Week 4 Tutorial (w/c 17 October 2016)

# CV Evaluation Exercise:

Please read the CV and their Covering Letters provided on Moodle of two recent graduates. They are both applying for a place on the graduate training scheme with SmithBasil Plc. (The job advert is shown below).

You will note from their CVs that neither of the students has studied for an IT- related degree – for the purpose of this exercise this isn’t important. The graduate training scheme is open to students from any discipline. (*With acknowledgement to the Higher Education Academy Physical Sciences Centre as the copyright holder and original publisher).*

**JOB Advert: Graduate Training Scheme advertisement**

**SmithBasil Plc is a truly global organisation. We undertake prime contracting and systems integration projects for land, sea and air. Our vision is to be the leading systems company, innovating for a safer world. Our international market presence is unrivalled, and our aim is to become the benchmark defence systems company worldwide.**

SmithBasil offers all our graduates an exciting future and a career path as varied and individual as you want to make it. Our Graduate Development Framework (GDF) has long been held as one of the best available. It provides a common structure designed to support your transition into our business. Different modules will help you to develop new skills, and it’s an excellent way to meet graduates from across the business. At the same time you will be doing a real job from day one. Eventually, we expect our graduates to become part of our management team within a variety of different departments including – IT development, Research & Development, Planning & Logistics, Strategic Management.

**Flexible development**

While we offer a wide range of opportunities for your development we recognise that our career is your own. You are responsible for driving it at a pace that suits you. You will be supported in this by your manager and mentor. We have a unique Corporate Mentor scheme whereby a member of our executive population will work with you to plan and achieve your career goals. And we have an annual graduate conference, the ideal networking event.

**Salaries and benefits**

We offer a competitive salary starting from £22,000, and an excellent package of benefits including 25 days’ paid holiday. We give you £2,000 to help with initial expenses plus the option of an interest-free salary advance. The benefits package includes pension, share options, healthcare and car purchase schemes.

**How to apply**

We want your experience of dealing with us to be as straightforward as we can make it. Send us your CV and an email introducing yourself to us – we’ll contact you if we think you’re the type of graduate we’re looking for.

**Tutorial Task: What you need to do**

Please work in your groups of 3-4. Evaluate the two CVs and their accompanying emails/covering letters. Think about things such as layout, content and how each CV/email relates to the job advertisement.

For each CV/email identify **5 things that you think could be improved**.

If you were the HR Manger assessing each CV in 20 seconds, **what would your first impression of each candidate be?**

Be prepared to share your thoughts with the rest of the class during the last part of the tutorial.

**(END OF TUTORIAL SPECIFICATION)**