

# UXBRIDGE BID

The Uxbridge BID (Love Uxbridge) team know that COVID-19 has brought about a change in many people's employment status and job roles. We, in partnership with two of our fantastic Uxbridge town centre based recruitment agencies, have compiled a list of tips, tricks and useful resources for those looking to re-enter the job market, change careers or start again after a redundancy.



“ Uxbridge BID are committed to helping our town centre businesses and their employees. We know that this year has been challenging for so many and we hope that our Uxbridge Back to Work Resources Pack will help those who have experienced unemployment or redundancy. ”

- The Uxbridge BID team

## Further training or education will help expand your existing skills base or help you find a new career...

Uxbridge College has a range of courses from apprenticeships to GCSEs and A-Levels to teacher training and more.

[www.uxbridgecollege.ac.uk](http://www.uxbridgecollege.ac.uk)

Brunel University offer apprenticeship programmes that are developed by employers, professional bodies and the university. As an apprentice you will be employed throughout the programme, spending part of your time at Brunel and the rest with your employer.

[www.brunel.ac.uk/study](http://www.brunel.ac.uk/study) and [www.brunel.ac.uk/higher-and-degree-apprenticeships](http://www.brunel.ac.uk/higher-and-degree-apprenticeships)

### Helpful Links:

Uxbridge Job Centre Plus: [www.jobcentreguide.co.uk/uxbridge-jobcentre](http://www.jobcentreguide.co.uk/uxbridge-jobcentre)

CV Library: [www.cv-library.co.uk](http://www.cv-library.co.uk)

Indeed: [www.indeed.co.uk](http://www.indeed.co.uk)

Jobs 24: [www.jobs24.co.uk](http://www.jobs24.co.uk)

Monster: [www.monster.co.uk](http://www.monster.co.uk)

Reed: [www.reed.co.uk](http://www.reed.co.uk)

Total Jobs: [www.totaljobs.co.uk](http://www.totaljobs.co.uk)



### Useful Development Resources:

Future Learn Courses: [www.futurelearn.com](http://www.futurelearn.com)

Government Skills and Training: [www.gov.uk/career-skills-and-training](http://www.gov.uk/career-skills-and-training)

Career development with LinkedIn, search 'career development on the LinkedIn homepage':  
[www.linkedin.com](http://www.linkedin.com)

### Volunteering:

Consider volunteering as it is a fantastic way to get some experience and to give back to the community. In addition, the skills you learn will help you in future job roles.

Below are resources for volunteering in Uxbridge:

#### • H4ALL

Is a Charitable Incorporated Organisation (CIO) made up of five prominent third sector charities: Age UK Hillingdon Harrow & Brent, DASH, Carers Trust Hillingdon, Harlington Hospice and Hillingdon Mind.

[www.h4all.org.uk](http://www.h4all.org.uk)

#### • Neighbourly

Is an award-winning giving platform that helps businesses make a positive impact in their communities by donating volunteer time, money and surplus products, all in one place.

[www.neighbourly.com](http://www.neighbourly.com)

#### • Do IT

A database of UK volunteering opportunities. You can search more than a million volunteering opportunities by interest, activity or location and then apply online.

[www.do-it.org](http://www.do-it.org)

## 1 Firstly, update your CV

Sounds obvious right? But you would be surprised how many do not review their CV to make sure it's up-to-date. If you have finished a role for whatever reason then put this on your CV - sometimes it can work to your advantage as it could demonstrate you are available to start a new job immediately. Also, check your spelling and grammar carefully. It is always worthwhile having a family member, friend or recruitment consultant go over it to make sure it all makes sense and reads well.

## 2 Make your CV online accessible

It's never been more important to ensure your CV is accessible on all popular CV databases, including but not limited to: Reed.co.uk, CV-library, Monster and Indeed. After all, how are people going to find you if you are not marketing yourself! Also, ensure your profile is up-to-date on LinkedIn and if you do not have a profile, then set one up - it is a very popular network tool for recruitment!

## 3 Ensure you register with some reputable recruitment agencies

These agencies have jobs on for a reason...they tend to be good agents! They will market your skills for you and be the first to know about great opportunities that may not reach job sites online. Google locally and find some with good reviews, then move onto their website to see what they are advertising. Vacancies are moving quickly at the moment so don't despair if they don't have your perfect role. If they are marketing similar opportunities, then it is very likely they work with businesses who will be seeking your type of skill-set soon!

## 4 Treat your job search like your full-time job

There is a large number of people searching for opportunities it is likely you will get more knockbacks than successes, therefore you must be prepared mentally to increase your applications to increase your chances. Lean on friends, family, old colleague...as many people as possible to give you support and motivation - there is a lot of kindness out there!

## 5 Familiarise yourself with popular video conferencing applications

The most popular are Zoom, Microsoft Teams, Skype and WhatsApp. Each company tend to use one specifically so if you have an interview booked to attend, make sure to ask what type of meeting they will be asking you to join and download it so you can familiarise yourself on how it works.



## Practice a Video interview with a friend or someone your trust

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For most, conducting an interview online will feel unusual at first but after a bit of practice it will become more familiar. Trial runs will allow you to become comfortable on things like turning your camera on and making sure your microphone is working. Most applications start you on mute and with your video disabled, so spend some time on turning your camera and mute button on and off. Little things are easy to do on a video call, like interrupting each other (which is very easy to do if there is a slight delay) so run through some practice questions to get used to answering and giving an appropriate pause for their reply.

## Location, location, location!

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Try to ensure you have a place where you can hold a video call without being interrupted, which has a good internet signal and an appropriate background. Obviously, you do not want to conduct your interview with your laundry in the background, but also consider things like light i.e. sitting in front of a very sunny window will silhouette you. Natural light is always better so try to be well lit from the front.

## Remember to ask for help if needed

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We are all getting used to these new ways of working and we all appreciate that. If you are unsure about how to use any of the technology, or you need any assistance then let the interviewer know beforehand so that they can help. Remember, they want to interview you for a reason and if they are good at their job, they will do everything within their capabilities to help you.

## Treat your interview exactly as you would a face to face!

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This means do your preparation; make sure your laptop is fully charged or plugged in, dress smart, be ready to take the call 5 minutes early, make eye contact and listen to the questions being asked. It is key to remember that first impressions and your passion and knowledge for the role will shine through so give the interview as much attention and preparation as you would have walking into the interview room.

## End with a thank you!

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Lastly, make sure to end with a thank you for their time and the opportunity to introduce yourself. You will be amazed how far a little thank you can take you!

Well, that's about it! Not an exhaustive list, but one we hope helps in your career search. If you are seeking an agency to represent yourself then please feel free giving us a call as with over 40 years recruitment experience in the area, we are here to help!

[www.uxbridge-employment.co.uk](http://www.uxbridge-employment.co.uk) / 01895 520 700



### 1 Up to date profile

Keep your LinkedIn profile up to date. If you have a profile picture, you are 15 times more likely to have views on your page! Add a profile photo, background photo, a headline, and current position. Only use professional photos for your profile, you do not want any future employer getting the wrong impression of you. If you keep up to date on all of these, your profile will stand out from the crowd.

### 2 Your Standout Skills

Add all your skills to your profile! Do not leave anything out. You are using LinkedIn to find a job, so you need to put down all your amazing skills, so employers and recruiters know how fantastic you are.

### 3 Experience

Highlight your recent experience. You want your most recent experience to be clear to anyone who visits your page. This is especially useful when you are engaging with companies to secure a job. You want them to be able to see clearly what your most recent job was, your key responsibilities and which skills you have developed.

### 4 Make it obvious you are looking for work

Let employers and recruiters know you are available and looking for work. You can use your headline to make it clear to people that you are looking for work, for example 'Customer Service Executive seeking a new opportunity'. This will grab a passer-by's attention.

### 5 Research, research, research!

Research the companies that you would love to work for and give them a follow! Try making a list of companies you would love to work for and find them on LinkedIn. This will keep you up to date with these companies and when new positions become available you will be the first to know. An added bonus is you will already know all about them, so if you secure an interview, you will be super confident in your knowledge about the company!





## Staying Active

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Stay active on LinkedIn. If you reach an accomplishment at work or in your personal life, for example you got a promotion or you ran a 5K Marathon. This way when you are looking for work, your profile is full of the amazing things about you! Also interact with groups and individual people, the more you interact, the more you will be noticed, and you will build some recognition.

## Network after typical business hours.

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Only a small amount of people tend to use LinkedIn during business hours, as they are just too busy with work! If you interact with people's posts and network after working hours, you are more likely to get exposure and recognition from people.

## Stay extra positive!

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What you put on your profile reflects on you. Do not post negative comments or comment anything negative on someone else's post. Instead, take a second and think, 'Is there a way I can reword this in a constructive way.'

## No Typos

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Get rid of all the typos. If you have poor grammar or spelling mistakes on your profile, it will look like you have rushed your profile and it will not come across very professional. In the same way as a CV should not have typos, spelling mistakes or grammatical errors, neither should your LinkedIn profile.

## Keywords

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Use keywords on your profile. Keywords are so important on your profile, as they are the difference between your profile being found by a future employer, or it just getting lost in the crowd of other LinkedIn profiles. Identify the words you want people to find your page from. Use those keywords in your headline, summary, and profile. When you use the right keywords, your profile will be exposed to more potential future employers and job opportunities. We hope that this information is helpful for anybody looking for a new role. We wish you the best of luck securing your new dream job.