



Veritas

Comprehensive Recruitment Solutions

CANDIDATE PACK

Cv Tips

Employers see many CVs (curriculum vitae), so yours needs to stand out. Not only does it need to be a factual account of your career history, qualifications and education to date, it also needs to let them know why you're the person for the job.

Personal profile

Start with your name and then you're straight in with a short personal profile. We can't over-emphasise how important this is. This should sum up why you're ideal for job - including a summary of your career (and successes) and then finish by touching on your personal qualities. Be bold and confident here... but whatever you write here, you need to be able to back up at interview.

Employment history

Next, list your employment history starting with your current or most recent employer. Give their name, location and a succinct description of what your employer does. Then list your job title(s) and all relevant dates against each role - listing key responsibilities against each role, followed by achievements. As an example, don't list your sales and budgetary responsibilities each year, but talk about how you exceeded budgets or the year-on-year growth in sales you achieved.

Allocate more space to the roles where you're help more responsibility and success. However, if there has been a greater variety of experience gained earlier in your career, still make sure you draw attention to it. You never know when past experiences may be useful, and an employer is more likely to take it into account as you move up in the organisation.

Education history

Start your education history with the most recent. Include dates, places and achievements, highlighting any extra-curricular achievements or points of interest.

Personal details

Finally include all your personal details, including postal and email addresses, all telephone numbers, plus a little about what you do outside of work.

Length of CV

Aim for two pages. But don't worry if it extends to three. If it does, don't leave the bottom half of the back-page blank. It's better to look again at the content, layout, and use of different font sizes to fill the space. Never go to a fourth page. You need to be concise and selective.

Fonts and layout

Use a safe, clear font like Arial that everyone has on their system. And don't insert a picture of yourself. What you look like bears no relevance as to why you're the best person for the job (unless you're applying to be someone famous' stunt double and you happen to look like them).

Check and double check

Once you're completed it, read it through for sense, grammar and correct spelling. Then get someone else with a fresh pair of eyes to read it through. You may be the perfect candidate for the job but if the CV doesn't reflect that in every way, then it's selling you short.

INTERVIEW TIPS

Congratulations, you've got through to interview stage. Don't fall at the last hurdle by being unprepared. Here are our tips on how to be at the top of your game.

Beforehand

Make sure you've done your homework the company, their products and services and the potential customer base as you can. Specifically make sure you:

- Make sure you're up-to-speed with what's going on in the market and research how the business is positioned within their own customer base.
- Read up on the business by visiting their website (including the morning of the interview in case there's any breaking news).
- Ensure you understand the team and the role you're being considered for. If you've got a briefing pack from us, including a job description and candidate specification, think about how you and your CV measure up to the key points.
- Find out as much as you can about who is going to interview you. Talk to us about this as it's likely we will know them well.
- Make sure you've re-read your CV and are ready to talk about the words and the figures with confidence - without having to look at it in the interview.

On the day

Business dress is essential, even if there's a dress down policy and they all walk around in t-shirts and jeans. You don't work there...yet.

Don't be late! We know sometimes things happen that are out of your control, but check the address, the car journey time, any roadworks, if there's car parking, train times, tube station location (and all those little logistical things that otherwise could have you arriving late, hot, bothered and not in the right frame of mind to give your best).

The interview

There's no two interview styles the same, we know. But there are some common types of questions that we know candidates come across, including:

- Talk me through a brief overview of your career to date, motivations, and reasons for leaving previous roles
- Why are you looking to move on from your current position?
- What have been your two most significant achievements over the past 3-5 years?
- What appeals to you about this position and working with this Company?
- The competency based approach is very common:
 - Driving Commercial Results questions such as:
 - What are the real levers you can pull to drive the business?
 - What has been your impact over the last year?
 - How do you benchmark your area against the competition?
 - Who is the competition for you?
 - Exceeding Customer Service Expectations questions such as:
 - How do you get your team to focus on the customer?
 - Talk me through the aspects of customer service you identify as particularly important going forward?
 - Why are they important? What can you do/have you done to have an effect?
- Leading People questions such as:
 - Tell me about a time when you worked with a direct report to identify opportunities for development.
 - What process did you use?
 - Think of a situation where you have had to lead a team during a major change. What steps did you take to maintain cohesion?
 - Communicating poor performance can be difficult. Describe how you've handled a situation like this with a direct report.
 - How do you motivate your team?
- Influencing & Creating Networks questions such as:
 - How do you get others to 'buy-in' to your ideas?
 - What were the key things that you did to persuade them?
 - Tell me about some of the toughest groups of people that you have had to get co-operation from. Why was it tough?
 - What did you do?
 - What was the result

And remember....

An interview is a two-way process. This is as much your opportunity to check that the company is right for you, as it is for them to see if you're the right candidate for the role.

If you have any questions, now is the time to raise them. You need to be certain that if you accept a position, that you're making a well-informed decision.