

Gaining Employment at Stoddart's **A Guide for Young People** *Human Resources*

Stoddart's is a proactive supporter of youth employment and we welcome applications from young people who'd like to join our team.

The purpose of this document is to provide young people with important information to help them in their search to gain employment.

- We put thought into the roles and routes for young people into our Company, and that is why we regularly participate in a range of different recruitment initiatives designed with young people in mind. Examples of these initiatives can be found in the 'News' section on our website (www.akstoddart.co.uk).
- We advertise opportunities on our company website and with the Job Centre Plus. Sometimes we also advertise with local schools, colleges and community groups, as well as in local newspapers and on other websites.
- We try to ensure that our recruitment process is as transparent as possible, but if you're unsure about something please ask.
- We understand that young people have relatively little experience of the recruitment process, and so our hiring managers adapt their expectations accordingly.
- You should provide as much *relevant* information as possible on your application form. Ensure you fully complete the form, as neatly as possible. Don't leave any gaps. If you need help completing your application form, ask family members or friends.
- Those candidates who are selected for interview will likely be contacted by email or telephone with the details (e.g. date, time, location, duration, what to bring etc). We will let you know in advance what your interview will involve – so that you can best prepare.
- Candidates are encouraged to make an effort and dress smart (but comfortably) for their interview. Dressing smart shows you understand the importance of making a good impression and that you have taken the time to do so. Also ensure you arrive in plenty of time for your interview. Having said this, we acknowledge that young people might not know how to behave during the recruitment process, and that is why we look beyond first impressions and give young people a chance.
- We will do our best to try help you feel comfortable and at ease during your interview. The person conducting the interview is not trying to catch you out – instead, their aim is to get the best out of you.
- We are looking for candidates who not only have, or will be quick to acquire, the technical skills for the job, but also have good soft skills (such as communication, assertiveness, work ethic, and teamwork). Only candidates who are able to demonstrate a genuine interest in the job and working for Stoddart's will be successful. It is therefore suggested that you do a little research on the Company in preparation for your interview.

- During your interview you will likely ask you to talk about yourself. You should therefore come prepared to talk about things that you are good at, and things you'd like to learn or get better at. Further, you should be able to talk with passion about things that interest you, such as your hobbies. Come prepared to answer questions such as:
 - why have applied to work at Stoddart's?
 - why do you think you'd be good at the role you've applied for?
 - describe a team you have been part of (e.g. at school or a sports team).
 - describe a project you've been involved in (e.g. for example, at school).
 - what job would you like to be doing 5 years from now?
- After you interview it may several days up to two weeks before you hear back from us. This is because we will likely be interviewing other candidates for the same role. We know that young people, in particular, benefit from individual feedback on their application. However, this is not always possible at present due to the increased demand on our resources. Nevertheless, we will endeavour to provide feedback to candidates where possible.
- Following your interview, if you have been successful, we will contact you by telephone to make you an offer of employment. We will then send you the details of any offer of employment, in writing, by post.
- On starting a new role with Stoddart's, you will receive a Company induction on your first day. This induction will cover important information you need to know to help you settle into your new job quickly. During your first day you will also receive a tour of the workplace and you will be introduced to your new work colleagues.
- Sometime during your first week you will receive a bespoke 12 week personal training plan. The purpose of the training plan is to help you to learn your new job and continue to settle in quickly.
- Whilst working for Stoddart's, all our employees continue to be offered ongoing training and development opportunities. For example, all employees are offered the chance to undertake a Modern Apprenticeship.

We hope you find this information to be helpful, and we wish you well in your search for employment.

Other sources of information and help:

Skills Development Scotland - My World of Work
www.myworldofwork.co.uk

The National Skills Academy Food & Drink - Tasty Careers
www.tastycareers.org.uk