

HOW TO GET THE JOB YOU WANT

HELPING YOU TAKE THE NEXT STEP IN YOUR CAREER

Searching for your next job may seem daunting. You might only go through this process a number of times in your career; Page Personnel has been through it thousands of times. In that time we've learned a thing or two about what works best.

A partnership with the specialists

Half the partnership is everything we do as recruitment specialists. With over 15 years' experience and one of the most well established names in the business, we can go a long way to helping you achieve your career goals.

The second part is everything you do

This interactive guide focuses on your part - from writing a great CV, to presenting yourself well in an interview and using the Internet effectively to support your search. This guide will help you close the gap between finding the role and getting the job you want.

The personal approach to recruitment.

www.pagepersonnel.co.uk

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THE SEARCH



DECIDE WHAT YOU WANT

Factors to consider when deciding what kind of job you are searching for:

- Type of work – what would your ideal job actually entail on a daily basis?
- Growth opportunities – what career path are you aiming for?
- Work/life balance – are you looking for a certain kind of work environment/culture?
- Location – how important is location and would you be willing to travel?
- Financial considerations – what salary and benefits would attract you?

If you're thinking about working on a **Temporary** or **Contract** basis, here are some advantages:

- Broaden your skillset – working for a variety of companies on a variety of projects, you'll learn new skills.

- Flexibility – you work when you want to work, covering the hours that suit you.
- Earning Potential – skilled Temp workers can earn a premium, often working to hourly rates.

USE YOUR CONSULTANT

- Start your search by registering with Page Personnel, one of the most established and specialised recruitment consultancies in the UK.
- Ask for advice about CVs and interviews and how to structure your search.
- Stay in touch with your Page Personnel consultant throughout your search, as they will update you when opportunities arise and keep you informed of any developments.

USE TECHNOLOGY

Nowadays, the Internet is an essential tool in the job searching process. 69% of job seekers have applied for a job online – Noras 2009. The word 'job' was the 10th most popular search term on Google UK in 2008.

- Sign up for Page Personnel's **job alerts**. These alerts allow you to receive an email alert whenever a new job is added to our website that matches your criteria.
- Visit the **Page Personnel website** and use the job search options to specify your criteria.
- Most job seekers use between four and five specialist job boards, to search for jobs online.

USE YOUR INITIATIVE

- Scan newspapers and your trade press regularly.
- Network with people you know, sending them your CV and asking for their help. Attend networking events like those held by Page Personnel to further extend your network.

Useful sites and job boards:

www.pagepersonnel.co.uk

www.michaelpage.co.uk

www.jobsite.co.uk

www.reed.co.uk

www.totaljobs.com

THE CV



THE BASICS

- Layout – make your headings clear and be consistent with your spacing and styling.
- Length – two pages is ideal.
- Poor spelling, typos or bad grammar will be noticed. Avoid any errors at all costs.
- References – always say ‘references available upon request’.

WHAT TO INCLUDE

Personal details

Include full name, address, telephone numbers, email and visa status. You are not legally required to include your date of birth or marital status.

Professional qualifications

List any industry relevant qualifications, degrees and A levels you may have.

Experience

- The most important part of your CV is the relevant experience for the role for which you are applying.
- List your employment history in reverse chronological order, with a particular focus on the last two positions.
- Be sure to list your job title, achievements and give an overview of your main responsibilities.
- Briefly explain any periods of unemployment in your career history.

TOP 3 TIPS

- 1 Highlight experience and transferable skills relevant to the job spec.
- 2 Always accompany your CV with a tailored covering letter.
- 3 Ensure your CV is structured and concise – do not add details such as photos, clip art or fancy fonts.

THE COVERING LETTER

A covering letter should always accompany a CV even if it’s in the body of an email and can help your application stand out. Tailor it to the particular job you’re applying for. Keep the letter concise – no longer than a page is usually best.

Content

- If you’re replying to an advert, say so. Mention the job title and any reference number.
- Briefly outline your current situation and why you are seeking change.
- Explain your interest in the role and your relevant achievements and career highlights. Be truthful.
- The Page Personnel website has more details on [writing a CV](#) and a [covering letter](#) where you can also download an ideal CV format.

THE INTERVIEW



BEFORE

Research – find out everything you can about your potential employer beforehand. Visit the company website and use search engines to find independent information about the company, the sector and the role.

Read the job spec in detail and define your relevant experience. Ask your Page Personnel consultant about the format of the interview and for any extra information they may have about that role.

Prepare

Competency based interviews – most interviews use competency based questions which highlight abilities and behaviours necessary to fulfil that role. Speak to your Page Personnel consultant for advice about and examples of such questions.

Questions to ask - have some relevant questions ready to ask your prospective employer to demonstrate that you have thought about the role.

For example:

- Can you describe my area of responsibility?
- Who will I be reporting to?
- Is there a clearly defined career path?

Further guidance on [interview preparation](#) can be obtained from our website and from your Page Personnel consultant.

TOP 3 QUESTIONS

- 1 Tell me about yourself – summarise your qualifications, career history and range of skills.
- 2 What are your strengths – what skills separate you from other candidates?
- 3 Why have you applied for this particular job – will the job suit you?

Presentation – the watchwords are conservative, professional and smart. Remember less is more in terms of colour, accessories and make-up.

Punctuality – plan to arrive at least 10 minutes before your interview. It will benefit you to spend a couple of minutes to unwind and relax.

DURING

- Switch off your mobile phone!
- Ensure a firm handshake and a comfortable level of eye contact during the interview.
- Avoid slouching; sit comfortably and stay alert. Smile – this tells the interviewer that you are confident and enthusiastic.
- Listen to what is being asked of you and give relevant, concise answers rather than rambling on.
- Give honest answers – don't pretend to know something if you don't.

- Know your CV and achievements inside out and be prepared to answer detailed questions about it.

For likely interview questions and a guide on how to answer these questions, [click here](#).

AFTER

- Think about the role, the company and whether or not you want the job.
- If you are interested in the role, ask your consultant about the next stage.

THE FOLLOW UP



SPEAK TO YOUR CONSULTANT

Feedback

- As soon as possible after the interview, speak to your Page Personnel consultant to give detailed feedback.
- Give as much detail as possible, in terms of what went well and what didn't and your thoughts on the role.
- In most cases, consultants will not receive feedback from the potential employer until they have spoken to you, so delaying feedback slows down the process.
- If your interview was unsuccessful, you will be notified and your consultant will advise you of the best next steps to take.

FURTHER INTERVIEWS

- Should you be called for more than one interview, remember you are still in a competitive environment, so be prepared to meet other people and answer more probing questions about your CV and yourself.

NOW YOU HAVE GOT THE JOB, WHAT NEXT?

References

- You'll need to provide your new employer with full details, including name, job title, address, telephone numbers and email address of your two references.
- A glowing reference will reassure your new employers that you are highly capable of doing the job and will be an asset to the company.
- At least one reference should come from a previous employer. Other sources may include community group leaders, local councillors and ex-teachers if you're just starting a career.

A NEW START

- Once you've accepted your offer, you'll need to hand in your resignation and work out your notice in your current role.
- Resignation – be professional and avoid the temptation to get everything off your chest.
- **If you've reached this stage, then you've got the job you want – congratulations!**

“ Be prepared to meet other people and answer more probing questions about your CV and yourself. ”