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**Career Tool Box**

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**Career Decisions** (Advice)

**Six Tips On How To Find Your Career Path**

https://www.forbes.com/sites/forbesbusinesscouncil/2021/07/01/six-tips-on-how-to-find-your-career-path/

**Brief:** For people who are constantly moving towards their goals, presented in 6-Steps

**How-to-choose-a-career** (In 4-Steps)

https://www.prospects.ac.uk/careers-advice/getting-a-job/how-to-choose-a-career

**Brief:** A Blog - Creating a career development plan in 4-Steps

**UK** **National Careers Service**

https://nationalcareers.service.gov.uk/

**Brief:** UK Gov’s own careers advice portal

**Find out your own personality** (Self Test resource)

**16 Personalities**

https://www.16personalities.com/

**Brief:** A 10 minute test to get an accurate description of who you are and why you do things the way you do

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**Free Toolkits**

**Amazing If** -

https://www.amazingif.com/toolkit/

**Brief:** If you need some career support, these free tools are a great way to get started. (**Cheat Sheets, Podcasts & More**)

**Job Application Tracker Spreadsheet**

https://standout-cv.com/blogs/job-hunting-advice-blog/113298692-job-application-tracker-spreadsheet

**Brief:** How to stay on top of your job hunt with this free **-** Job application Tracker spreadsheet

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**Interview Tips**

**Common interview questions and answers**

https://www.reed.co.uk/career-advice/common-interview-questions-and-answers/

**Types of interview questions**

https://www.reed.co.uk/career-advice/types-of-interview-questions/

**Second interviews: What you need to know**

https://www.reed.co.uk/career-advice/second-interviews-what-you-need-to-know/

**Second interview questions and answers**

https://www.reed.co.uk/career-advice/second-interview-questions-and-answers/

**Competency-based interviews: What you need to know**

https://www.reed.co.uk/career-advice/competency-based-interviews-what-you-need-to-know/

**How to Answer the 150 Most Common Job Interview Questions**

https://www.visahunter.com/articles/how-to-answer-the-150-most-common-job-interview-questions/

**Brief:** For upcoming job interview, how to prepare and know what to say and how to respond

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**Job Search Tips**

**The job hunting tips no one tells you about**

https://www.theguardian.com/careers/2017/feb/15/the-job-hunting-tips-no-one-tells-you-about

**Brief:** Article - x4 Job hunt tips which not so well publicised

**How to get a job before it’s advertised | 4 Simple Steps**

https://standout-cv.com/blogs/job-hunting-advice-blog/how-to-get-a-job-before-its-advertised

**Brief:** Article - x4 Tips on getting un-advertised jobs

**A 10-step guide to effective job hunting**

https://www.theguardian.com/careers/10-step-guide-effective-job-hunting

**Brief:** Want to make your job seeking more targeted, efficient and rewarding? Here’s our how-to guide in x10 steps

**Time management tips for successful job hunting**

https://www.theguardian.com/careers/careers-blog/managing-your-time-while-job-hunting

**Brief:** x3 - Tips to efficiently manage your time during your Job search

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**Job Offer (Accept or Reject)**

**Six reasons to reject a job offer**

https://www.reed.co.uk/career-advice/reasons-to-reject-a-job-offer/

**Brief:** The Title says it all

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**In Job-Role Career Progression** - Advice

**How to have constructive discussions about your career progression**

https://www.theguardian.com/careers/careers-blog/how-to-constructive-discussions-career-progression

**Brief:** Article - How to conduct this type of discussion, if currently employed

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Remote Working (Guide)

**Working from home: your guide to the tech you're going to need**

https://www.theguardian.com/technology/2020/mar/21/working-from-home-tech-self-isolation

**Brief:** The Title says it all

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**Employer In-sights** (Articles) - (How employers view potential candidates)

**Why employers worry about recruiting Generation Y**

https://www.theguardian.com/careers/why-employers-worry-recruiting-generation-y

**Brief:** Article - What the potential employers are seeking from younger talent

**Top tips to help you construct a more resilient career**

https://www.theguardian.com/careers/pressure-four-ways-cope-wrong-work-job

**Brief:** Article -x4 ways to cope with work pressure

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