



Your next steps...



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We know that being made redundant is a difficult and unsettling experience. You're not alone in feeling overwhelmed or uncertain about the future.

This pack has been created to provide you with essential information and practical guidance to help you navigate this challenging time. Our aim is to support you in understanding your rights, planning your next steps and ultimately finding a new role that suits your skills and career aspirations.

Career Change

Many people face a change in their career at some point. Some choose to move on but many have a transition forced upon them as in the case of redundancy.

Although redundancy can be frightening it can also bring opportunities to take stock and find a new direction.

The decisions you may need to take include:

- Should I make a career change?
- Should I go for retraining or return to education?
- Should I look for an opportunity to work for myself?
- Should I consider other alternatives e.g. part-time activities?

You may want to ask yourself first:

- What sort of things do I want to do?
- What are my skills and qualifications just now?
- Where am I willing to go – the local area, wider region or further?
- What is realistic given the job market in the type of work I am interested in?
- How important are pay levels to me – what am I aiming at?
- What do I not want to do?

Start a conversation with our consultants who will listen to your situation and guide you towards your career goals.

Get Help Finding a New Job

Working with The ONE Group

Job searching can be a minefield, but working with us can make navigating the obstacles a lot, lot easier.

As a candidate, you'll be guided through the recruitment process from initial application stage, and we pride ourselves on building long term relationships with both candidates and clients in order to be able to assist with your career moves and hiring needs at every stage in your future working life.

We recruit across Cambridgeshire, Hertfordshire, Northamptonshire, Peterborough and beyond within seven specialisms:

- Accountancy & Finance
- Human Resources
- Information Technology & Software
- Marketing & Creative
- Office Support
- Scientific
- Technical & Engineering



Scan to visit our website and complete our form to connect with a consultant, or visit www.theonegroup.co.uk/disciplines

Our consultants can not only support you with your job search, but career changes, upskilling, CV support, interview prep and more.

Start your journey with us today.

Example CV Template

Our guide is designed to give you a comprehensive run down of what should be included in your CV and how to customise it for your specific industry.

The below CV template focuses on 1 major theme: Simplicity! Keeping your CV clean and efficient and allowing your experiences and knowledge to speak for themselves is the true secret to CV writing success.

NAME

The ONE Group

ADDRESS & CONTACT DETAILS

44 Tyndall Court, Peterborough PE2 6LR

Mobile: 07808 800000

Email: me@hotmail.com

LinkedIn: <https://www.linkedin.com/company/591784/>

INTRODUCTORY PARAGRAPH or SHORT BIOGRAPHY

I am an ambitious part qualified accountant looking for a new challenge in order to progress my career. I am a strong team player who is also capable of working alone and managing my own time in order to meet strict deadlines. I am a dedicated employee, committed to improving and streamlining processes within my role.

KEY SKILLS (INDUSTRY SPECIFIC)

Systems knowledge of Oracle, Sage and BAAN. Advanced Excel

PROFESSIONAL QUALIFICATIONS

Currently studying CIMA Managerial, 4 papers completed

AAT Qualified 2007

EDUCATION

3 A' Levels Neale Wade Community College Sixth Form

Maths B, Business Studies A, Physics C

9 GCSE's Neale Wade Community College

All subjects at grades A-C

CAREER HISTORY

Management Accountant at Recruitment Group Ltd

Jan 2018 – to Present

A brief outline of the business and your successes, for example, where you have streamlined procedures, improved efficiencies, project work etc.

- Analysed financial data to identify trends, assess performance, and support decision-making.
- Prepared financial reports and presented them to senior management.
- Developed and monitored budgets & forecasts.
- Managed costs, performed investment analysis, and identified cost-saving opportunities.
- Conducted risk assessments and implemented internal controls.
- Maintained efficient financial systems and processes.
- Communicated complex financial information and collaborated across departments.

INTERESTS

This is your opportunity to get your personality across, a few key interests are enough to spike an interest from a potential employer. Try and steer clear of anything too risky, alcohol related exploits for example, are not something an employer needs to hear at this stage. Think about charity work you may have done, amateur dramatics or any lectures you may have attended.

Guide to Interviews

Interviewing at any stage of your career can be quite a daunting experience and with no two interviews being the same, it can appear to be more of an art than a science. The following guide will provide a general framework to focus your preparation and maximise your performance at that all-important meeting.

Interview Preparation

Once your interview has been arranged you will receive a confirmation email. This will outline who you will be meeting and where and when the meeting will take place. Consider the following; Plan your journey in advance and if possible, make the journey before the interview date. All interviews require suitable business dress; your personal presentation will help make a good first impression. Giving adequate time to thoroughly prepare for your interview will dramatically increase your ability to perform.

Interview Tools

There are three main tools that will enable thorough preparation for the content of the interview;

Curriculum Vitae

Your CV has sold your skills so far; however, you must be able to talk through it in detail and answer some challenging questions about it at interview. To ensure you perform well at interview, ask yourself the following questions and make notes on your CV; Can you talk through your CV from your earliest employment to the most recent, highlighting the reasons for joining the companies you have worked for, what did you do and why did you leave?

- If there are chronological gaps on your CV can you discuss the reasons for these breaks and answer further questions regarding this, such as length of time and what you were doing in the interim period?
- Are you confident in discussing your achievements, particularly those relevant to the role and those that apply to core competencies such as communication skills, organisational skills, and team working?
- If currently studying can you discuss with confidence the level to which you have studied and what is required to complete your studies?

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- Are you able to refer to all parts of your educational history, no matter how far back?

Job Specification

The job specification provided should cover all the main aspects of the role that you are interviewing for. Ensure that you have read the specification thoroughly and that you understand all the tasks required of you. It is likely that there will be certain tasks that are new to you; research these and if these tasks appear to be company specific ask your Consultant to elaborate further.

Company Information

In the age of the Internet it is easier than ever to gather information about a given company. Therefore, simply looking at their 'About Us' page on their website may be sufficient; although it is unlikely to make you stand out. Access all areas of their site and if relevant, that of any holding or subsidiary company. Look at what do they do, where they operate, their mission statement and take note of any achievements listed. Other sources of information can include industry specific websites, governing or regulatory bodies and the websites of their main competitors.

The Interview

There are three stages of the interview to consider, the introduction, question and answer and the close.

The Introduction

Making a good first impression and building rapport are key to getting the interview off to a good start. Think about something relevant to start conversation, this could be regarding the modern nature of the office, something up to date in the news about the company or simply thanking them for taking the time to see you.

Question and Answer

There are four types of questions that are asked at interview. Using your CV, the job specification and the company information you have researched, plan potential responses to the following questions.

What have you done?

Rehearse discussing your CV from earliest to most recent outlining why you joined the company, what you learned whilst you were there and the reason for leaving.

What do you want to do next?

- Why do you want to work for this company?

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- Why do you want this job?
- Where do you see yourself in the next 3-5 years? Avoid talking about salary/job titles – talk about the experience you want to gain, skills you want to develop e.g. become qualified, manage a team.

What kind of a person are you?

- How would you describe yourself?
- How would your friends/family describe you?
- What are your strengths? Look at skills and achievements relevant to this job
- What are your weaknesses? Look at areas of development specific to this job

What do you know about the company?

Outline your understanding of what the company do, where they operate, what their key principles are and who their main competitors are. Note: There is an interview structure known as Competency Based Interviewing and you can find a guide to this process in our Interview Preparation page on our site.

Normally towards the end of the interview you will be given the opportunity to ask any questions that you have. There are two types of question to consider, company specific and interviewer specific.

Company Specific Questions

- Where is the business placed in the market?
- How are they trying to gain a competitive advantage?
- What are the company's key strengths?
- What are the company's main threats?
- What are the long-term business goals?
- Interviewer Specific Questions
- Why did they join the company?
- How have they progressed within the company?
- What is the company environment like?
- Where do they see themselves developing within the company?
- What was their background prior to working here and how did they adapt?

Closing the Interview

It is important to close the interview on a positive note. Thank the client for their time, and reaffirm your interest in the role. Let them know that you are keen to gain feedback and that you look forward to hearing back from your Consultant from THE ONE GROUP. Try to avoid discussing salary expectations at this time. This is something that your Consultant will manage as part of our service.

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The Second Interview

Second interviews can tend to be slightly repetitive as there is normally a new member of the business present, this could be a member of Human Resources, a member of Finance or another member of the Management team. Your preparation should mirror that for the first interview, but in addition try the following to enhance your approach; Record what was discussed in the first interview, including your detailed answers. Use the feedback given to you following the interview to highlight your strengths and weaknesses.

Think about how you might consolidate and enhance your strengths and overcome issues raised regarding perceived weaknesses. Look back at your achievements and experience for examples. If questions are repeated for the benefit of any new parties involved, use your previous experience to frame your answers. On this occasion think of any further information you may require and prepare questions to ask.

Concentrate on being yourself; you know they like you. Be confident and enthusiastic!

Feedback

This is an important part of the process, whatever the outcome. It is difficult to view interview feedback from an objective perspective as the information is about how you are perceived by others. However, this information will be imperative in preparing yourself for your new role and the challenges this will bring, or in improving your interview performance moving forwards.

Good Luck!

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Questions to ask at your Interview

Your interview is going well. You've answered all the recruiters' questions confidently and the session is coming to a close. One of the final things you'll be asked will be, 'Do you have any questions for me?' To have a chance of securing the job, always say yes.

Here are some example questions you could ask:

- **What would a day look like in the role?**
- **Can you tell me more about the team I will be working in?**
- **The office environment – is there an opportunity to take a look?**
- **Can you tell me more about X responsibility?** (Get them to go into more detail about certain aspects of the role you might be unsure on)
- **Are there opportunities for training and progression in the company?** (Don't make this about the salary; Asking about development opportunities will show you want to invest your career into their business)
- **What do you enjoy about your job?** (Get to know why the interviewer likes working there)
- **Can you describe the working culture of the organisation?**

If it is more of an informal interview, it is worth asking questions throughout the interview which will help you contribute fully to the conversation. However, it may be worth keeping one or two questions to the end if you are asked 'Do you have any other questions?'

Good Luck!

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Online Learning Platforms

There are many FREE online courses you can complete to upskill, retain expertise and learn new skills.

Here are some of many online learning platforms that offer free courses:

- **Coursera:** Offers a vast array of free courses from top universities and companies.
- **edX:** Similar to Coursera, providing free courses from renowned institutions.
- **FutureLearn:** Offers free online courses from leading universities and cultural institutions.
- **Khan Academy:** Focuses on math, science, computer programming, history, art history, economics and more.
- **Google Digital Garage:** Provides free digital marketing and online business courses.
- **LinkedIn Learning:** Offers a vast library of courses, though many require a premium subscription; however, there are free trials available.



Scan the QR code to take a skills assessment test, or visit: www.nationalcareers.service.gov.uk/skills-assessment

Networking

Networking is a great way to find out about jobs or get information, advice and support.

The people in your network can help you:

- find out about jobs, apprenticeships or training schemes
- learn about a career or company
- get recommended for a job or grow your reputation
- find ways to get work experience
- get advice and support

You can ask members of your network:

- if they know someone who works in the career you're interested in
- whether they know anyone who is currently hiring
- the best ways to look for vacancies
- how they got their job

Online networking is also a good way to meet people, especially if you're nervous about doing it in person.

You can find people to connect with online on social media, LinkedIn, community forums or special interest groups.

Use our LinkedIn Profile Guide to ensure your profile is up to date before you begin to network.

A guide to having the perfect LinkedIn profile



A good profile photo increases the credibility of your profile and helps you stand out from the crowd. Your banner is just as important - use this to represent your skills, passions or your current place of work!

Profile Name

Your **headline** is automatically created when you update your positions. This isn't a true reflection of WHO you are, so you need to change it! You want your target audience to know who you are in 5 seconds.

First impressions count and the featured content section of your profile is effectively your 'highlights reel'. You can 'pin' your content to your profile for people to see when visiting your page. This is a great feature to display content about your work, company or you!



About

Your LinkedIn bio is super important when looking to cement the attention of your target audience. The About section of your profile should express your mission, motivation and skills to people who view your profile. Ideally, you should limit the text to one or two paragraphs while filling this section. You can use bullet points if you're not comfortable with writing paragraphs.

Experience and Skills

Add all your relevant work and education experiences:

- You should keep your profile updated with all your professional experiences that align with your current career goals.
- Adding a small summary about each role will allow your target audience to understand your skills and experience on a deeper level.
- You can also add media samples to provide quick access to your work portfolio.

A list of relevant skills on your profile also helps you showcase your abilities to other members - like recruiters. Once you add your skills, your connections can **endorse them**. If someone endorses your skills, it will increase the likelihood of you being discovered for opportunities.

Recommendations

Request recommendations from your connections; a recommendation is written to recognize or commend a connection, such as a colleague, business partner, or student. There's no limit to the number of recommendations you can request for.

A guide to having the perfect LinkedIn profile

Whether your profile is in need of a freshen up for your customers or you are looking for a new job opportunity, these tips will help boost your profile and connections!



Scan the QR code to take a look at some example LinkedIn profiles.



Wonsulting Walton
(Example profile)



Wendy Javier
(Example profile)

Good luck!

How to Bounce Back in a Tough Job Market

Resilience is a powerful tool to bounce back from setbacks and adapt to challenges. It can help you navigate life's ups and downs, especially in your career.

Building resilience can equip you to handle tough situations like job loss, interview rejections or career changes with greater strength and positivity. It's a skill that can be learned and developed over time. With practice, you can cultivate the mindset and behaviours needed to recover more quickly and confidently from life's obstacles.

Being resilient will make sure that you are able to deal positively with challenging situations in your job search such as:

- interview rejection
- exam failure
- redundancy
- not getting a promotion
- unexpected life events

There are some typical characteristics of truly resilient people:

- having a positive frame of mind and a willingness to try new things
- being keen to meet new people and making them part of a support network of trusted friends and colleagues
- knowing who to turn to and having the courage to ask for help and advice

Trying to boost your resilience and build a support network can feel daunting. **To help with this you could:**

- start a course - even online courses give you the chance to meet and chat with other learners
- join a local or online interest group
- take up a new hobby you can do with others
- join a sports team or do something active
- stay in regular contact with friends, family and work colleagues

In the workplace you can also draw on the support of a manager or get help from human resources professionals.

Tips to Become More Resilient

When things don't go to plan try to:

- make a list of all the times you have adapted well – remind yourself that you have coped before and you can do so again
- see your experience as a chance to grow and improve
- ask for constructive feedback – for example, after an interview, following an exam or a work appraisal
- have a positive outlook – you may not be able to alter the situation but you can change the way you think about it
- connect with others and ask for help
- focus on the things you can change and accept those you cannot
- set yourself small goals and celebrate your achievements as you go
- be kind to yourself – not always succeeding is a part of life
- reflect on your experience and try to learn from it – it will make you stronger in the long term



If you are looking for further support on building resilience, visit www.mind.org.uk/information-support/types-of-mental-health-problems/stress/managing-stress-and-building-resilience

Support Services for Mental Health

It's completely normal to experience a range of emotions when faced with redundancy, from shock and anger to sadness and uncertainty. Remember, you're not alone in feeling this way.

If you're struggling to cope, please reach out for support. There are a variety of mental health services available to help you through this challenging time.

Talking to someone can make a significant difference in how you manage your emotions and move forward.

- **Mind:** Provides information and support on various mental health issues.
- **Rethink Mental Illness:** Offers support and advice for people affected by mental illness.
- **Mental Health Foundation:** Provides information and resources on mental health.

Financial Support

Facing redundancy can also be financially overwhelming. It's important to take stock of your situation, create a budget and explore your options. Seeking professional financial advice can provide clarity and guidance during this challenging time.

Remember, there are support services available to help you manage your finances and plan for the future.

Understanding Your Financial Situation

- Calculate your redundancy pay and understand your entitlement based on your age, length of service, and average weekly earnings.
- Assess your financial position by creating a detailed budget to understand your income and expenses.
- Review your debts and prioritise debts based on interest rates and repayment terms.

Managing Your Money:

- Create an emergency fund - aim to save 3-6 months' worth of living expenses.
- Consider your options for redundancy pay and explore options like paying off debt, investing, or creating an emergency fund.
- Review your insurance policies to ensure you have adequate cover for income protection, critical illness, and life insurance.

It's essential to seek personalised advice based on your specific circumstances. These are general guidelines and may not apply to everyone.

Remember, there are support services available to help you manage your finances and plan for the future.

Financial Support Services

- **MoneyHelper:** Offers free and impartial financial guidance on a range of topics, including pensions, savings and debt.
- **Citizens Advice:** Provides free, confidential advice on a wide range of issues, including debt, benefits and housing.
- **StepChange Debt Charity:** Offers free debt advice and support.
- **Government's Benefits Calculator:** Helps you check what benefits you might be entitled to.
- **National Debtline:** Provides free debt advice and support.
- **Money Saving Expert:** Offers tips and advice on saving money.



For more support, scan the QR code, or visit www.jobhelp.campaign.gov.uk/benefits-and-support/financial-support-and-benefits

Contact Us

Either contact a consultant or reach out directly via...

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