



STUDENT GUIDE

STUDENTJOBS.

How to earn while you learn - Student Guide

StudentJob is a new collaborative service between AUSA and the University Careers Service aimed at helping students to secure part-time jobs and to support those students already working part-time. The StudentJob service is free to all students, undergraduate or postgraduate, home or international. We are happy to help with any issues you may have regarding part-time jobs and will do our best to help you find the right part-time job for you.

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> WHY WORK WHILE STUDYING?

Working part-time alongside your studies has many benefits:

- **Money:** For many students working part-time is essential to cover the high living costs in Aberdeen. Working part-time can also help you to earn some extra cash. Having some extra cash will mean more money to go out, socialise, shop and travel.
- **Boost to your CV:** Work experience is essential in getting a graduate job after your studies. Gaining valuable work experience whilst still studying is a great way of developing your transferable skills, attributes and your career. Having concrete work experience will help you to stand out in job interviews and help you to reach your dream job.
- **Improve your future job prospects:** Working part-time can give you an excellent introduction to a career and help you to identify your interest areas. Keep in mind that your student job could also lead to your graduate position.
- **Networking:** Whilst working part-time you will be able to make new contacts who might be beneficial for you in your future career. Making professional contacts whilst still studying will improve your chances of getting employment in your chosen field after graduation.
- **Time management skills:** Balancing work commitments with your studies will soon make you effective at time management. You will quickly learn to prioritise things and organise your study and work commitments effectively.
- **Improve your Graduate Attributes:** The University of Aberdeen has developed a set of Graduate Attributes, some of which you will be able to develop and enhance by working part-time alongside your studies. These skills will help you to be prepared for further study, future employment and citizenship. To find out more about the University's Graduate Attributes and how to self-assess, improve and reflect on your existing skills go to www.abdn.ac.uk/graduateattributes/. The University of Aberdeen also offers an online PD1001 Professional Skills Part 1 course, that provides information about the Graduate Attributes and how to develop your skills and attributes alongside your University studies. www.abdn.ac.uk/registry/courses/undergraduate/2017/professional_development/pd1001

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“ There is a range of transferable skills that can be gained by working part-time. These include communication, team working and leadership skills.”

MICHAEL BREWIS, ABERDEENSHIRE
COUNCIL, TEAM LEADER
(RESOURCING) HR & OD

“I think working part-time shows you are able to do more than just study and are somewhat more ready to get a professional position.”

MIA TAIT, 4TH YEAR FRENCH AND POLITICS,
WORKS AT TRANSITION EXTREME

“ I have met people outside my university bubble and have developed important people and life skills that I wouldn't have gained if I hadn't worked.”

SOFIE SKOVFOGED GREGERSEN,
4TH YEAR POLITICS & IR

> WHAT SORT OF PART-TIME JOBS ARE AVAILABLE?

There is a wide variety of different part-time jobs available for students. Opportunities exist across all industry sectors, including tutoring, care jobs, administrative/office work, marketing, advertising, PR, research as well as hospitality and retail. Keep in mind that although your part-time job might not be related to your degree it can provide practical experience that will be valuable for you in the future. It will help you to gain many transferable skills that graduate employers are looking for such as time management, team working, communication, organisation, and IT.

> 10 TIPS FOR BALANCING WORK AND OTHER COMMITMENTS

For many students working part-time during their studies is an essential way to support themselves financially. These roles are also a way of gaining a wide range of transferable skills and demonstrating your professionalism to future employers. It is, nevertheless, important that you manage your time effectively, to ensure that your work commitments do not adversely affect your academic studies. The University of Aberdeen StudentJob services recommends that students work for no more than 20 hours per week. This is so that you can achieve the right balance between your studies, other commitments and the need to earn money to support yourself.

Here are 10 practical suggestions that might help you to successfully combine your part-time job and study:

- **Plan ahead:** Try to plan ahead if you know a busy time is coming up on your course or at your place of work. Start working on your assignments early and seek to move things around to create a balance. It is good practice to always keep a diary with you and to make daily schedules that will guide you about things you need to complete each day.
- **Try to find a routine:** If possible, try to work regular hours which suit your other commitments e.g. every Saturday and Sunday morning. This will help you to plan and organise your time efficiently, when you know what days you will be working and days you can focus on studying.
- **Prioritise:** It is important that you prioritise the workload you have. If you have assignments with different weighting, adjust the time you spend on each of them regarding the weighting. Remember to also prioritise your other commitments – do the things you value the most first and leave less important things till last.
- **Remember to relax:** It is important that you give yourself some time to relax and to do the things you enjoy the most. This will keep you motivated and help you control your stress levels.
- **Get plenty of rest:** Even if you feel you are short of time try not to cut the time you spend on sleeping. Getting enough sleep each day is necessary for your health and will keep you energetic and focused on completing your tasks during the day.

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“Thinking ahead, learning to manage your time and knowing how much work you can do is the way for me to balance between work and studying.”

MARJA-LIISA KITACHEVA, 3RD YEAR SOCIOLOGY,
WORKS AT THE COFFEE HOUSE

- **Reward yourself:** It is important that you give yourself small rewards for completing a set of goals every now and then. This will help you stay motivated and finish your tasks the best you can.
- **Maintain a quiet study environment where you are able to concentrate:** Try to find a suitable, quiet study environment in which it is easy for you to concentrate on your studies. When you have limited time to study, it is important that you use it efficiently.
- **Be realistic:** Try to be realistic about what you can fit in – remember that there are only 24 hours in a day – don't over promise then under deliver.
- **Find ways to save money:** Cutting your expenses and saving money will help you to manage your finances better. Perhaps by saving money, you will also be able to cut your working hours and in this way manage your time better.
- **Seek advice:** If you are struggling, seek advice and support as early as you can from your course tutor. You can also contact Student Support for advice. For advice visit www.abdn.ac.uk/infohub/support/advice-and-support-office.php

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> INTERNATIONAL STUDENTS

Most students in the UK have immigration permission which allows them to work during their studies. This means you do not need to apply for special permission in order to work. The hours and type of work you can do are restricted and depend on the type of course you are studying. If you are an International Student from outside the EEA (European Economic Area) you must ensure you have the right to work.

Contact the International Student Advisers for further guidance by emailing: student.international@abdn.ac.uk.

Useful information is also provided by UKCISA at: www.ukcisa.org.uk/Information--Advice/Working/Can-you-work.

The Home Office treats working in breach of your conditions very seriously, and for that reason you must comply with any restrictions which apply to you. It can refuse your immigration application or remove you from the UK if you work too many hours or if you do work which you are not allowed to do.

Check the conditions attached to your visa (either an entry clearance vignette in your passport or a biometric residence permit - BRP). You can work in the UK if your visa or biometric residence permit says one of the following:

- Work (and any changes) must be authorised
- Able to work as authorised by the Secretary of State
- Work as in Tier 4 Rules
- Restricted Work. P/T term time. F/T vacations
- Restricted work term time
- Work limited to max 20 hrs per week during term-time
- Work limited to max 10 hrs per week during term-time.

What kind of work CAN'T I do?

You can do most kinds of work, but you must **NOT**: be self-employed; be employed as a professional sportsperson or sports coach ; be employed as an entertainer; take a permanent full-time job.

Can I work full-time while I write my dissertation or thesis?

If you are still studying, even if you are not attending classes, this is not a holiday period for you. This means that you should not work full-time, for example over the summer months, until you have submitted your dissertation or thesis and finished your studies. You can confirm your ability to work with the University's Student Advisers on student.international@abdn.ac.uk.

The date on which you finish your studies is decided by your college or university. It is often the end of term or semester, even if you complete your exams or coursework before that date.

Working with student immigration permission when studies have ended

If you have immigration permission that extends for up to four months beyond the end of your studies, you can work full-time for that extra period once you have completed all your studies. You are still under Tier 4/student rules so there are types of work you cannot do (see "the restrictions above").

My employer says I must prove I can work during my studies

If you have a visa or biometric residence permit that does not prohibit work, you are allowed to take employment as described above without getting any further approval or permission. Your employer can check with the Home Office that you are allowed to work.

Employers have a legal obligation to check that you are allowed to work in the UK, so you must be able to provide evidence of this, usually by showing them your passport or biometric residence permit. You might not have your passport if, for example, it is with the Home Office because you have applied to extend your immigration permission in the UK. If you made your immigration application before your previous student immigration permission ended, you still have the right to work under the usual student conditions. However, a new employer must see evidence that you are currently in the UK with student immigration permission before allowing you to start work. This may also apply to your existing employer, who might have noted when your immigration permission ended and now wants to be sure that you still have the right to work. In these cases, you will usually have to provide a letter from the Home Office which confirms that you have made an application to extend your immigration permission before your previous permission expired. If your employer asks about University holiday periods, you can provide them with a copy of the University's term dates.

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> FINDING PART-TIME WORK

StudentJob service - advertises available vacancies on the University Careers Service CareerConnect website. Login with your university username and password to access part-time job vacancies and set up email alerts for new opportunities. You can also find graduate vacancies and placements in the UK and overseas. We also use our Facebook and Twitter to promote current vacancies.

Employability Fair – a great way to meet with local organisations and to speak to prospective employers. Attending a Fair gives you an opportunity to make a positive impression on the day and apply for any open vacancies employers might have.

Posters and notices – look out for job adverts in shop windows and local newspapers. When looking for jobs, you should always have copies of your CV with you so you can leave one with the employer.

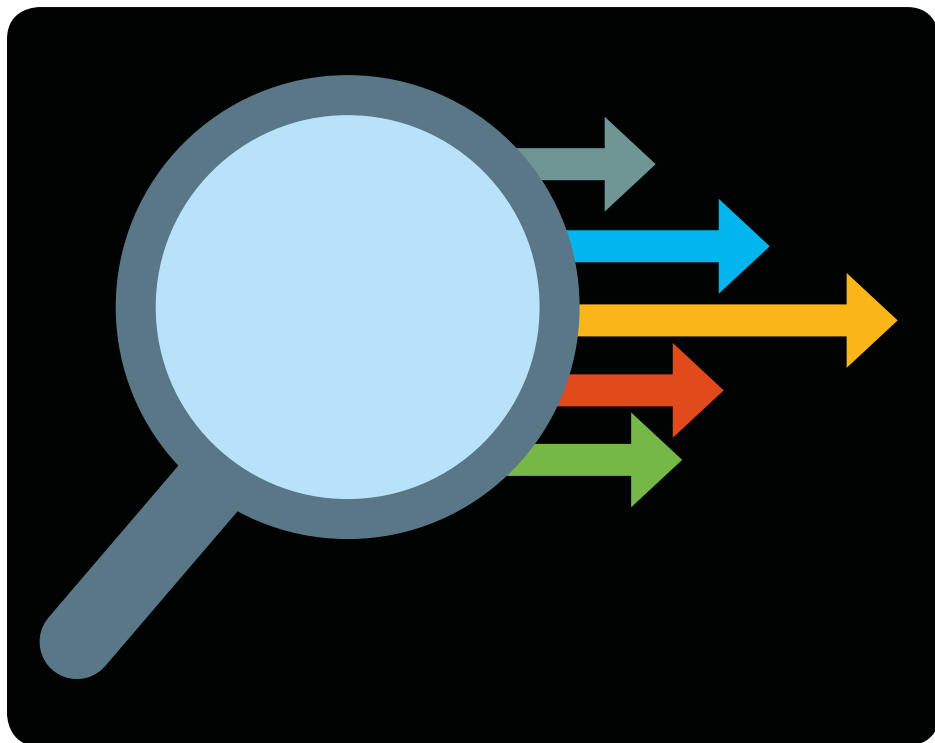
Online – companies often advertise open vacancies on their own websites or social media. Make sure you check periodically the sites of organisations that interest you and use Facebook, Twitter, Instagram, LinkedIn etc. so you can get regular updates of current vacancies.

On campus jobs – the University recruits a wide range of staff on their website. The types of jobs found include catering or administration. Positions such as Student Ambassadors are also regularly available. Keep in mind that these jobs are generally quite popular which means that there can be a lot of competition.

Shopping centres – some shopping centres in Aberdeen have their own recruitment websites. Check out Union Square and Bon Accord & St. Nicholas websites for any available positions that they might have.

Aberdeen Jobcentre – advertises vacancies that can be suitable for students. Check out their website for any available vacancies.

Word of mouth – in a recent survey conducted by the University of Aberdeen StudentJob services, more than a quarter of students currently working alongside their studies had found their job through word of mouth. Make sure that you let everyone know that you are looking for work.



Other useful websites – there are many other job listing websites that you might find useful when looking for part-time jobs. These include [indeed.co.uk](https://www.indeed.co.uk), [reed.co.uk](https://www.reed.co.uk) and [gumtree](https://www.gumtree.com).

Speculative applications – many jobs are never advertised, and for this reason it is important that you try to create your own opportunities by making speculative applications to companies where you are interested to work. When making speculative applications, it is essential that you research the company and what they do thoroughly. Remember to always include both a CV and a cover letter as your speculative application.

>> Using Social Media For Job Hunting

There are many benefits to using social media in job-searching. The following list summarises useful social media sites, and things you need to consider when using these sites for your job search.

Facebook

As the most popular social network worldwide, Facebook is a great place to advertise brands and publish work. Try to find networking connections and groups that might be helpful in finding a part-time job. The Careers Service also advertises available vacancies on the Work Placements University of Aberdeen page.

When using Facebook, remember to keep your personal Facebook profile respectable and activate privacy settings. Consider how your Facebook profile reflects your personality to prospective employers.

Twitter

Twitter is one of the key platforms companies use to market their businesses. With the use of hashtags you can attract specific people to your tweets. Tweet something factual or interesting, something that will make an employer want to hire you. Consider following useful twitter profiles: news profiles, inspirational people, and your favourite professionals. Remember to keep your Twitter profile professional – once something is published online it is very difficult to control where and who it goes to.

LinkedIn

Having a LinkedIn profile is very important. Consider it as a marketing tool for you to present all your achievements and experiences – your online CV. LinkedIn encourages you to network and engage with relevant individuals. However, there are a couple things to be mindful of:

- Unlike perhaps other social media sites, LinkedIn is about the quality, not the quantity of connections. Connect with people that have similar career aspirations to you, and network with professionals who are working in positions which might be of interest to you in the future.
- Make sure you include a suitable photo, and a short summary about yourself in your LinkedIn profile.
- Maintain a professional profile and keep updating it regularly.

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82% OF EMPLOYERS
HAVE LOOKED UP POTENTIAL
CANDIDATES ON SOCIAL
MEDIA SITES.

UK 2013 REPORT BY
RECRUITMENT SITE

61% OF RECRUITERS
ARE LIKELY TO RECONSIDER
A HIRING DECISION BASED
ON THE CANDIDATE'S POSITIVE
SOCIAL MEDIA PROFILE.

UK 2015 REPORT BY RECRUITMENT
SOFTWARE COMPANY

64% OF EMPLOYERS
HAVE ADMITTED TO REJECTING
SOMEONE BASED ON THEIR
SOCIAL MEDIA PROFILE.

UK 2013 REPORT BY
RECRUITMENT SITE

When using social media for job hunting, remember to be wary of any suspicious job advertisements. Unfortunately, some of the vacancies advertised on social media may not be from trustworthy employers. Go to the next section 'How to spot scam job advertisements' to find out more.

>> How To Spot Scam Job Advertisements

1 IN 3
JOB SCAM VICTIMS
ARE STUDENTS.
SAFER-JOBS.COM

MOST
DEFRAUDED
JOB-SEEKERS
ARE BETWEEN THE
AGES OF - 18-25
NFIB

StudentJob service is committed to ensuring that the jobs advertised via the CareerConnect website are reliable and, for example, follow the National Minimum Wage standards. However, during your independent job hunting you might come across employers that are not genuine and whose aim is to take advantage of you. There are a number of ways in which job-seekers could be defrauded from direct financial scams to misleading job descriptions. We have put together a list to help you to avoid becoming a victim of a job scam:

- 1 **Do not part with money** – if an employer asks you to pay for security checks, visas, training or anything else, you should research the company, the job, and never use any associated company suggested to you without prior conducting thorough independent research. Remember that the employers are supposed to pay you, not the other way around.

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- 2 **Avoid 'too good to be true' offers** – have you received a 'too good to be true' job offer? Be wary and ask questions. Why and how have you been contacted, what is the job and have you applied for it? Be cautious about any non-business, generic email address (such as hotmail and yahoo), poorly written job advertisements or job descriptions and emails.
- 3 **Do not make contracts online** – most applications nowadays happen online. However, at some point your job discussion should lead to an interview or a meeting. Hiring agents that keep this relationship solely on email should be treated extremely cautiously.
- 4 **Do your research** – it is important that you find out more about the company and the job you are applying for. Do your research and use social media and sources such as Companies House and LinkedIn to research more information about the company and the people you are interacting with.
- 5 **Do not phone for an interview** – premium rate phone scams are common. This happens when individuals call a premium rate number thinking it is an interview, and pay for every minute they stay on hold. Remember that if an employer wants you to work with them, they will call you.
- 6 **Do not accept money for nothing** – money mule scams are on the rise and for this reason it is important to be wary of any employer that promises you will 'get rich quicker' or 'earn thousands working from home'. When cheques start arriving it is easy to fall victim to being used as a money mule.
- 7 **Do not provide confidential details** – be suspicious of any request for personal data prior to an interview or registration meeting (if an agency). Keep your bank details safe until you have the job or have met face to face.

If you are in doubt about a specific job, do not apply or agree to anything. If you need advice or you are unsure whether certain job advertisements are genuine contact the StudentJob service for advice.

IF YOU ARE A VICTIM OF FRAUD YOU CAN CALL ACTION FRAUD ON 0300 123 2040 OR USE OUR ONLINE FRAUD REPORTING TOOL AND RECEIVE A POLICE CRIME REFERENCE NUMBER.

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>> What are Employers Looking For

Many employers are looking for candidates with a wide range of transferable skills. These are skills that you have developed throughout your life such as team work, communication, time management, problem-solving and flexibility.

Generally employers are looking for prospective candidates with previous work experience. You can gain work experience either through unpaid volunteering or paid work. All work is valuable and will help you to develop the essential skills to be successful in the workplace.

Employers often appreciate students with volunteering experiences or who have been active members of the community. If you do not have much previous experience, consider ways in which you can get involved in the University to prove to employers that you have the necessary qualities to succeed in the job. Further information about the opportunities available on campus can be found at www.ausa.org.uk and www.abdn.ac.uk/careers/jobs-work-experience/volunteering.

>> How To Show You Are The Right Person For The Job

When applying for a vacant position it is important that you think about the qualities that the prospective employer would wish to have in a successful candidate. Even if you do not have previous work experience, think about other practical experiences you have gained from school, sports, community groups and so on, that can demonstrate that you have the required qualities for the job. Make sure that you include all the relevant information in your application and show how motivated you are to work in the particular company. Remember to also tailor your CV/application to the job vacancy, and show you would be a perfect candidate precisely for the job you are applying for.

Useful resources: Achieve. The University of Aberdeen Careers Service and the Student Learning Service have created the Achieve website which can help you to identify some of your existing skills. Recognising your strengths and weaknesses is important when you are applying for part-time jobs. Only by knowing what your strengths are can you market them successfully to employers.

It is encouraged that you have a look at the Achieve Self-Reflection Resources, found at MyAberdeen, before applying for any vacancies. To find out more, go to www.abdn.ac.uk/graduateattributes/.

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>>> Application Forms

Application forms are used by employers to standardise their application procedure and obtain very specific information about potential candidates. Most applications are completed online and allow you repeated access through registering on the employer's website. Typically information will include personal details, academic qualifications, evidence of work experience, competency based questions, a statement of your suitability for the position and your reasons for wishing to join the employer.

Before completing an application form:

- Identify where you have developed the skills the employer is seeking through your education, work experience, volunteering, involvement in societies etc.
- Research both the employer and the position thoroughly – it is important that you tailor your answers based on the employer and the position you are applying for. Consider how you can match your skills and experience to the skills the employer is looking for.
- Consider what you have to offer – reflect on your previous experiences and consider which of these offer the best evidence of how you have developed the required skills for the position you are applying for.

Use STARR examples for competency based questions

Most application forms ask you questions based on the key skills being sought for a position. Once you have selected examples from your experience consider framing your response using the STARR structure below.

Situation you were in at the time

Task(s) you were asked/needed to complete

Action(s) that you personally took to ensure success/resolve an issue/deal with a problem.

Result of your efforts e.g. mark obtained/situation resolved/group persuaded.

Reflection on what you learned from the experience and what you might do differently next time.

>>> CVs

A CV is a marketing tool which gives you the chance to present yourself as the right person for the job. To do this well, you will need to:

- Take time to research both the employer and the position thoroughly
- Think about how your experience, studies and skills match the requirements of the position you are applying for.

For part-time jobs the most commonly used style is a chronological CV. This means that you should list your experiences using the following headings:

- Education – present this in reverse chronological order starting with your degree course first
- Relevant experience/work experience – present this in reverse chronological order starting with your most recent experience
- Skills – include examples of how you have developed the skills you have listed
- Achievements and interests – don't be shy and include what you enjoy about your activities as well as any achievements
- References – typically you should provide two, one academic related and one work related. If you haven't asked your referees in advance of your application, unless specifically asked for in the job advert you can state that 'References are available on request'.

Top tips for writing CVs

- Do your research – Research the employer and have a clear idea about why you would like to work for them.
- Tailor your CV – Ensure that throughout your CV, you tell them about the most relevant skills, responsibilities and experiences you have to offer. Consider which essential skills the employer is looking for and provide evidence on your CV covering all of these required skills for the position.
- Check your spelling and grammar – Make sure you do not have any mistakes in your CV, and you have provided all the required information.
- Get the layout right – It is important that you choose a writing style (e.g. bullet point lists or short paragraphs) for each section and keep it consistent. Remember to leave spaces between each section.

- Make it look good – Your CV should be one or two neatly formatted A4 pages. Use an appropriate font style for business (e.g. Arial, Times New Roman), with a minimum font size 11. Use black text and print the final copy on a good quality paper. If you are sending it electronically, you can protect the formatting and layout by converting your document to a pdf file.
- Get it checked – Ask your friends and family to have a look at your CV to ensure that it does not have any mistakes in it. You can also book an appointment to see an Adviser in the Careers Service to get feedback about your CV, covering letter and/or application answers.
To do this visit www.abdn.ac.uk/careers/about/advice-guidance.

>>> Covering Letters

Covering letters are designed to draw attention to your CV by pointing out your key selling points and highlighting your particular interests in the job and the employer. While your CV sets out the skills and experience, your covering letter allows the employer to see the connection between your skills and abilities and what the company needs or wants.

Covering letters give you the chance to:

- Demonstrate your interest in, and knowledge of, the specific employer and job
- Highlight relevant skills and experience
- Point out additional information, such as future plans, which cannot be easily included on your CV
- Explain any personal circumstances (such as periods of illness) which may be of relevance to the employer.

Never send a CV without a covering letter – unless your CV is uploaded to an online application, recruitment website or agency – and never send the same covering letter twice. Tailor each letter to the specific employer and opportunity on offer.

Covering letters are particularly important for speculative applications, so you can explain why you are approaching an employer who does not have any advertised vacancies.

What should I include in my Covering Letter?

Most covering letters consist of four paragraphs plus addresses and signature.

- Opening paragraph – Clearly state which post you are applying for and briefly introduce yourself.
- Second paragraph – Give specific reasons why you are applying for this position and employer.
- Third paragraph – Match yourself to the requirements of the job and demonstrate your skills using your work experience, studies and interests. You can cross-reference with your CV, highlighting particular aspects you would like them to notice on your CV rather than repeating the detail of your CV.
- Final paragraph – Confidently sum up your suitability and your interest in the position. If necessary, indicate your availability for interview. Thank the employer for taking the time to consider your application.

Top tips for your cover letter

- Do your research – Research the employer and have a clear idea why you would like to work for them.
- Match yourself against the employer's requirements – Consider the essential skills the employer is looking for and provide evidence to show how you have developed/proven all the skills they are looking for.
- Cross-reference with your CV – Referring to job titles, employers, positions of responsibility etc. by name makes it easy for the employer to find more information about your activities on your CV.
- Find a named contact – Check websites or phone the employer to find out who to address your letter to if you want to make a good first impression.
- Check your spelling and grammar – Make sure you do not have any mistakes in your cover letter, including the employer's and addressee's name!
- Make it look good – One page A4, neatly formatted, and in the same font style and size as your CV.
- Get feedback – Have your friends and family read through your cover letter. You can also book an appointment to see an Adviser in the Careers Services to get feedback. To do this visit www.abdn.ac.uk/careers/about/advice-guidance.

>>> Interviews

Interviews give employers the chance to explore your skills and motivation in more detail than at the application stage. They also allow employers to test for competencies which are not easily covered in an application such as interpersonal skills and to assess how you would fit into the organisation.

Before the interview

- Make sure you know what to expect – will the interview be informal/formal, how long will it last and what will you be expected to do etc. Remember to dress appropriately according to the type of interview you are attending.
- Deal with practical preparations well in advance. Book travel if necessary and plan what you will be wearing. If you are not sure what is appropriate, have a look at our Dress to Impress Guide.
- Have the contact details of the employer with you – if something unexpected happens and you are unable to attend the interview you will need to contact the employer as soon as you can. Make sure you build in enough contingency to your travel plans and anticipate/prepare for possible delays. It is better to arrive early and give yourself time to relax once you are there.
- Remind yourself of the employer's requirements as well as your relevant skills and experience. Go back to your application. This is what got you this far!
- Build on your research – employers will expect you to have more in-depth knowledge about them and the job on offer at this stage. Follow the news and keep up-to-date with any issues which could affect your chosen employer and sector.
- Prepare some good and sensible questions. Focus on issues related to the job and the employer such as training and support provided, areas for expansion or specific questions about your duties and responsibilities. Avoid questions about salary and benefits or purely practical things.
- Practise – it is important that you are prepared for the interview situation itself. Ask your friends or family to go through some questions with you or book a mock interview with an Adviser in the Careers Service.

To do this visit www.abdn.ac.uk/careers/about/advice-guidance.

You can also practise your interviews by using the InterviewStream online tool.

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What will they ask?

It is impossible to predict exactly what you will be asked by a specific employer but there are some key areas on which employers' questions usually focus.

- Competency based questions – are questions that employers use to explore how well you match the job requirements. Use the STARR format (see page 15) to prepare for answering these types of questions.
- Questions about the job – employers are likely to focus on your motivation to do the job and your understanding of the role.
- Questions about the employer – you will be expected to know key facts and be able to give specific reasons for having chosen this employer. You will be expected to expand on what you said in your application.
- Questions about the sector/wider issues – read up on recent developments, follow the news and pick up on anything relevant. Think about the bigger picture and the influence current affairs might have on the sector and the employer.
- Questions about you – you should be ready to talk about any information you have provided in your application. This could include your degree and course choices, work experience, or interests and achievements. Remember to reflect on the skills you have gained from these experiences and any weaknesses you have identified and how you are developing in these areas.

On the day:

- Do not be late! Leave with plenty of time to spare to allow for any delays
- Listen carefully and think before you answer
- If you do not understand a question, ask
- Maintain eye contact
- Be positive and enthusiastic
- Be friendly with everyone and thank the employer for seeing you
- Act professionally throughout.

> ONCE YOU HAVE A JOB – WHAT DO YOU NEED TO KNOW?

Once you have got a part-time job there are few things that you should keep in mind about your rights and responsibilities.

>> National Insurance Number

If you work and you are a student you are liable to pay income tax and National Insurance contributions on your earnings. Your National Insurance (NI) number is a unique reference code which records NI contributions and credits to your NI account. A National Insurance number is made up of a combination of letters and numbers – two letters, six numbers and then another letter, e.g. J Z 56 27 96 D

Every UK citizen is issued with a National Insurance number at birth and the number is sent out shortly before an individual turns 16. The number can be found on documents such as P45s, P60s, wage slips and other correspondence from the Inland Revenue. Keep your number safe and do not disclose it to anyone who does not need it, its purpose is only to record NI contributions and credits paid or entitled to.

Your employer should deduct National Insurance contributions from your earnings whenever you earn above a certain level. To view the current rate go to www.gov.uk/guidance/rates-and-thresholds-for-employers-2016-to-2017.

How to apply for a National Insurance Number

If you are born outside of the UK you will need to apply for a National Insurance Number (NINO) to be able to work. To apply for a NINO, please call 0345 600 0643. Remember to have all your personal details readily available when making the call, including your phone number and address. During the call you will be scheduled for a short interview at the local Jobcentre. You should receive a letter confirming the interview, and its location shortly after the call.

At the interview, the interviewer will fill out a National Insurance Number application for you. You will be asked about your circumstances and why you need a National Insurance number. The interviewer will also ask the dates when you have arrived to the UK. Remember to have your passport, proof of address, and visa with you!

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Know your NINO!

You should tell your employer your National Insurance Number (NINO) when you start work. Always quote your NINO correctly. Using the correct NINO will make sure the National Insurance contributions that you pay are recorded against your name and will also help you pay the right amount of tax.

Can I claim it back?

For National Insurance, your earnings are looked at weekly or monthly rather than annually like income tax. Unless your employer has incorrectly deducted National Insurance contributions based on the above limits, you cannot obtain a refund.

What about working for myself/running my own business?

If you are running your own business you need to register with HMRC for self-employment and National Insurance contributions within 3 months of starting your business. You will pay tax on profit you make in excess of your Personal Allowance. To see if you have exceeded your Personal Allowance you also need to take into account anything you earn from working in a job for someone else.

Lost Numbers

If you have a number but cannot remember it, you can find it on any official papers you may have at home. Have a look out for any of the following:

- An end of year statement of tax and NI paid (P60)
- Old pay slips
- Official correspondence
- Employers' wage records.

The number will not change, even if you go abroad, marry or change names. If you are still unable to find your number, your nearest Social Security office or Inland Revenue (NI Contributions) office will tell you what to do.

You will need to complete an application form, but only one replacement card is allowed. For more information you can phone the National Insurance Enquiry Line on 0345 600 0643. Any change in details, such as title, name or address should be notified to the Contributions Agency so that their records can be kept up to date.

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>> Contract

All employees have an employment contract with their employer. A contract is an agreement that sets out an employee's employment conditions, rights, responsibilities, and duties. The contract is made up of both oral and written agreements.

Employers are not required to set out in writing all the terms of the contract, but they must provide the employee with written details of his/her main terms and conditions of employment within the first 8 weeks of employment. This is called the Written Statement of Employment Particulars.

To find out more go to www.gov.uk/employment-contracts-and-conditions/overview.

>> The National Minimum Wage

The UK has a National Minimum Wage (NMW) for employees aged 16 (and above school leaving age). This is a minimum hourly wage each employer must pay for an employee regardless of where they work, the size of the firm or the worker's occupation. It is revised each October (£5.55 per hr at 18 years over and £6.95 per hr at 21 years in 2016-2017). This is the minimum rate but many employers pay more. Compliance with the NMW is calculated on the basis of gross pay before deductions such as income tax and National Insurance.

Find out more at www.gov.uk/national-minimum-wage-rates.

>> Health and Safety

Employers have a statutory duty to provide a safe environment for you to work in. First aid equipment must be provided and there must be adequate means of escape in case of fire. The Health and Safety at Work Act covers a variety of related issues, and there are specific rules regarding the following:

- Cleanliness
- Hazardous Substances
- Hours and Rests
- Toilets
- Lifting and Carrying
- Machinery.

For more information about the Health and Safety regulations visit:
www.hse.gov.uk/workers/employers.htm.

>> Working Time Regulations

In order that work is carried out safely and effectively the Government introduced a 'work time directive' in October 1998. The Working Time Regulations (WTR) cover many aspects of working hours and help to ensure that employees do not work excessive amounts of time. These include:

- The right to a day off each week
- A limit of an average 48 hour working week
- The right to a break if the working day is longer than six hours
- The right to an 11 hour rest each day
- Night workers should only work an average of 8 hours per shift.

Remember that during term-time your studies are the first priority. The University of Aberdeen StudentJob service recommends that students work for no more than 20 hours per week. If you are an international student you need to adhere to all additional working restrictions that your visa stipulates.

>> Tax

If you work and you are a student you are liable to pay income tax and National Insurance contributions on your earnings. Understanding about tax will help you to manage your finances for life. Here's what you need to know:

When you need to pay tax

Whether you work during the term-time or just in the holidays you will normally have tax and National Insurance contributions deducted from your earnings. However, everybody can earn a certain amount tax-free in each tax year. This is known as your Personal Allowance. Each tax year begins on 6 April and ends the following 5 April.

Know your Personal Allowance

Your Personal Allowance changes every year. This is the amount of money you can earn before you start paying tax. All income over this amount is taxable. The allowance is spread across the year, and apportioned on a weekly or monthly basis, depending on how often you are paid. So you normally start paying tax when you start earning.

To see the current rate of personal allowance for students go to

www.gov.uk/student-jobs-paying-tax.

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How to get a Tax Refund

If over the tax year you earn less than your Personal Allowance and have paid some tax, you can claim a refund. There may also be other occasions when you could be entitled to money back. Use the tax checker to work out if you are entitled to a refund, and to find out what to do next: www.gov.uk/student-jobs-paying-tax.

Look after the forms your employer gives you

Forms and payslips that your employer gives you are important if you find you need to claim a tax refund, especially a P45 form and a P60 form. To see a sample of these forms go to www.gov.uk/tax-codes/overview.

- A P45 should be given to you whenever you leave a job. Keep this safe and give it to your next employer, remembering to keep the top copy for your records.
- The P60 summarises the amount you have earned over the tax year as well as the amount of tax and National Insurance contributions that have been taken off your wages.

What if I have more than one job?

No matter how many jobs you have, you are only entitled to one Personal Allowance in any tax year. If you start another job without giving up your first job you won't have a P45 to give to your employer. Instead you will have to fill out a P46 form.

About your tax code

The tax code is used by your employer to work out how much tax to deduct. You may find a box called 'Tax Code' on your payslip, P45 or P60.

Notify HMRC if you change your address

Make sure you update your HMRC tax office if you change address. It is not your employer's responsibility to tell them for you.

International Students

Some double-taxation agreements mean you don't pay UK tax on your income if you work while you're a student. If your country doesn't have an agreement like this, you have to pay tax in the same way as others who come to live in the UK. Similarly if an international student is leaving the UK for good and they have paid tax on their earnings they should obtain and complete a P85 form (you can download this form below) which will enable any relevant tax refund to be made. For further information about taxes visit www.gov.uk/student-jobs-paying-tax or contact the University StudentJob service.

>> Professionalism in the workplace

No matter where you work, it is important that you maintain a high level of professionalism at your workplace. This will help you to build a good reputation amongst your employer, colleagues and customers and help you to stand out as someone credible and reliable. Being professional includes paying attention to your behaviour, appearance, and workplace ethics. It encompasses, for example, things such as showing up on time to work, being respectful, dressing appropriately and maintaining a positive attitude towards the job you have and the people you work with.

If you are interested in learning more about professionalism at the workplace simply contact AUSA Student Advice Centre, which will be able to answer your queries. The University of Aberdeen also offers a level two online course PD2001 Professional Skills Part 2, which is directly aimed at improving students' understanding of professionalism in the workplace. This course will also help you to understand the benefits of working part-time besides your studies. To find out more about the course, and to read the course description go to the Course Catalogue - www.abdn.ac.uk/registry/courses/undergraduate/2016-2017/professional_development/pd2001

> MAKING THE MOST OF YOUR EXPERIENCE

Whatever experience you undertake outside of your studies, you will be able to develop many transferable skills that will be beneficial for you later in your life. It is important that you think about these skills and reflect on the knowledge you have gained from the experience. Here are some tips that will help you make the most of your experience:

- **Make it relevant** – Think about the position you want to do after graduation. What sort of skills are employers in that field looking for? Consider ways in which you can make your part-time position applicable to those goals. E.g. if you want to be a graphic designer offer to design a poster, or flyer for the retailer you work for.
- **Go the extra mile to get noticed** – While working it is important to think about the ways in which you can go beyond your initial job description. Be motivated to do the job the best you can and your employer is also likely to notice your enthusiasm.

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- **Identify the skills you have gained** – It is important that you identify and reflect on the skills you have gained through your work experience. This will also help you to recognise where your strengths and weaknesses lie, and what could you do to further improve your skills.
- **Update your CV** – Keep your CV updated, and include the details of your current experience. This will save you a lot of time when making job applications in the future.
- **Network** – Networking with your new colleagues, boss, clients and customers will not only make your job more enjoyable but it might be beneficial for you in your future career. Making professional contacts whilst still studying will improve your chances of getting employment in your chosen field after graduation and open doors for you later in life.
- **Ask for references** – When applying for positions in the future, you will often need to include referees. Consider asking your employer at your part-time job, and ensure they know what you have accomplished during your time at their company.

**“Employees are expected to be reliable,
work to the best of their ability and
in a professional manner.”**

MICHAEL BREWIS, ABERDEENSHIRE COUNCIL,
TEAM LEADER (RESOURCING), HR & OD



> ADDITIONAL HELP AVAILABLE

The University of Aberdeen StudentJob service is here to help you with any issues you might have relating to part-time employment. Please do not hesitate to contact the Service with any part-time issues that you might have.

For general StudentJob enquiries please contact:

AUSA Student Advice Centre
AUSA Students' Union
Elphinstone Road
Aberdeen
AB24 3TU
ausaadvice@abdn.ac.uk
+44 (0)1224 274200

For enquiries relating to applications/CVs/Cover letters/Career prospects please contact:

Careers Service, 2nd Floor
Students' Union Building
Elphinstone Road
Aberdeen
AB24 3TU
careers@abdn.ac.uk
+44 (0)1224 273601

>> Useful Links

Use CareerConnect to search for available part-time vacancies at:

<https://abdn.targetconnect.net/home.html>

For more information about working part-time go to

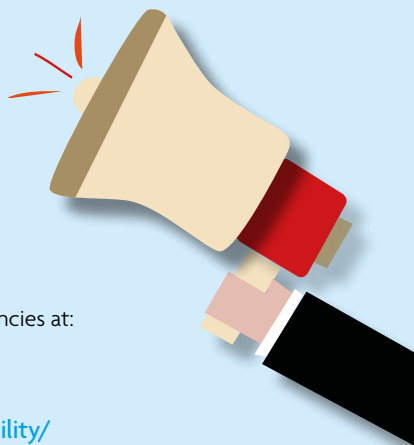
<https://www.ausa.org.uk/supportingyou/employability/>

For more information about applications/CVs/interviews go to www.abdn.ac.uk/careers/index.php

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