

THE GUIDE.

Working and living in the UK.



New Zealand



Australia



London



Michael Page
Global
Opportunities

Specialists in Global Recruitment
www.michaelpage.co.uk

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Introduction

The key to any successful trip is preparation and a move to the UK is no exception. Whether you are a first time traveller or a seasoned jet-setter, packing up your life and heading overseas can be a daunting experience – so we're here to help.

This guide is filled with useful information designed to help you prepare for your move.

You'll find tips on what to do before you leave, including visa information and a departure checklist to help avoid forgetting anything vital. There is also detailed information on how to find a job in the UK, including CV and interview advice along with general information such as finding accommodation, and setting up a bank account.

We hope this guide helps make your transition to the UK as simple and enjoyable as possible.



Who we are

PageGroup is a world-leading specialist recruitment consultancy with 37 years of expertise. It has 153 offices in 34 countries worldwide, comprising of three core brands; Michael Page, Page Executive and Page Personnel. Rebranded to 'PageGroup' from Michael Page International in late 2012, its comprehensive network can make relocating a reality – placing candidates with some of the world's most prestigious companies, all over the world. The company's consultative approach to professional recruitment combines local knowledge with international expertise, to find the best fit between client and candidate. Founded in 1976, PageGroup has organically grown to become a FTSE 250 company employing more than 4,955 employees globally.

Our clients range from global multinationals to SMEs, who rely on us to source permanent, contract, temporary and interim talent. The disciplines that Global Opportunities supports are:

- Accounting, Tax and Treasury
- Consultancy
- Engineering & Manufacturing
- Banking & Financial Services
- Human Resources
- Legal
- Marketing
- Procurement & Supply Chain

- Property & Construction
- Retail and Hospitality
- Sales
- Technology & Consultancy
- Health & Social Care
- Oil & Gas
- Not-for-Profit

The PageGroup International website also offers a comprehensive search engine for both temporary and permanent job opportunities. You can browse the site for up to date news, client information, interview advice, CV examples and much more. To find out more about our global coverage and information on living and working in any of these countries, please visit our international website at www.michaelpageinternational.com

Beyond London

One of the great misconceptions about working in the UK is that the job opportunities can only be found in London. In fact, PageGroup has a regional network that spans from Scotland to Southampton and there is constant demand for overseas professionals in interesting locations outside the capital.

Aberdeen – The heart of the Oil & Gas industry in the UK

Edinburgh – The second largest financial hub in the UK after London

Liverpool, Manchester and Leeds – with sectors such as Financial Services, manufacturing, FMCG and media

Reading – the UK's centre for technology companies.

Southampton, Bristol and Portsmouth and other regional centres – now headquarters for international firms, including leading financial services and technology companies

Each of the UK's major cities offers a uniquely different experience and lifestyle. So before committing yourself to London simply because it's the UK's best known city, be sure to consider the wealth of opportunities that exist right throughout this wonderful country.

Visas

In order to work in the UK you must hold either an EU passport or the relevant working visa. Listed below is some visa information that may be of assistance. This information is only to be used as a general guide, for further, more detailed and up-to-date information on UK working visas please visit the UK Border agency website - <http://www.ukba.homeoffice.gov.uk/>.

Tier 5 – Youth Mobility Scheme

- A two year visa, which allows you to work for two full years
- Only one Tier 5 Visa permitted per person in their lifetime

Ancestry Visa

- A five year renewable visa with no work restrictions
- After five years, you may be eligible to apply for permanent residency

Dependants' Visa/Settlement Visa/Spousal

- Dependant visas are granted to the spouses of those holding a UK visa. A dependant's visa mirrors the employment rights granted to the UK visa holder they are dependant on.

Abode (right of)

- Permanent residency – allows you to live in the UK without restrictions indefinitely

EEA Family Permit

- Granted to those who are the dependants of EEA nationals living and working in the UK

Tier 2 – Company Sponsorship

- (Also known as a work permit)
- If a candidate does not have recourse to a UK visa, a company may choose to 'sponsor' them to stay in the UK and work for that company.
- This information was obtained on 22.10.13 and is subject to changes according to the UK Border Agency rules, regulations and changes.

Interview Advice

Step 1 – Do your Research

Researching a potential company and the related industry shows initiative, enthusiasm and a keen interest in the role. The company website is a good place to start and you can then expand your search to help source the following information:

- The company's core products and services
- How the company is perceived in the marketplace
- The company's current financial position

It is also beneficial to research the company's competitors and get a better understanding of the industry as a whole. A helpful exercise is to think like one of the company's customers and identify potential improvements and strategies.

Step 2 – Preparation

Always prepare thoroughly so you can talk more comfortably about yourself, your experience and how it relates to the role, for example:

- Be familiar with your CV and prepare to answer questions from it. Similarly, ensure you read each job description thoroughly and highlight the ways in which your experience can benefit your potential employer.
- Prepare in advance for common interview questions (Refer to our interview questions section for some practical examples).
- Conduct practice interviews with a friend until you can comfortably answer each question without hesitation
- Prepare questions that you can ask the employer (Refer to our interview questions for some practical examples).
- Be certain where the interview will be held, obtain clear directions and always confirm the time

Step 3 – The interview

- Make sure your mobile phone is switched off
- Relax and have confidence in your research and preparation
- Greet your interviewer with a smile – good body

language is vital

- Be aware of your posture
- Speak clearly and confidently
- Try to maintain a comfortable level of eye contact throughout
- Don't rush to fill in any silences. Think before you speak
- Use practical examples to illustrate your skills and show how they suit the role and the company
- Show enthusiasm for the role
- Close the interview with a genuine thank you for a positive last impression

STAR Method

Remember to keep your answers succinct and to the point.

Good method for achieving this is the STAR method.

S – Situation, background set the scene

T – Task or Target, specifics of what's required, when, where, who

A – Action, what you did, skills used, behaviours, characteristics

R – Result – Outcome, what happened?

Step 4 – After the interview

- Write down a short summary of the interview while it is still fresh in your mind. Note the areas in which you feel you went well, as well as any questions you found difficult to answer. This will help you to prepare for a possible second interview, or for future interviews for other roles
- Call your Michael Page consultant and provide feedback. Your consultant needs to know your views on the interview and the role before contacting the client on your behalf

Top interview questions and how to answer them

There are some common interview questions that you should prepare answers for beforehand. The key thing to remember when responding to interview questions is to keep your answers brief and to the point. If you are faced with a difficult question, stay calm and take a moment to think before you answer.

Remember, the responses below are only suggestions. Try to personalise your answers as much as possible.

Q: Tell me about yourself

A: Identify some of your main attributes and memorise them. Describe your qualifications, career history and range of skills, emphasising those skills relevant to the job on offer.

Q: What have your achievements been to date?

A: Select an achievement that is work-related and fairly recent. Identify the skills you used in the achievement and quantify the benefit it had to the company. For example, 'my greatest achievement has been to design and implement a new sales ledger system, bringing it in ahead of time and improving our debtors' position significantly, saving the company £50,000 a month in interest.'

Q: Are you happy with your career to date?

A: This question is really about your self-esteem, confidence and career aspirations. A brief explanation as to what it is about your career so far that's made you happy. If you have hit a career plateau, or you feel that you are moving too slowly, then you must qualify your answer.

Q: What is the most difficult situation you have had to face and how did you tackle it?

A: The purpose of this question is to find out what your definition of difficult is and whether you can show a logical approach to problem solving. In order to show yourself in a positive light, select a difficult work situation which was not caused by you and which can be quickly explained in a few sentences. Explain how you identified the problem; what the options were, why you selected the one you did and what the outcome was. Always end on a positive note.

Q: What do you like about your present job?

A: This is a straightforward question. All you have to do is make sure that your 'likes' correspond to the skills required for the job on offer. Be enthusiastic; describe your job as interesting and diverse but do not overdo it – after all, you are looking to leave.

Q: What do you dislike about your present job?

A: Be cautious with this answer. Do not be too specific as you may draw attention to weaknesses that will leave you open to further problems. One approach is to choose a characteristic of your present company, such as its size or slow decision-making processes etc. Give your answer with the air of someone who takes problems and frustrations in their stride as part of the job.

Q: What are your strengths?

A: This is one question that you know you are going to get so there is no excuse for being unprepared. Concentrate on discussing your main strengths. List three or four proficiencies e.g. your ability to learn quickly, determination to succeed, positive attitude, your ability to relate to people and achieve a common goal. You may be asked to give examples of the above so have a few at the ready.

What is your greatest weakness?

Don't give the interviewer any new information, focus instead on what the interviewer is already aware of – for example, 'I don't have any UK experience, however I've already researched UK accounting practices, and have worked with international companies'.

Q: Why do you want to leave your current employer?

A: Examples may include that you are looking for a new challenge, more responsibility, experience and a change of environment. Do not be negative in your reasons for leaving. It is rarely appropriate to express salary as your primary motivator.

Q: Why have you applied for this particular job?

A: The employer is looking for evidence that the job suits you, fits in with your general aptitudes, coincides with your long-term goals and involves doing things you enjoy. Make sure you have a good understanding of the role and the organisation and describe the attributes of the organisation that interest you most.

Getting a Job

What should a CV look like?

A professional looking CV that clearly details your skills and experience will play a major part in whether or not you make it through to the interview stage. A typical UK CV is between 2-3 pages in length. Here are some key points on the structure and formatting your CV:

Basic Structure

Ideally, your CV will include the following sections in the following order:

1. Personal details – ie. name
2. Education and qualifications – list highest qualification first
3. Employment history – list most recent experience first
4. Hobbies and interests
5. Referees

Content

- A Well prepared CV is an excellent marketing tool. Make sure it is well written, clear and easy to understand
- When listing your employment history start with your most recent or current role and always include employer names, the positions you held and the primary responsibilities in each role. Ensure you mention important facts such as 'managed a team of 10 people' or 'increased profit for the business area by 25% between Q1, 2007 and Q4, 2007'.
- If using a personal email address in your details section ensure that it is of a professional nature
- When listing employment dates include months as well as years. Eg. March 2003 – September 2008
- Do not leave unexplained gaps in your work experience history. For instance if you have taken time out to go travelling for six months then include it on your CV
- Provide a brief description of company, turnover, number of employees and team size
- Your CV should be an accurate reflection of your skills and experience. Only apply for jobs if you have the relevant skills
- Include contact details of at least two referees. At least one of these should be a former employer

Formatting

- Use a commonly used program such as Microsoft Word
- Ensure there is plenty of white space to make it easier for the reader to scan each page
- Use a standard font that is easy to read on screen such as Arial 10 point
- Keep it simple. The more graphics or design elements you incorporate into your CV, the more chance the recipient will have trouble in accessing or printing it
- Use bullet points when listing responsibilities and achievements
- Ensure that you spell check and also proof read your CV thoroughly before submitting it

Other common interview questions to consider:

- How does your current job fit into your department and company
- What do you enjoy about this industry?
- Give an example of when you have worked under pressure.
- What kinds of people do you like working with?
- Give me an example of when you have felt anger at work.
- How did you cope and did you still perform a good job?
- What kind of people do you find it difficult to work with?
- Give me an example of when you have had to face a conflict of interest at work.
- Tell me about the last time you disagreed with your boss.
- Give me an example of when you haven't got on with others.
- Do you prefer to work alone or in a group? Why?
- What are you looking for in a company?
- How do you measure your own performance?
- What kind of pressures have you encountered at work?
- Are you a self-starter? Give me examples to demonstrate this?
- What changes in the workplace have caused you difficulty and why?
- Give me an example of when you have been out of your depth.
- What have you failed to achieve to date?
- What can you bring to this organisation?



Working in the UK

Michael Page International offers three types of assignments in the UK:

Permanent

Continuous employment

You must hold the appropriate visa/passport/work permit

Notice period 1-3 months typically

Company benefits may include pensions, car, health-care, holiday etc.

Paid by the employer on a monthly basis

Fixed-term contract

Pro rata salary

Set start and end date

Notice period typically 1 week – 1 month

Temporary

Flexible working timeframe

Hourly/daily rate

Typically, no notice period

Typically paid by agency payroll on a weekly basis

The majority of candidates choose to undertake temporary employment when they first arrive partly because the market moves a lot fast, making it generally quicker to secure a temporary role.

Additionally, it enables individuals to build up their UK experience without being tied to one organisation. It is worth noting that some temporary assignments can offer the option of becoming permanent.

Tax

Your employer is usually responsible for deducting Tax and National Insurance from your salary before you receive it. This system is called Pay As You Earn (PAYE). Each payday, your employer should give you a pay-slip. It's a receipt for the tax you've paid, showing details of your earnings before tax (your gross pay), Income Tax and National Insurance Contributions (NICs).

National Insurance

In order to work in the UK you are required to obtain a National Insurance Number (NI). For further information please visit the following website - www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuide-ToTax/NationalInsurance/IntroductiontoNationalInsurance/DG_190057.

Your National Insurance number (NI) is your own personal account number. The number ensures that the National Insurance contributions and tax you pay are properly recorded on your account. It also acts as a reference number for the whole social security system.

If you don't already have a NI number you must apply for one as soon as you start work. Telephone the helpline on 0845 600 0643 for further information.



Accommodation

Finding a place to live in the UK can require stamina - not just in deciding the location, but how much rent you are prepared to pay. Generally, the more centrally located you are, the more expensive the rent tends to be. The further out you from central London you are, the less expensive it can be to rent, however you must take into account the extra cost of transport should your employment be centrally located.

Websites such as Gumtree and Spareroom or an estate agent may be a good place to begin your accommodation search.

Bank Accounts

Opening a bank account in the UK can be difficult as it is often necessary to have a UK postal address. You will usually be required to attend a meeting at the bank after which they will post you your debit/credit card. Following your card postage the bank then will post out your pin code, this process can often take 5 – 10 working days.

General Information

Checklist:

- Send through CV to Michael Page (globalops@michaelpage.com)
- Check you have a valid passport
- Contact the relevant embassy for a UK working visa application form to complete
- Open a UK bank account
- Compare flight options and book your ticket
- Inform Michael Page once your flight has been booked and your visa has been approved

1 month

- Schedule your notice period and obtain written references from your employers (covering your last 2 roles)
- File your tax return
- Arrange a registration interview with Michael Page for your arrival in the UK

3 weeks

- Arrange accommodation overseas
- Contact your bank to change the status of your accounts as necessary and obtain free call numbers should you need to contact the bank whilst you are away

PageGroup has established a relationship with 1st Contact who can assist with opening a bank account with one of the following UK bank providers; HSBC, Barclays, Lloyds or Metro Bank upon your arrival. All you need to open your UK bank account is your passport and the 1st Contact Kickstart bank letter, no need to produce proof of address of any other documentation. 1st Contact can pre book your bank meeting for the week you arrive or at your convenience, this should ensure you will be set up within the first two weeks of your arrival. Please note, there is a cost to this service and it is not endorsed by PageGroup.

For further information on this service please contact us on globalops@michaelpage.com

Other bank account options:

Contact your own bank in Australia or New Zealand. Ask your bank if they are able to assist you with opening an account in the UK through their company or an affiliated company in the UK.

2 weeks

- Record your contact details for friends and family
- Photocopy all important documents. Leave one copy with a friend or family member and take the other with you – save a copy of your CV in your email (in word format)

1 week

- Organise what to pack
- Contact Michael Page with any last minute questions or queries
- Start perusing the Michael Page website to get an indication of the kinds of positions we recruit– www.michaelpage.co.uk

On arrival

- Purchase a Sim card
- Update Michael Page with your new contact details and re-confirm your appointment
- Apply for a National Insurance Number

Transport

The UK has an extensive, privatised train network that covers most of the country. Tickets are available on the spot from any station, for travel to and from anywhere on the network. However as a general rule for longer journeys, tickets should be booked as early as possible to get the best deal. A good place to find times and fares on the internet is www.nationalrail.co.uk

London itself has one of the most comprehensive transport systems in the world. The Tube, Docklands Light Railway, Tramlink and London Overground are far more reliable than locals would have you believe.

Transport for London (TFL) is a government organisation responsible for all public transport. Visit their website for maps plus an excellent journey planner – www.tfl.gov.uk. They also offer a 24-hour travel information line with route advice and up to the minute information on services.

There are also a number of Smartphone apps such as Tube map and Tube deluxe which can also assist you in planning your journey and monitor tube/train service and delays.

Oyster is an electronic smart card run by TFL which enables travellers to switch between modes of transport. You can 'charge up' an oyster card with funds and put Travel cards, Bus & Tram season tickets and pay as you go credit on it. automatic deductions are made for each journey and Oyster is the cheapest way to pay for single journeys on bus, Tube, tram, DLR, London Overground and most National Rail services in London.

If you hold a valid international driver's license you can drive for up to 12 months in the UK. If you plan to stay for longer than 12 months it is recommend that you obtain a UK license. The application form is called a D100 and is available at any Post Office.

A car can be a convenient option, however parking can be difficult in the UK's larger cities and can get expensive particularly with the cost of petrol and parking. As in all large cities, traffic can be very heavy, especially during 'rush hour'. To counteract this, there is a Barclays cycle hire scheme also known as 'Boris bikes' which allows you to rent a bicycle from a number of locations within London.

Coaches are a popular low cost option for longer distance travel in Britain. Though cheaper than rail travel they tend to be slower and less frequent. The largest coach companies in the UK are National Express, CityLink and Megabus.

Medical

The National Health Service (NHS) is a public service that provides you with free or subsidised medical treatment while you are working in the UK.

You will need to register with a local doctor, also known as a General Practitioner (GP). Once registered, you will be entitled to free medical advice and treatment. In order to register with a GP you will need to contact your local GO should an emergency arise and you are not yet registered with a GP, you can visit the Accident and Emergency department at any hospital. Alternatively, you can call 999 for an emergency ambulance.

Should you require a dentist whilst residing in the UK you will need to register with a National Health Service dentist, although you will have to pay for treatment.

To find GP surgeries, opticians, dental practices, chemists/pharmacies, NHS Walk-in Centres and hospitals in your area, call visit the NHS website: www.nhsdirect.nhs.uk

Contact us

For more information on living and working in the UK, or to discuss available job opportunities, please contact us.

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