 1:  
Write or explain a short piece of code.  
Example 2:  
Explain how you would fix a problem or error.  
Employers care about how you think, not just the final answer.

## 6 Logical or numerical reasoning (advanced)

What this checks:  
Problem-solving and pattern recognition.

Example 1:  
What number comes next?  
2, 4, 8, 16, ?  
Example 2:  
Look at a chart and identify trends or changes.

## 7 Role plays and practical exercises

What this checks:  
Communication and confidence.

Example 1:  
Explain how you would handle a difficult customer.  
Example 2:  
Talk through how you would plan a task or project.  
Talking through your thinking is often more important than being right.

# Using AI to help you prepare

AI can be a helpful learning tool when used responsibly.

## Good ways to use AI:

- Practising assessment questions
- Asking for explanations step by step
- Improving confidence with writing or numbers
- Practising interview or role-play questions
- Understanding how employers use AI in recruitment

Example prompts you can use:

“Give me simple numeracy practice questions and explain the answers.”

“Help me practise situational judgement questions.”

“Pretend to be an interviewer and practise with me.”

“Explain this problem in simple language.”

## Things to avoid:

- Using AI to answer live assessments dishonestly
- Copying answers without understanding them

Many employers value candidates who understand how to use AI ethically and responsibly.

## Helpful tips for assessment day

- Read instructions carefully
- Take your time where possible
- Focus on what you can do
- Don't panic if you don't know every answer
- Ask for clarification if allowed

Remember:

Mistakes are expected.

Assessments do not define your worth or potential.

## How we can support you

We can help you:

- Practise assessments step by step
- Build confidence with numbers and language
- Prepare for online, in-person, and group assessments
- Understand and use AI safely in job searching
- Reflect on feedback and progress

You are not alone — assessments are a skill, and skills can be learned.

Remember:

Employers are not looking for perfection.

They are looking for potential, effort, and how you approach situations.

Good Luck and please contact us if you need any further help





# DEVELOPING THE RIGHT MINDSET FOR JOB SEARCHING

## **Developing the right mindset for job searching**

Having the right mindset is crucial for a successful job search. By staying positive, organised, and proactive, you can navigate the challenges of job searching more effectively. Use the following to guide your efforts and stay focused on your goals. Remember, each step you take brings you closer to finding the right job for you.

## **Understanding the Right Mindset**

### **Stay Positive:**

Job searching can be challenging, but maintaining a positive attitude helps you stay motivated and resilient.

Focus on your strengths and the unique value you bring to potential employers.

### **Be Patient:**

Understand that finding the right job takes time. Patience helps you avoid frustration and burnout.

Try to understand the process and manage expectations and remain resilient despite setbacks or rejections. Remember there may be external factors such as a company recruiting from within, that may be the reason for your rejection.

Use this time to improve your skills and knowledge related to your field.

## **Stay Organised:**

Keeping track of applications, follow-ups, and networking efforts helps you stay on top of your job search. Use tools like spreadsheets or job search apps to manage your progress.



## **Stay Open to Learning:**

Every rejection is an opportunity to learn and improve. Seek feedback when possible and refine your approach.

Keep up with industry trends and develop new skills that make you more marketable.

## **Here are some useful practical steps for Job Searching**

### **Set Clear Goals:**

Define what you are looking for in a job: industry, role, company size, location, salary range, and other preferences.

Break down your job search into smaller, manageable tasks to avoid feeling overwhelmed.

### **Establish a routine:**

Maintain consistency and structure in your efforts.

Treat job searching as your job with regular hours and breaks

Have both a daily and weekly timetable

## Update Your CV:

Tailor your CV to highlight relevant skills and experiences for each job application.

## Network Actively:

Reach out to connections in your industry for informational interviews, advice, or referrals.

Attend industry events, webinars, and meetups to expand your professional network.

## Prepare for Interviews:

Practice common interview questions and develop strong answers that showcase your skills and experiences.

Research the companies you apply to and prepare thoughtful questions for your interviewers.

## Apply Strategically:

Focus on quality over quantity. Tailor each application to the specific job and company.

Use job boards, company websites, and recruitment agencies to find suitable job openings.



## 1. Setting Realistic Goals

Break down the job search into manageable tasks.

Set daily and weekly goals that are achievable.

Identify specific tasks like updating CV, networking outreach, or researching companies.

Assign deadlines to each task to maintain progress.



## 2. Establishing a Routine

Maintain consistency and structure in your job search efforts.

Treat job searching as a regular job with set hours and breaks.

Create a daily schedule that includes job search activities, breaks, and time for self-care.

Stick to the schedule to stay disciplined and avoid burnout.

## 3. Stay Organised

Keep track of applications and progress to stay informed and proactive.

Use a journal or tracking system to monitor your job search activities.

Record details of applications sent, follow-up dates, and interview outcomes.

Review and analyse what strategies are working and where improvements are needed.

## 4. Focus on Wellbeing

Enhance overall well-being to sustain motivation and energy.

Prioritise activities that promote physical and mental health.

Improve diet, exercise regularly, and incorporate relaxation techniques.

Engage in activities that reduce stress and boost positivity.



## 5. Practicing Patience and Determination

Understand the job search process and manage expectations.

Remain resilient despite setbacks or rejections.

Accept that finding a job takes time and factors beyond your control may influence outcomes.

Learn from rejections and use feedback to improve future applications.

## 6. Continue to learn and grow

Develop skills and knowledge to enhance employability.

View the job search period as an opportunity for personal and professional growth.

Take online courses, attend webinars, or join professional associations to expand skills.

Showcase ongoing learning on your CV and during interviews.

## 7. Celebrating Small Wins

Acknowledge achievements and maintain motivation.

Focus on progress and celebrate milestones, no matter how small.

Recognise achievements such as completing a certification, securing an interview, or receiving positive feedback.

Reward yourself to reinforce positive behaviour and maintain momentum.



### **Don't forget your reflection questions:**

How can setting daily and weekly goals help you stay organised and focused?

What adjustments can you make to your routine to balance job searching with personal well-being?

How will tracking your job search activities help you identify areas for improvement?

What self-care activities will you prioritize to maintain motivation during the job search?

How can you practice patience and resilience when facing setbacks in your job search?

What skills or knowledge do you plan to develop to enhance your employability?

How will you celebrate your achievements, no matter how small, during the job search process?

# MY ACTION PLAN



- **Weekly Goals:** Set specific tasks for each day related to job searching and personal development.
- **Routine:** Establish a daily schedule for job search activities, breaks, and self-care.
- **Organisation:** Use a journal or digital tracker to record applications, interviews, and progress.
- **Well-being:** Incorporate healthy habits like exercise, balanced diet, and relaxation techniques.
- **Resilience:** Prepare to handle rejections positively and learn from each experience.
- **Growth:** Identify skills to enhance and resources to support continuous learning.
- **Celebration:** Reward yourself for achievements to maintain motivation and positivity.



# AND FINALLY...



Embarking on a job search journey can be challenging, but with the right mindset, organisation, and perseverance, success is within your reach. Remember, every step you take brings you closer to your ideal job. Stay positive, remain patient, and keep learning along the way. Celebrate your small wins and stay motivated by focusing on your progress.

Believe in your abilities and the unique value you bring to potential employers. The skills and strengths you've developed are your greatest assets. Stay proactive, keep refining your approach, and don't be afraid to seek support from your network.

Your dream job is out there, waiting for you. With determination, resilience, and a strategic plan, you can navigate the job market with confidence and secure a role that aligns with your goals and aspirations. Keep pushing forward, and remember that each application, each interview, and each connection brings you one step closer to your success. You've got this!

Wishing you the best of luck in your job search and a fulfilling career ahead.

# USEFUL RESOURCES

## Online Resources

<b>ChatGpT</b>	<a href="https://chatgpt.com/">https://chatgpt.com/</a>
<b>Yoodli</b>	<a href="https://yoodli.ai/">https://yoodli.ai/</a>
<b>Jobscan</b>	<a href="https://www.jobscan.co/">https://www.jobscan.co/</a>
<b>Copyleaks</b>	<a href="https://copyleaks.com/ai-content-detector">https://copyleaks.com/ai-content-detector</a>
<b>Teal</b>	<a href="https://www.tealhq.com/">https://www.tealhq.com/</a>
<b>Stay Nimble</b>	<a href="https://staynimble.co.uk/">https://staynimble.co.uk/</a>
<b>Indeed</b>	<a href="https://uk.indeed.com/career-advice/career-development/how-to-build-a-career">https://uk.indeed.com/career-advice/career-development/how-to-build-a-career</a>

## YouTube

<https://www.youtube.com/>

Many online resources on CV writing etc, some below

<b>Paddy Jobsman</b>	<a href="https://www.youtube.com/watch?v=kVooPX8dou0">https://www.youtube.com/watch?v=kVooPX8dou0</a>
<b>Heather Austin</b>	<a href="https://www.youtube.com/watch?v=dOZDQpulyCQ">https://www.youtube.com/watch?v=dOZDQpulyCQ</a>
<b>Delescen Media</b>	<a href="https://www.youtube.com/watch?v=bZ2xiTvVhpM&amp;t=213s">https://www.youtube.com/watch?v=bZ2xiTvVhpM&amp;t=213s</a>

## Reading

Cal Newport	So good they can't ignore you
Simon Sinek	Find your Why
Marcus Buckingham	Love and Work
Richard Bolles	What colour is your parachute?
Laurence Boldt	Zen and the art of making a living
Jim Collins	Good to Great

# WORKS FOR US COURSES

We are always offering a range of courses to support you. Some of these are listed below. They are free to book onto.

- Understanding AI for JobSeekers
- CV Workshop
- Interview Ready
- Confident to Work
- Introduction to Digital
- Next Steps in Digital
- New BeginHers Course
- Interpersonal Skills
- Stress Management



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