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CONSULTANCY LTD

Candidate Information Pack

CV Template

Your full name

Your details Full address, telephone numbers and email

Personal Statement An account of achievements to date and where you see your next career move. It is best to keep this as a positive and succinct paragraph, tailored to the position you are applying for.

Qualifications List your qualifications ranked highest first; include type of institution, date and result. Remember to include professional qualifications and memberships

Experience Start with your current or most recent role and work backwards. Ensure that each section is clearly headed with the name of the organisation, dates worked and your role there. Include details of your duties and responsibilities and a brief outline of the organisation's business. Don't omit any significant gaps in your career due to unemployment, study etc..., an employer will appreciate your honesty.

Skills Make sure you include your transferable skills, languages and IT abilities and those directly relevant to your job.

Interests Include some personal details that provide some insight into the person, not just the candidate.

References It is better to state "references are available on request" enabling you to give the most relevant references for the job.

Interview Tips

The following points are just a guide. Interviews are varied and do not always follow a set pattern. However, our experience of successful interviews, along with feedback from our clients, the following points can lead to your success.

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| Company Background | Prepare yourself with as much information about the company and role as possible - visit the company's website. Try to gain an understanding of the structure of the company and the market the company is in. |
| Interviewers | We will confirm who will be interviewing you and what their roles are within the company. |
| Location | We will make sure you have a map or directions as well as information on parking or the nearest railway station. |
| Punctuality | Ensure you give yourself plenty of time to get to the interview. It is not a good first impression if you turn up late. If, you are going to be late, contact us or the company to inform them of your expected time of arrival. On arrival, apologise immediately and explain your reasons. Arriving early will give you the opportunity to gather your thoughts. |
| Dress | Dress smart, be aware of the company culture and ensure you dress to impress. Decide what you are going to wear beforehand to avoid making the wrong choices. |
| CV | Ensure you have read through your CV so you are able to answer any questions relating to it. |
| On Arrival | When meeting the interviewer(s) for the first time, greet them with a smile and a strong handshake. Maintain good eye contact levels at all times, especially with the interviewer to whom you are responding to. Do not focus all of your attention and answers on one member of the interview panel even if they are the Managing Director. Try to mimic the style of the interviewer i.e. if they are formal - be formal, if they are informal - be informal. Look and act alert and interested. |

Interview Questions

An interview is a sales situation. You are selling yourself. Don't forget, that it is also a sales situation for the company - your opportunity to get the information you want from them. Ask questions and show a real interest in the position and the company, perhaps based on the information you previously received about them. Ask questions that demonstrate genuine interest in their company or products and your enthusiasm and interest in the role itself, rather than holiday entitlement, pensions etc.

Be prepared with answers for questions you think they may ask you. Some standard interview questions are:

- What do you know about our company?
- Why are you looking for a new position?
- Why do you want to work for us?
- What interests you about this role?
- What can you offer your new team/company?
- What has been your greatest achievement to date?
- What are your strengths/weaknesses?
- What do you like/dislike about your current job role?
- What are your future aspirations?

If you do not understand a question, ask them to explain the question further. Think before you answer a question and do not reply solely with one-word answers such as yes or no.

Prepare your own questions in advance but make sure you use them in the context of the interview and take into account information that the interviewer has already provided. This will make you look interested in the company, and want to find out more about the role you are applying for. Some typical questions are:

- What are the company's future plans?
- What is the potential career development path over the next few years?

Feedback

At the end of the interview, if the opportunity arises, ask them how they felt the interview went. Also, if you are interested in the position, it is important to tell them.

Establish what the follow up procedure is and when you could expect to hear from them.

Finally thank them for their time.