



Passport to your future

Your future, your hands

What will happen in the second interview?

These were the instructions that were given to the Line Managers.

We will be testing all the selection criteria.

Somebody that shows passion and enthusiasm for being outdoors and learning the hands on skills needed to look after gardens or parklands and landscapes with a rich history and who shows they want to bring the spirit of these places alive for all to enjoy.

Ask them to take you on a tour of the gardens/ parkland and for them to tell you what they love about and what inspires them about your place and why they are passionate about putting over their enthusiasm of the place and its stories to visitors.

Somebody that shows a commitment to pursue a career path in looking after heritage gardens or parklands and landscapes and bringing them to life with stories that offer people inspiring, enjoyable and memorable experiences of our places.

Ask them ...What do you see yourself doing in 5 years' time and how do you think the experience of this Traineeship will help to get you there?

Somebody that can demonstrate that they will benefit from this experience by:-

- 1. Describing the benefit that this opportunity will bring to them as a person; how it will help them to build a different future and what impact this will have.**
- 2. Describing how Passport to your Future will help them do this as opposed to any other opening?**
- 3. Describing how this opportunity will help them reach their potential.**

Contact them before the interview and ask them to prepare a way to answer the question: 'Tell us about the benefit this opportunity will bring to you and the difference it will make; the steps and the journey you need to take on this programme to make this happen and what the journey will look like for you'.

They could.....

Do a mime.

Bring an object.

Prepare with your support worker an interview which answers the question.

Prepare a Presentation

Bring a picture you have drawn.

In fact anything they want.....they just need to use their imagination to think about which way will work best for them.

The ability and skills to carry out the tasks required.

Ask some questions that directly test the 'abilities and skills required to do the job' that are set out in your document 'What are we looking for in a Passport to your Future trainee at property name'.

There are some example questions below.

Please note that we are not looking for the person who is most able to carry out the abilities and skills to do the role or the person with the highest score. We are just looking at each person to make sure they have the baseline skills to do the job.

To score this please put people into one of the four categories below:-

- 1. Have the abilities and skills to do the job.*
- 2. Only partially have the abilities and skills to do the job but we can, as a property, find strategies to enable them to do the job.*
- 3. Cannot do the role because the applicant only partially has the abilities and skills to do the job, and we as a property, cannot find strategies to enable them to do the job.*
- 4. Cannot do the role because the applicant does not have the ability and skills to do the job.*

If people fall into categories 1 and 2, you can put them into those that you can consider for the role.

If they fall into category 3 and 4, you cannot consider them for the role.

Motivation, staying power

The Traineeship involves 12 months of demanding work in a new environment and we need to be sure that all trainees will complete the Traineeship.

Can you tell us of a time when you have really had to persevere to reach a goal. Why was it so challenging?

What qualities did you demonstrate that enabled you to succeed?

What did you learn from the experience that will help you in this Traineeship?

Inter-personal skills and problem-solving

Typically, when working in a heritage organisation you will often have to work alone under your own initiative and then at other times, as an important member of a team, in order to ensure that important deadlines are met or that work is completed.

Can you tell us of an experience when you have had to work individually and of another when you have had to work as a member of a team? Which did you prefer and why?

Can you also give an example of a particularly difficult situation you've faced when dealing with other people, either a member of the public, or a manager or fellow team members. What did you do to help resolve it? What did you learn?

Or plan some more practical activities to further test whether they have the abilities and skills to do the role.