

## HOW TO SURVIVE REDUNDANCY

The job market is an interesting and busy place to be during this challenging time. If you find yourself in a redundancy situation, here are some useful guidelines we hope will assist you during what can be a difficult period.

- Don't panic – it's a huge shock to lose your job. But if you start to panic you won't be able to think clearly. Accept that this is a setback, but that's all it is. Once calm and clear minded you will be able to look at your situation more objectively.
- If your redundancy situation causes you financial problems such as mortgage repayments get professional advice immediately. To enable you to feel in control of any temporary situation like redundancy you will need good practical advice so call your local Citizens Advice team and if you have a mortgage talk to your mortgage provider. They should be able to advise you on how to deal with the immediate and very stressful money worries.
- There are laws that dictate how redundancies should be handled to protect employees. If you are concerned that your particular redundancy was not handled legally seek professional advice. ACAS on 08457 474747 or your local Citizens Advice Bureau should be able to advise in the first instance.
- Always remember that it is the "role" that is redundant and not "you" as an individual. It is common for people to take it personally, especially if you have been subject to a series of these scenarios, or you have been made redundant after spending a lengthy period of time with a company. Remember that you have been employed before and therefore you are employable so will be working again.
- You could feel as if your confidence has been knocked so use this time to reflect on your strengths and transferable skills in order to have more confidence when seeking alternative employment. Dissect your past roles so you can see clearly what you have been responsible for and be proud of your accomplishments along the way.
- Leaving your work colleagues can be hard as you may have worked with them day in day out for perhaps years. You have probably spent longer with them than with anyone at home! Be prepared that you might go through a sort of grieving process, and remember that they also will be missing you both personally and the contribution you made to the company. Keep in touch if you need to. Remember you will meet new people in another role so this is something to look forward to.

## HOW TO BAG THAT JOB!

### The CV

- Your CV is the very first thing a prospective employer will see regarding you. When writing your CV please take extra care with layout, spelling and presentation.
- Tailor each CV to the role you are applying for. Write a profile at the top of the CV stating the skills and experience you have that match each role you are applying for. This will encourage the prospective employer to read your CV thoroughly while looking for a skills match and therefore is of vital importance; and it will show commitment and real interest in a role.
- Spend a great deal of time and effort on your CV, it's time well spent. Potential employers who see your CV will be sifting through many more than usual and this is your FIRST chance to make an impression so that you can secure that all important interview.

### Interview Preparation

- Now more than at any time preparation for interview is absolutely key. Spend time researching the company with whom you have an interview prior to your meeting.

### Interview techniques:

- Spend some time making sure you know why you are interested in the role you have applied for.
- Know why you have left previous roles in the past, know what your strengths and weaknesses are and remember they will not ask you a question about you that you do not know the answer to, it is how you answer the question that is important.

### Attitude

- A positive outlook is paramount and please do not dwell on past negative experiences during interview.
- You will need your own personal "wow" factor. Many employers will overlook small skills deficiencies when interviewing so long as the interviewee has a bright, confident and enthusiastic outlook.

If you would like a copy of or 'interview techniques' sheet or would like an unbiased opinion of your CV please ask your Consultant at Commercial Recruitment.

Good luck!