



Time2Work

Module 1:

Support materials for young people entering the workplace for the first time

What employers want

When you apply for a job, it can help to understand the business perspectives of companies/employers and what attributes they might be looking for in an employee. It can also help to look for companies seeking to hire those with RMDs/disabilities.

What drives employers?

The private sector:

- Profitability
- Productivity
- Costs
- Competitiveness
- Being successful and sustainable
- Brand image

The public sector:

Quality of service, rather than profit

Skills and qualifications

For some positions skills and qualifications will be essential, whilst for other jobs no previous experience may be required. Some employers will offer graduate or training programmes for candidates who are coming straight from school, or other education. This can help them to build and train their workforce from the bottom up. A number of companies offer internships, apprenticeships and trainee programmes.

Living with an RMD gives you skills

Don't forget the skills and attributes you may have acquired living with an RMD, such as resilience, flexibility, self-motivation, positivity and organisational skills through balancing studies with health issues. You may have also developed enhanced

emotional intelligence and empathy for others, which means you are able to work alone as well as being an excellent team worker.

Who is the right candidate?

Employers are also looking for someone who will fit into the workplace, someone with the right attributes... For example, if it is a position that requires someone to work largely on their own, an employer will be looking for someone who is self-motivated, is able to work on problems without constant supervision and able to manage their own time.

If it is a position involving working as part of a large department, then the employer will be looking for someone who is a good team player, sociable with good interpersonal and communication skills.

What do employers look for?

When considering how well a potential employee will fit into a workplace, attitudes and behaviours are often as important as skills and qualifications. Employers might be looking for people who:

- Have a positive attitude and are enthusiastic
- Are motivated and really want to work
- Show an interest in the business and external factors that might affect it
- Work well with others/are good team players (if required by the job)
- Have good communication skills
- Offer help and support without always having to be asked
- Show willingness to learn new skills
- Are flexible and adaptable
- Bring creativity and new ideas, give feedback
- Look for solutions
- Possess drive and energy
- Are loyal and trustworthy
- Accept constructive criticism in a good manner
- Have negotiation skills

Identifying important information from a job description

The company/employer: What can you find out about them? (See also, *Preparing for an interview and Approaching potential employers*)

Job title and duties: List what is required

Qualifications/skills needed: List what is required

Most importantly...

- **List your attributes and identify which would enhance the job you are applying for to make your application stand out from the others**
- **Use key words, such as those listed above in your application to highlight your abilities, skills, personality and willingness to learn, grow and develop your career**
- **Consider your transferable skills if you do not have previous experience in the position advertised**

It's not always easy to be driven and have energy when you have pain and fatigue. Worrying about coping with job applications, or holding down your first job, as well as the rest of your life, can be stressful. This can affect your mood and make you feel down. Try to focus on your skills and attributes and how you feel on your best day.

Help boost your mood and the way you approach your life and finding your first job or position by:

- **Taking everything one day at a time**
- **Looking forward, not back**
- **Pacing yourself**
- **Practising actively looking for the positive side of things**
- **Focusing on what you CAN do well**

Supporting references

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