



Finding your path: Role/Career Guide

Talent
RISE

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Finding your path

Knowing what job or career you want can sometimes be half the battle itself.

A few people may know what they want from a young age, but many don't. People often follow a “squiggly” career path. There's nothing wrong with this and a diversity of experience can also be an asset.

There's also lots you can do to help guide your journey, including considering your values and interests, identifying your skills and talking to people who know you.

You can also reach out to people already working in jobs / organisations you're interested to ask their advice. Everybody started somewhere and most will be happy to offer advice and help to others.

Things to consider on your journey:

- Most jobs require doing some things you don't love, especially when starting a career. Be open to compromise but use what you care about and are interested in as your overall compass.
- Identify what you're good at and speak to those who know you best. Do research online and try things out through temporary work or volunteering.
- Build your professional network, including by using **LinkedIn**. **Don't be shy about** connecting with new people and asking for advice. Everyone started somewhere.
- Ask new contacts about “**a day in their role**”, “**how they got started**” and for any “**top-tips**” or “**useful resources**”.

Don't fear a squiggly career path

S U C C E S S



What people think success looks like

A typical career path is often depicted as a straight line from A to B, sometimes with steps or stairs within an organisation or field of specialism.

This may be true for some people, but it's often not the case for a lot of people.

What it usually really looks like

However, in reality careers often move sideways as well as forwards, and sometimes backwards too. This is completely normal, and the squiggle can bring benefits.

Experience working in different types of roles, and with different types of people, can make you a better decision maker, a better problem solver and a better relationship builder. These things will make you an asset to an employer, especially one who values diversity.

Tools to guide your journey (1)

Consider your own values and interests

It's important to keep an open mind when thinking about your career. Out of necessity many, if not most, people need to take jobs they don't enjoy everything about.

However, if you want to live your best life then you should always consider what you care about and what you enjoy doing.

Use this as your compass along the way. This way you won't wander too far of your path no matter where you end up.

Identify your skills

Your skills are one of the key things any employer will use to determine if you are a good candidate for a job.

So, it's vital that you understand your own skills and those needed for different roles and careers.

Think about whether your existing skills are a good fit for a role before applying.

If you have a specific role/career in mind but don't yet have the skills needed work on building these until you do.

Talk to people who know you

Talk about your job and career ideas with your family, friends, classmates, colleagues, tutors, teachers or people in your football team.

Those who know you best can help you work out what you're good at and what you might enjoy.

If you know someone who does a job or works for an employer you're interested in, ask if you can meet with them to pick their brain.

Build // use your network

People working in jobs / organisations you're interested in can be a great source of information and advice. They may also be able to let you know about vacancies or recommend you to an employer.

You might not have access to professional networks via family and friends, but you can create a [LinkedIn](#) profile to engage with people working in jobs and organisations you're interested in.

See pages 7 to 15 for more info

Tools to guide your journey (2)

Want vs need?

It's brilliant if you have a clear long-term career goal and can afford to wait to find the perfect entry-level role to get started in.

However, this often just isn't possible. People often need to find a short-term role to keep them going. There's nothing wrong with this!

Temporary work can help you to build your skills and experience while providing some breathing space while you search for a long-term job.

Research options

The internet is a great place to find out more about different industries and career paths that could suit you.

For example, **use job websites** as a research tool: type keywords relating to an industry or your interests into a job search portal and see what kind of job titles and employers come up. This can give you an understanding of the types of roles / careers you might consider.

Read industry journals & news sites // Look out for new developments & events

If you've got some idea of your desired career / industry, follow organisations and people of interest on **LinkedIn**

Attend careers fairs and info sessions Check out professional associations in your industry or area to find out if they offer any career guidance.

Try volunteering

Once you have some career ideas, look for opportunities to gain experience within the workplace through work experience, internships or volunteering,

, For example, if you're interested in photography and/or writing, offer to help a small business or charity with their social media.

We know not everyone can afford to volunteer, but even if you only have an hour or two spare, it's worth trying to!

Identify your skills

Why do this?

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Think about whether your existing skills are a good fit for a role before applying.

If you have a specific role/career in mind but don't yet have the skills needed work on building these until you do.

How to do this?

Talk to the people who know you best, including family and friends – ask them to help you brainstorm what you're good at.

Write down a list of any previous jobs or volunteering roles. Academic work and sports are also good to draw from. Think about the skills you needed and used.

Look for keywords in job adverts to see what employers need. This might jog your memory.

Soft skills vs hard skills

Soft-skills are about how you approach challenges and work with others. They are important to many jobs and can be developed and demonstrated in non-work settings, including volunteering, study and sports. They are often also known as *transferrable* skills as a result.

Hard skills are often technical skills that are specific to a job, career or industry.

Both are important! See the next page for examples.

Be specific // identify examples

Once you have an outline of your skills, drill down and make them more specific. For example, don't just say "I'm good with Microsoft Office", name specific products like Word, Excel, PowerPoint and Outlook.

Think about examples when you used your skills. For example, "I showed good communication skills when dealing with customers in my job at Tesco"

Soft skills vs hard skills

Example soft skills

Listening (communication)
Speaking (communication)
Problem Solving
Creativity
Staying Positive
Aiming High
Leadership
Teamwork

For more info / to build:

<https://www.skillsbuilder.org/>

Example hard skills

Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc)
Copywriting / Proof-reading
Computer hardware / networks
Accounting and finance
Coding (Python, Java, etc)
Databases & CRM (Salesforce, Razors Edge, etc)

There are many, many more!

To build: Ask us about Skillsoft!

LinkedIn: what is it?



The world's largest professional network on the internet

LinkedIn: why use it?

Gain exposure to hiring managers and recruiters

People already working in jobs / organisations you're interested in can be a great source of information and career advice.

Gain social proof of your skills and talents

Use LinkedIn as a research tool

LinkedIn has a great job board

Join LinkedIn Groups

Follow companies and people of interest



Demonstrate knowledge & credibility

LinkedIn: by the numbers

// Over 774 Million members in more than 200 countries

// Over 31 Million users in the UK

// Over 50% of UK adults are reachable by LinkedIn adverts

// Over 500,000 UK jobs on LinkedIn

// Approx. 1.5m UK users use LinkedIn to search for jobs weekly

// Globally there are three people hired every minute on LinkedIn

// 87% of recruiters regularly use LinkedIn

Accurate as Aug 25, 2021



LinkedIn: things to consider

Your LinkedIn profile is a professional landing page for you to manage your own, personal **brand**.

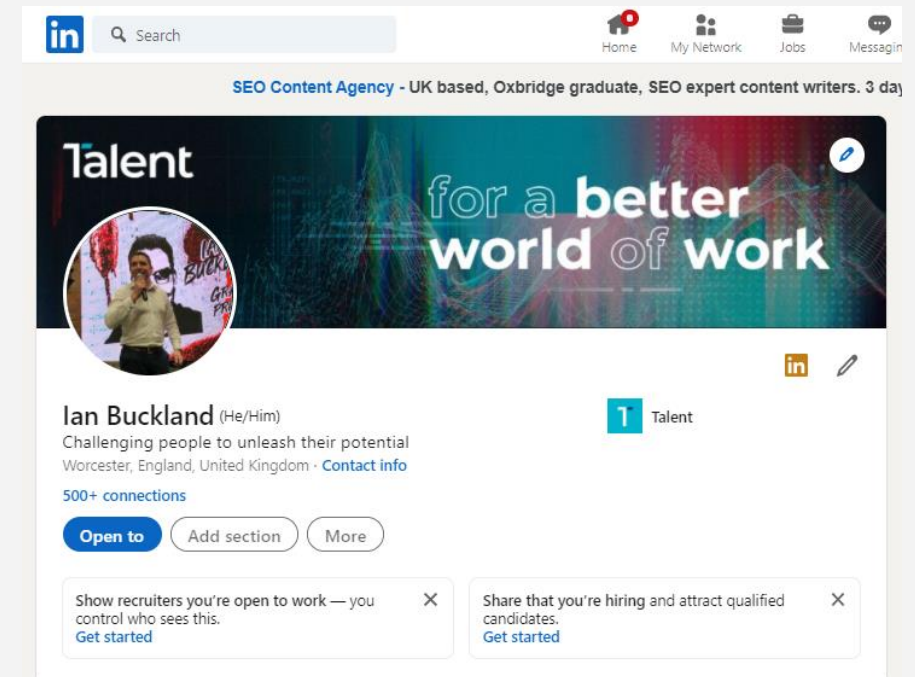
What is a brand?

“What people say about you when you are not in the room”

So what do you want people to say about you?

LinkedIn: build your profile

- // Add / update your picture & banner
- // Consider your headline – this can be a job/role title but “taglines” often work well
- // About – create or update this section. Align with your Personal Statement in your CV
- // Experience / Education – match it up to your CV
- // Skills – add all that you have, max is 50!
- // Accomplishments – add these if you can
- // Additional information – request a recommendation from someone you know
- // Attach your full CV



LinkedIn: build your network

// Build connections with:

- // People you know
- // People you want to know
- // People you would like to message



// Join groups

Network with likeminded people to share their insights and experiences, ask for guidance and build valuable connections

// Follow:

- // People
- // Companies
- // Hashtags

These actions are what create the content of your feed, which is the easiest way to be active on LinkedIn

LinkedIn: join in // be active

// Comment on posts and articles

// Re-share interesting posts

// Use LinkedIn reactions:



Like



Celebrate



Support



Love



Insightful



Curious

LinkedIn: don't be shy

// Some people might not respond to a request to connect but many will, after all LinkedIn is a networking site.

// Most people are often also happy to help, especially if you flatter them a bit in your connection request.

// For example:

“Hi there, I wanted to connect as I can see from your profile you’ve been successful in your career. I’m really interested in this area and any advice you can offer would be really appreciated”

LinkedIn: *easy* exercises

Send a connection request to 3 people

Find and start following 10 people or companies you're interested in

Request to join a group

React to // share a post

Want more help?

Thank you so much for taking part in RISE Day 2021. We hope this is just the first step on your journey with us.

We have separate guides available to help you with writing your CV, preparing for interviews and your overall job search.

The Talent RISE team are always happy to talk you through these too, so don't be shy about asking!

In the UK you can email our Director:

andy.chaggarr@talentrise.org

You can also visit:

<https://talentrise.org/>

