

The logo for Laing O'Rourke is centered at the top of the slide. It consists of a black rectangular background. Inside this rectangle, there are two horizontal lines: a yellow one on top and a red one on the bottom. The text "LAING O'ROURKE" is written in white, uppercase, sans-serif font between these two lines.

LAING O'ROURKE

The World of Work

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What people look for

Pobody is Nerfect!

- What makes a good employee?
 - Get's you the interview
 - Appropriate skills (academic / vocational based learning / experience)
 - Get's you the job
 - Ability to work with people
 - Listening
 - Teamwork
 - Communication
 - Willingness and keen to learn
 - Reliable and understanding responsibility
 - Can do attitude
 - Honest and trustworthy



Interviews

Communication is key!

- Be prepared
 - Someone is going to ask you your plans, your strengths, your weaknesses
 - Know something about the company
 - Know more about the role
 - Have a couple of questions or theme you want to know more about
 - Money is a switch off question
- Be presentable
 - A suit is not necessary for most applications, if you are comfortable wear it, if not smart casual is fine.
- Be appropriate
 - Respectful, polite and friendly



Development

You've got the job what next

- **Qualifications before the job**
 - Minimum standard is the core GCSEs
 - Appropriate for the role you are applying for:
 - A-Levels/B-TEC/EBAC
 - Degree/Masters/PhD
 - Apprenticeship/Skills based learning
- **Training on the job**
 - School leavers training
 - Internships
 - Graduate schemes
 - Part time qualifications like degrees (work whilst you learn)
 - Development of leadership skills (active listening, negotiation etc)
 - Role specific courses



What to expect

Hours and pay

- How you get paid – Salary or per hour (Tax, NI, Student loan repayment, other deductions)
- Working week – between 35 and 70 hour depending on the role and industry
- Holidays – Save a few days – they'll disappear quickly
- Pensions – GET ONE!
- Benefits & contracts – Car? Health care? Dentist? Child Care? TOIL? Overtime?
- Don't expect the big bucks straight away – work your way up!



Last words on the world of work

- Some work because we love it...
- All of us work because we need money

- If you don't like what you are doing – change it. You are a long time at work!

- QUESTIONS