

Simple Redundancy Support

Being made redundant?
Let us lend a hand



www.simplerecruitmentltd.co.uk

This pack contains:

- What does redundancy mean for me?
- How can Simple Recruitment help?
- Mental health when facing redundancy
- CV Advice, including a useful template
- Consider upskilling
- Interview tips
 - what to and what not to wear
 - good questions to ask
 - questions you may be asked
 - interview mistakes
- How to set up Zoom
- Tips for online virtual interviews
- Simple current vacancies list
- Useful links and resources

What does redundancy mean for me?

Redundancy is a form of dismissal from your job. It happens when employers need to reduce their workforce.

If you're being made redundant, you might be eligible for certain things, including:

redundancy pay

a notice period

a consultation with your employer

the option to move into a different job

time off to find new job

Redundancy will look different on an individual basis, we suggest to:

- partner with specialists
- obtain as much information as possible
- take your time

You cannot be selected for redundancy because of age, gender, or if you're disabled or pregnant. If you are, this could be classed as an unfair dismissal



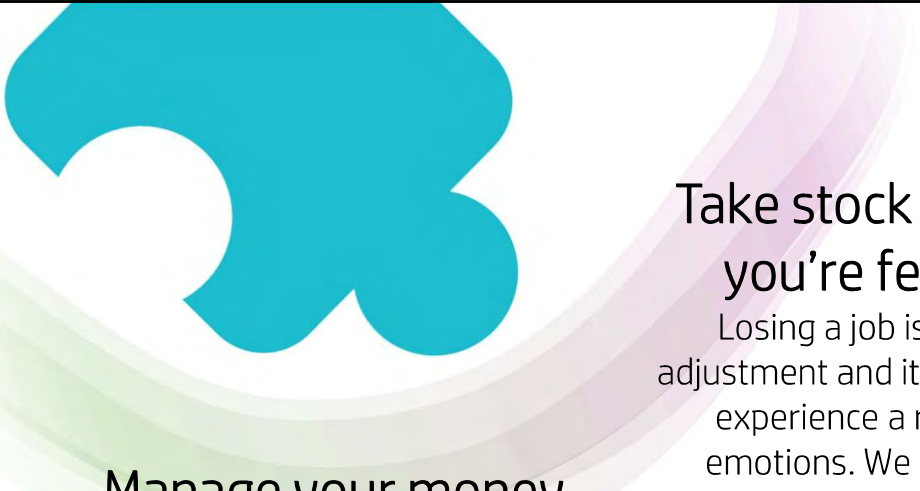
How can Simple Recruitment help?

To put it simply, this is what we do...

It has been said that a company is only as good as its people – here at Simple Recruitment, we are proud to have a team whose breadth of knowledge is extensive.

We can help you:

- to provide confidential 1:1 advice
- assistance with CV's
- crucial interview tips to ensure you stand out from the crowd



Mental Health

when facing redundancy

Manage your money

If you are made redundant, your finances are probably one of the first practical things you'll be thinking about. Creating a budget can be a good first step if you're not sure where to start – the Money Advice Service can help with this. Some people may find it helpful to choose a regular time each week to look at bills and other spending to stop things piling up, or only withdrawing the amount of money you intend to spend each week.

Take stock of how you're feeling

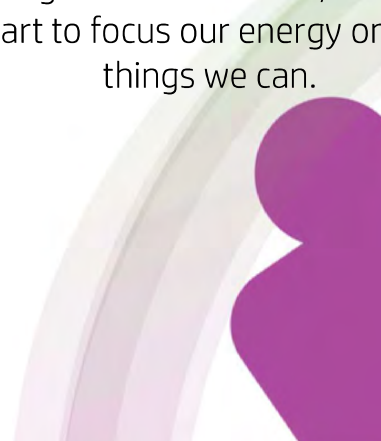
Losing a job is a huge adjustment and it's normal to experience a range of emotions. We may feel shock, anger, resentment, relief and much more all in a short period of time. Make sure you give yourself space and time to express these feelings, and talk to other people about what you are experiencing. Being made redundant is nothing to be ashamed of; you are not to blame for this turn of events and having some social support during this time can help you cope.

Keep busy

If you're someone who prefers to keep your brain stimulated and challenged, why not listen to podcasts, watch films and do puzzles? You could also consider volunteering or learning a new skill. Depending on your trade, now might not be the ideal time to find a new job, but keeping yourself focused and setting yourself challenges can help to improve your self-esteem for when the right role comes up. FutureLearn and OpenLearn have free online courses you could try.

Coping with uncertainty

If you're struggling with feelings of uncertainty, try to focus on the things you can control. Spend some time polishing your CV or learning a new skill. By accepting the things we can't control, we can start to focus our energy on the things we can.



CV Template

Name and contact details
Ensure these are correct and professional

JOE BLOGS

joeblogs@hotmail.co.uk
07797 123456

Profile:

Key Skills:

Experience:

Education & Qualifications:

Interests:

References:

Available upon request

This is the first thing a potential employer will see and is an essential part of standing out from the crowd. It explains who you are, what you're offering, and what you're looking for. Aim to prove why you're suitable in one short and succinct paragraph.

This section should include all of your relevant work experience, listed with the most recent first. Include your job title, the name of the organisation, time in post, and your key responsibilities.

You don't always need to include hobbies and interests in your CV but mentioning relevant ones could back up your skills and help you to stand out from the crowd. Just don't say you enjoy socialising with friends just for the sake of including something. If it's not going to add value, leave it out.

Keep this section short and sweet. A bullet point list of your main skills. These could be Microsoft Office Experience, working well as a team, money handling or being a key holder.

Your educational experience and achievements should be listed here, along with dates, the type of qualification and/or the grade you.

Simple Top Tip:

If you have more educational achievements than work experience, placing an emphasis on this section is a good idea. Move your Education and Qualifications section above your Work Experience. The same applies when a potential employer may be looking for specific educational qualifications.

We have included a blank template for your use [DOWNLOAD HERE](#)

Consider Upskilling

Adding to your existing skills or gaining qualifications in a new area are good ways of improving your chances of getting another job.

They could also give your confidence a well-needed boost.

You'll find lots of retraining choices open to you when you've been made redundant, from apprenticeships and internships to part-time, full-time or distance study courses at college or university.

There's lots of financial support too.

Helpful links and contact details:

England – [National Careers Service](#) or call 0800 100 900

Computer and online skills:

Visit the UK Online Centres Network at ukonlinecentres.org to find your nearest training centre.

Learn My Way offers free course on using a computer, browsing the web and finding work online at learnmyway.com.



Benefits and tax credits when you've lost your job

If you've just lost your job, you might be wondering what out of work benefits you'll be able to claim. The benefits available depends on how long you were working for, your National Insurance Contributions (NICs), how you left your job and household circumstances. What you'll be able to claim also depends on how long you were working for.

The Money Advice service has some great tips and resources depending on your individual circumstances



www.moneyadvice.service.org.uk



INTERVIEW PROCESS

An illustration of a desk setup for an interview process. In the center is a laptop with a blue keyboard and a white screen. Two hands are shown typing on the keyboard. To the left of the laptop is a stack of papers, including a resume with a photo and a green square. A red pencil is also on the left. To the right of the laptop is a pair of glasses and a smartphone. Further right is a brown cardboard box and another document with a circular logo. The background is a solid light orange color.

Interview Tips

What to and What Not to Wear



- Smart professional clothes
- Clean and tidy shoes



- Casual attire including a hat
- Stomach on show



Although more casual attire may be acceptable for certain roles, it's always best to play it safe and give a good first impression.

Make sure your clothes are free from stains, missing buttons, loose seams, and wrinkles. You don't want to show up to your interview looking



Questions you may like to ask



Is this position a new or existing one?

This question will help you to find out whether you are replacing somebody or if the role has just been created. If it is a new post, why has it been created?

Can you tell me more about the day to day responsibilities of the role?

This is your chance to learn as much as possible about the role so you can decide if this really is the job that you want.

What are the promotion prospects?

Nobody wants to fall into a dead-end job and this question enables you to find out more about the potential for progression within the company. You are also demonstrating your desire and drive for success and career progression.

What are the company's plans for the future?

This question not only shows that you are interested in the company but will also allow the recruiter a chance to talk about their plans.

What do you like best about working for this company?

This question will give you an insight into the culture of the company and the interviewer's personal experience there.

We have listed some questions you may face on the following page along with tips on how best to answer them.

Questions they may ask you

Why are you leaving your current position?

This question is usually asked towards the beginning of an interview.

It is definitely advisable that you refrain from being overly critical or negative about your current employer – remain professional (not personal) at all times.

Rather than focusing on the negative aspects causing you to leave your current role, focus on the positive ones which attract you to a new one. For example, “I would like to find a role which is more challenging” or “I would like a role with a chance for progression”.

What do you know about the company?

Take some time to find out about what the company does and what your role would entail.

You do not want to find yourself in an uncomfortable position admitting that you have no idea what they do. Instead, you want to be able to give them a short overview of the company.

What were your main responsibilities in your last role?

Don't read from your CV word-for-word as they will most certainly have it to hand themselves!

When listing a few of your main responsibilities, do so in a way that is different from how you wrote about them on your CV. Be sure to expand on how your experience would make you right for this role, maybe even give some examples.

What are your greatest achievements?

A potential employer may ask this as a way of finding out more about you and what you deem to be an important achievement – think carefully.

Your greatest achievement may not be work related, but be clear on why it is important to you.

What salary are you looking for?

Many people find it awkward speaking about salary, but honesty is the best way forward on this one. Be sure to give a salary in line with the expectations of the role and within the scope of the role if salary was advertised or advised to you at the outset.



Interview Mistakes They Don't Tell You About

Turning up too early

Being late is the classic interview mistake. However, turning up too early can be almost as devastating to your chances.

So, arrive ten minutes before your allotted time. Not later, not earlier.

Staring unblinkingly at them.

Eye contact is good. It allows people to make a connection with you, and we tend to like people who make eye contact with us. However, excessive eye contact will make your interviewer uncomfortable

Being too relaxed

You want to be relaxed, calm and focused. You don't, however, want to be so relaxed that you start calling the interviewer by a nickname, make inappropriate jokes, or calling him or her 'mate'. They're not your mate; they're your prospective boss.

Giving too much information

Be careful not to talk too much. You should be doing most of the talking, but don't waffle on with irrelevant detail, don't talk so much they can't get any questions in, and whatever you do, don't start criticising former employers or colleagues.

Having too many questions

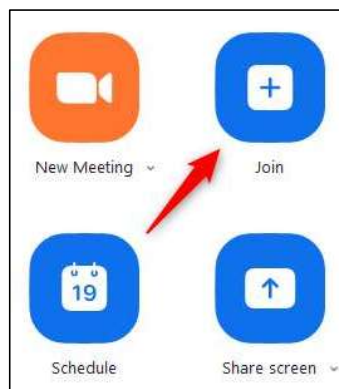
While it's a good idea to prepare some insightful questions about the job, the company, and your possible future in it, you don't want to start grilling the interviewer. Remember, also, that no interviewer is going to be impressed by someone who only asks about the pay, the benefits, and the holiday allowance.

How to set up **zoom**

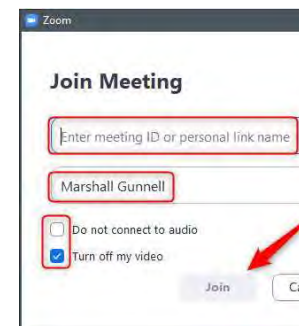
Zoom is one of the top video conferencing applications currently on the market. If you're just joining a Zoom meeting, you don't need to have Zoom installed on your computer.

- 1 Open Zoom, and you'll be prompted to sign in. You can (1) enter your email and password and then select "Sign In," or (2) sign in with [SSO](#), Google, or Facebook. Selecting Google or Facebook will bring you to its respective sign-in page

- 2 Here, select "Join."



- 3 A new window will appear. In the first box, enter the meeting ID that was sent to you. Below that, enter your display name (remember this can be seen by all participants, select if you would like to join the meeting with audio and [video enabled](#), and then select the "Join" button.



- 4 You will now be in the meeting

Virtual Interview Checklist

