

# QUIZMASTER (FOR PRESENTER)

This handout provides you with all the questions and instructions you need to run the foundation-level quiz on how to red job adverts. We suggest that you work through all the questions first, giving answers to all of them at the end of the quiz (rather than as you go along). Suggested answers and points to be awarded are noted below, but use your judgement on the more subjective questions as to what points should be awarded.

## JOB ADVERT 1 (SLIDE 12)

Show slide 8 and give the quiz teams time to read the advert.

NO	QUESTION AND ANSWER	POINTS
1	What are the two non-negotiable, <b>'hard'</b> requirements for applicants? <ul style="list-style-type: none"> <li>• <i>Minimum of a Bachelors degree (or equivalent).</i></li> <li>• <i>Between 22-26 years old.</i></li> </ul>	2 points (1 per correct answer)
2	How does it appear job applications are being accepted? <i>Online application form (by clicking on <a href="#">here</a> at the bottom of the advert).</i>	1 point
3	Where will the successful applicant be working? <i>Saudi Arabia, though they will spend 25-50% of their time travelling away from their base office. There may also be an opportunity to have an international assignment.</i>	2 points (1 for Saudi Arabia, 1 for wider description)
4	Name two qualities, characteristics, attributes, qualifications or skills which a candidate would <b>ideally</b> have. <ul style="list-style-type: none"> <li>• <i>Strong academic track record: well-standing GPA (or equivalent).</i></li> <li>• <i>Strong business motivation.</i></li> <li>• <i>Good analytical skills, willingness to learn and strong aptitude for communication skills.</i></li> <li>• <i>A strong customer focus and the ability to develop strategies to meet the needs of your customers and our business.</i></li> <li>• <i>Passion for pace and competitiveness of the retail market.</i></li> <li>• <i>Analytical yet creative.</i></li> </ul>	2 points max. (1 per correct answer)
5	How could you find out more about this job or the organisation? <i>Since no contact details are given, we'd suggest they look at the company website (in this case <a href="http://www.unilever.com">www.unilever.com</a>).</i>	1 point

Before revealing the answers, move on to the second job advert (assuming time

allows). JOB ADVERT 2 (SLIDE 14)

Show slide 14 and give the quiz teams time to read the advert.

NO	QUESTION AND ANSWER	POINTS
6	<p>What <b>experience</b> does the successful applicant need to demonstrate?</p> <ul style="list-style-type: none"> <li>• <i>Minimum 1-2 years working experience in data collation and analysis, particularly experience of working with and analysing large amounts of data.</i></li> <li>• <i>Previous experience of project management.</i></li> <li>• <i>Knowledge of or experience of Occupational Health preferred.</i></li> </ul>	3 points (1 per correct answer)
7	<p>Will the successful applicant be the only Occupational Health Administrator or one of many?</p> <p><i>One of many – “We are looking to expand our Talent Pool of Occupational Health Administrators...”</i></p>	1 point
8	<p>Name two sources of further information you could use.</p> <ul style="list-style-type: none"> <li>• <a href="http://www.unilever.co.za">www.unilever.co.za</a></li> <li>• <a href="mailto:Annabel.rowling@unilever.com">Annabel.rowling@unilever.com</a> (NB this is not a real Unilever employee or email address but has been invented for the purposes of this exercise).</li> </ul>	2 points (1 per correct answer)
9	<p>Name three <b>qualities or skills</b> the ideal candidate would have.</p> <ul style="list-style-type: none"> <li>• <i>Highly organized.</i></li> <li>• <i>Works effectively within given timeframes.</i></li> <li>• <i>Works independently when required.</i></li> <li>• <i>Good communication skills.</i></li> <li>• <i>Organizes ideas and communicates orally.</i></li> <li>• <i>Data collation and analysis.</i></li> <li>• <i>Project management.</i></li> </ul>	3 points max. (1 per correct answer)
10	<p>In a sentence, describe what you think this job is all about.</p> <p><i>You’ll need to hear each group’s sentence to be able to award points here. The test is really whether they’ve been able to read the whole thing, cut through the jargon and the different sections and piece it all together to get to the crux of the position. It should be something along the lines of: Providing support to the occupational health team ranging from administrative tasks like coordinating diaries, meetings and training sessions to producing OH materials like reports, data, reading materials and training collateral.</i></p>	3 points max (award 1, 2 or 3 points depending on the depth of their answer).

At the end of the quiz, go back through all ten questions and reveal the answers. Get the group to call out their suggestions too to make this interactive and to make sure subjective answers are correctly marked. Explain throughout how many points are available for each question and, at the end, get them to total up their score (out of a maximum of 20). Get the teams to reveal their scores and reveal the winning team (awarding a small prize if you have one).

# 'MAKING SENSE' QUIZ



NO	ANSWERS	POINTS
1		(2)
2		(1)
3		(2)
4		(2)
5		(1)
6		(3)
7		(1)
8		(2)
9		(3)
10		(3)
<b>TOTAL POINTS</b>		(20)



# EXPLORE

## GET IN THE RIGHT MINDSET

- **Be open** to different opportunities. Your dream career may not be packaged exactly as you thought.
- **Be curious** to find out more.
- **Be positive** in every interaction. You never know where it will lead and can't make a first impression again.
- **Be professional** so that every person you meet can see what you can offer.
- **Be 'switched on'** to thinking about how you might fit in each opportunity you come across.

## DO A BROAD SEARCH FOR INFORMATION

REMEMBER TO USE CAREER WEBSITES, TALK TO/ FIND OUT ABOUT PEOPLE WHO HAVE A CAREER YOU ADMIRE, LOOK AT DIFFERENT COMPANIES/ INSTITUTIONS, AND KEEP AN EYE ON THE NEWS AND SOCIAL MEDIA.

## WHEN MAKING FIRST CONTACT WITH EMPLOYERS/ INSTITUTIONS...

- **Remember to be...** curious, open, switched on, professional and positive.
- **Satisfy any 'hygiene factors'** e.g. dress code, greetings.
- **Introduce yourself** clearly.
- **Keep your research in mind** and be prepared to share your opinion.
- **Identify who you really want to talk to.**
- **Plan your day** so you get what you really wanted out of the event.
- **Ask great questions.**

## READ JOB ADVERTS ON MANY LEVELS

- What do they tell you about the practicalities of the position?
- Where can you find out more?
- What's required vs. 'nice to have'?
- Cutting through the jargon, what's the job about?
- What are they really looking for?
- Does this suit your interests?

## WHAT ARE THE THREE THINGS FROM TODAY I WOULD LIKE TO REMEMBER FOR MY OWN JOB SEARCH?

1	
2	
3	

# GOOD QUESTION



When we speak to employers or institutions, we need to ask the right questions. As well as us find out more information, they can also help us make the right impression. But only if we get our questions right. That means thinking about what we really need to ask, who we ask about different subjects, and how we ask those questions so they showcase our existing understanding. Think about what you might ask the following people – focus on those that you are most likely to speak to over the coming months and feel free to add any others of your own.

WHO	WHAT SORT OF THINGS SHOULD YOU TALK TO THEM ABOUT?	BASED ON THE SUBJECTS YOU’VE IDENTIFIED, TRY TO COME UP WITH ONE OR TWO GREAT QUESTIONS WHICH SHOWCASE YOUR UNDERSTANDING.
Senior employer		
HR representative		
Current entry-level employee		
Professor		
Current student		

# IS IT FOR ME?

## JOB 1

What are the top three things this employer is looking for?	What experience, stories and examples do I have that would demonstrate these in a job application?

Thinking about the skills and examples above, do I think a job like this would be a good fit for me? Why? What about it does/doesn't appeal? What does this make me think about my own job search?

## JOB 2

What are the top three things this employer is looking for?	What experience, stories and examples do I have that would demonstrate these in a job application?

Thinking about the skills and examples above, do I think a job like this would be a good fit for me? Why? What about it does/doesn't appeal? What does this make me think about my own job search?