

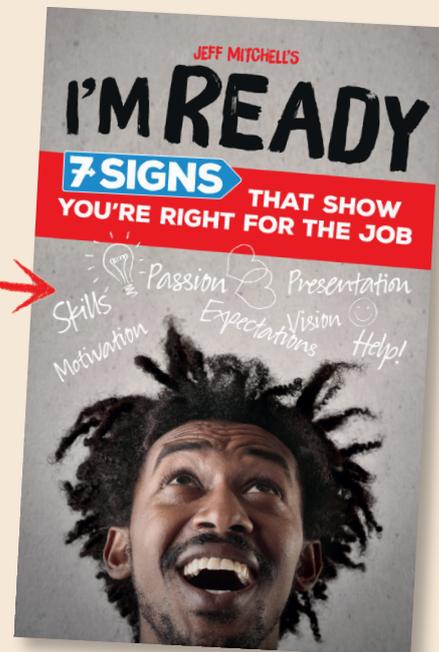
TEST YOURSELF

Ready to tell employers you're ready?

Quids in! magazine and employment project Clean Slate have joined forces to give people looking for a new job pointers on what employers are looking for. First, there was the the book *I'm Ready – 7 signs that show you're for the job...* now here's the quiz

So you're in the market for a new job? Maybe you're out of work or just ready to move on from where you are. Either way, it's worth knowing how employers can tell if you're right for the vacancy they have. Take this fun quiz and see how ready you are to turn on all 7 Signs that tell your next employer you're right for the job.

Mark the answer closest to how you feel about the question. Don't worry if it's not exactly right, just the nearest one. At the end, check your score overleaf and find out if you're a Candidate for Change, a Ladder-Builder or Job Ready. If you're not already on track for success, you soon will be.



1 HOW'S YOUR GAME FACE?

You bump into a friend of a friend who you know runs an outfit you would love to work for. What do you say to yourself?

- A)** They probably don't want to be disturbed but I'll ask my friend to introduce me and send a note next week'
- B)** 'I'll ask them if they have any jobs going. I'd take anything. That'll go down well.'
- C)** 'C'mon, you know what you want and what your ideal employer is looking for, just give 'em the pitch - you know, the one at the top of your CV'
- D)** 'I wish I could stick my neck out in situations like this. I'm just too shy.'

2 THINK YOU GOT SKILLS?

You are at an interview and the employer asks you about your strengths and weaknesses. How would you respond?

- A)** Mind goes blank. I'd be able to think of lots of weaknesses but I always struggle to see the good things in myself
- B)** No problem. I have loads of skills that any employer would want from a new employee

- C)** I'd stick to the shortlist on the CV I did for this job and back it up with examples
- D)** I'm good at thinking on my feet so I'm sure it would be fine. I'd come up with a good balance of strengths and weaknesses so they get to see the real me

3 PREPARING FOR BATTLE?

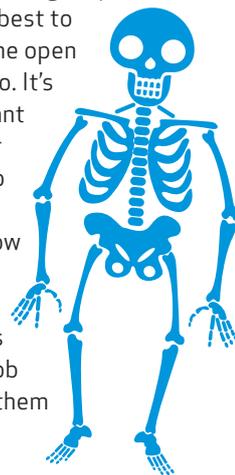
You see an ad in the paper for a job you are pretty confident about. Now what?

- A)** Tidy up my CV so it's right for this job, target my personal statement to show I mean business and think about what I'll want to ask at the interview
- B)** See what I need to send in, get my CV in the post (or emailed) and write a cover note saying how much I want the job
- C)** Stare at it. Stare at it some more. And maybe ask someone to help me get started
- D)** Circle it and have a think. Come back to it in future if I think it's right for me

4 SKELETONS IN THE CLOSET?

Something in your past has either upset a previous employer or kept you out of work for a while. How do you deal with it?

- A)** It will only be a problem if they find out. I'll prove myself before it ever comes to light then cross that bridge when I come to it
- B)** I'll face it head on and bring it up at the end of my interview. It's best to get these things out in the open
- C)** I'm not sure what to do. It's in the past and I don't want to worry the new boss or they might choose not to employ me
- D)** It's not great but I know where to get help if I need it. All the boss will need to know, if it comes up, is that I can get the job done - I might just need them to be flexible, that's all



5 WHAT'S THE PLAN, STAN?

You've decided to make the change. You even told a friend all you plan to do in the next year. Three months later they ask: 'How are you getting on? Honestly.'

- A)** I'd smile... an embarrassed smile, I've done a few things but I'm not as far along as I wanted to be

B) I'd change the subject. I know what I'm like and I'd be surprised if I had done anything by then. I guess I just don't feel motivated by plans

C) I'd smile... a big, smug grin as I'm good at working to a plan. I'd be well on my way

D) I'd be able to explain why my plans never seem to go as I hope. I'm sure I'll have made progress but these things work themselves out in their own time

6 WORK-LIFE BALANCE?



How do you feel about the idea of having a job doing things you love, like hobbies, or working with people you love, like children, for example?

A) I believe work should be kept separate from the things I like doing

B) I can't imagine a job where I do the things, or work with the people, I like most

C) Do a job you love and you'll never feel like you've worked a day, that's my attitude

D) All that matters is I have a job that pays. The work and whether it makes me happy doesn't matter

7 TIED UP IN RED TAPE?

There's a vacancy you're excited about but the application pack has an equal

opportunities form and loads of policy and procedure details in it. What do you think?

A) Looks like a lot of red tape and the job might involve loads of hassle. It puts me off

B) I don't understand it but at least the employer seems professional

C) It is reassuring to know I'll be judged fairly against other jobseekers. I guess they are careful to do the right thing with staff, at least as far as the law goes

D) I don't want to read it or fill it in – it's none of their business and they might use what they find against me

8 HAVING YOUR CAKE AND EATING IT?

If right now you were offered the training you need and help to plan your next steps, what would you say?

A) I have a clear idea of where I want to end up but I could use some help to build on what I'm good at and work towards something I'd love doing

B) The idea of a dream job is more of pipe dream: I just want a job that pays me well, whatever that is. It's a sacrifice I'm willing to make for me (and my family)

C) I have no idea what I want, or what I have to offer, so I'm not sure how anyone can help me

D) All I need is help with my CV and making applications – I just need a job

SCORES

1. How's your game face?

a=4; b=5; c=8; d=2

2. Think you got skills?

a=2; b=6; c=8; d=3

3. Preparing for battle?

a=8; b=5; c=4; d=1

4. Skeletons in the closet?

a=1; b=3; c=5; d=7

5. What's the Plan, Stan?

a=5; b=1; c=8; d=3

6. Work-Life Balance?

a=3; b=6; c=8; d=2

7. Tied Up in Red Tape?

a=3; b=6; c=7; d=2

8. Having Your Cake and Eating It?

a=7; b=2; c=4; d=5

WANT TO IMPROVE YOUR SCORE?

7 Signs training is free to unemployed people in Bath & North East Somerset. See qimag.uk/nextinduction for details or call **01225 302200**. Or read the book. See qimag.uk/imreadybook for details.

7 SIGNS



Quids in! Readers Club

For advice on job hunting, news on benefits, and tips to stretch your money, sign up for monthly emails from our Quids In Readers Club at qimag.uk/QIClubReg

YOUR SCORE

28 or less

Candidate for Change

If you've been trying to land a job for a while, your score suggests it might not hurt to try something new. You may lack confidence or it could be your attitude is at odds with what employers want. Success comes more readily to those who know what they want and how to go find it. Help is at hand but you have to be open to taking it



29-53

Ladder-Builder

We think you're on the right lines but it's time to 'build your own ladders'. Think of job hunting like playing a game of snakes and ladders. There will be setbacks to steel yourself against but there are also ways to make your own luck and improve your chances... as if you're building your own ladders in the game



54 or more

Job Ready

You have most, if not all, the 7 Signs brightly displayed for employers to see. You have a clear picture of where you want to end up and how that plays to your strengths and your interests. You know what employers are looking for and what to do if you have any setbacks. Importantly, you know how to present all this and show you have the drive to see it through

