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Welcome Message from the
Project SEARCH University of
Aberdeen onsite Team.

Hi Everyone! I hope the new year has started well. Since the Interns returned from their Christmas holidays they have been busy settling into their new internships. We started off the year with a workshop week, which included Interns familiarising themselves with a variety of job searching tools, as well as a visit from Ruth at Skills Development Scotland who supported the interns through an activity where they were able to be the employers going through the recruitment process.

By Lisa Mant

Workshop Week Activities

As we are now entering the second half of the Project SEARCH year, Interns have been working hard to understand the various different steps to getting a job. They have been researching and experimenting with a variety of job searching tools, as well as all sorts of different job roles and names, and practising analysing job adverts. To get the Interns back into the swing of things following the Christmas break, Interns took part in a variety of activities like a revision quiz, online job scavenger hunts and a race to put the steps to getting a job in the right order.
Ruth from Skills Development Scotland came to visit Project SEARCH to deliver a workshop to the Interns regarding the recruitment process. Interns were split into two teams where they were to act as the employers in a scenario where they were recruiting a new staff member. In their teams, and with a time limit, Interns had to read the profiles of 8 initial candidates, and select one that they were not going to take forward to the next stage. From there Interns were able to see transcripts of telephone interviews for the remaining candidates, and from there eliminate 2 more. The next stage was to see references for the candidates and eliminate another 2. The next round was to review interview transcripts and pick their final 3 candidates. Each team had to put their finalists in order of preference and feedback to the other team who they chose for the job. This was a very valuable exercise for the Interns to see how recruitment works from the other side of the table and how important first impressions can be in the recruitment process.
Erin’s 2nd internship is as the Music Administration Assistant in the MacRobert building. Erin has been supporting the office by organising and filing exam papers, recording exam results, folding concert programmes, hanging posters around the building, as well as scanning and photocopying materials.

Callum’s new Internships in working alongside the Mechanical Engineers as a Trades Assistant. Callum is spending his days performing routine and preventative maintenance, such as changing fan belts and cleaning filters, around the University.

Owen’s 2nd internship is with the Maintenance team based in the office. He uses their job tracking software to sign off completed jobs and update records.
For Aaron’s next Internship, he is working alongside the Ground Keepers at the University. Aaron has been excited to join the team working outdoors, where he has helped to clear out garden areas around the University, painted lines on the playing fields and gritted paths, roads and walkways around the campus.

Matthew’s 2nd internship is as a Food Preparation Catering Assistant at The AUSA Hub. Matthew has been able to get involved in a wide range of tasks behind the scenes in the kitchen, for example, dicing salad for the salad bar, preparing spice mixtures and breadcrumb coatings for the Mexican food station, and deep frying tofu for the noodle bar.

Sam’s new internship is a brand new placement for this term. He is working as an Administrative Assistant within the Housing department at the University. Sam has updating records, organising files and keys, as well as scanning, printing and filing.
Internship 2: Work Sites

Music Administration
Maintence Department
Audio Visual Department
Student Housing Department
Grounds Keeping Department
Catering at the AUSA Hub

New internships at Aramark
North East Scotland College

Next Month:
- More 2nd Internships
- Recruitment Open Day
- Employment Planning Meetings
- Staff engagement with other PS sites
- Ruth’s training session on speaking to employers