

Ready for your next challenge?

Not sure what path you should take?

Where do you start?



How to enter the job market with all the right tools

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So you are on the job market? Brace yourself for the challenge! From deciding what role you are *really* looking for & your minimum salary expectations to choosing the clothes you wear for the interview & controlling the close – there are many things to be aware of to get the ultimate outcome.

1. To begin with, where do you start looking?

There are a number of job boards you can visit that will list vacancies that are advertised by recruitment firms or the company direct

www.reed.co.uk, www.jobsite.co.uk, www.totaljobs.co.uk, www.cv-library.co.uk, www.monster.co.uk

but I would advise you visit a recruitment agency director such as
<https://www.agencycentral.co.uk/>

Agency Central is a recruitment agency directory, supporting candidates and employers who wish to use the services of an employment agency. The site features an advanced search and filter system which finds the agencies which match your needs. Candidates who use Agency Central to find a job agency will have access to the most relevant information all in one place. An advanced search and filter system will quickly allow you to target the agencies who can help, whether they are specialists, or just around the corner from you. To help you understand your career progression, they also list salaries by job role and location. Such recruitment agencies can guide your career in the right direction and have access to the best employers in your region, giving you the greatest chance of being placed in the perfect job.

If you are looking for more *senior* or *executive* roles, I would recommend you speak to a head hunter.

A useful website, <https://www.allheadhunters.co.uk> offers you the best up-to-date overview of Headhunters and Executive Search Firms. Globally, they have currently set up more than 30 directories, in which you can see available executive search firms per country or region. Since 2007, they have been collecting information on headhunters: company profiles, contact details, industries, track records, success and fees: they know the executive search industry and its players. By combining all the available data, they can match companies to the best headhunter for them and offer candidates an excellent starting page when it comes to headhunters.”



2. Your interview.

From good dress sense to arriving early, here is my advice for preparing and completing the interview with a buzz.

Breaking the ice – what to say, how to react?



1. It's a pleasure to meet you, how was your weekend?- While this isn't necessarily the most creative opener, it demonstrates to the interviewer that you're confident, proactive, and friendly.
2. Comments about your trip to the interview destination. For example, "What an easy and scenic drive! The directions were great!"
3. If you are connected on Twitter, LinkedIn or Facebook, use it to break the ice. "I see from your Tweets that you are a big jazz fan." We all love to talk about subjects we're passionate about (But don't bring it up if you hate jazz or know nothing about it!).

Questions to ask an interviewer

Make a list of questions to ask at the interview, not having any could make you appear unprepared or disinterested. It is a two-way street - you're also assessing whether the role and the company would be a good fit for you.



1. How would you describe the responsibilities of the position?
2. How would you describe a typical day or week in this position?
3. Who does this position report to?
4. How would you describe their management style?
5. Are there possibilities for growth and progression?
6. What are the growth goals of the business this year and next?
7. Can you tell me more about the social activities within the business?

Typical interview questions you may be asked

1. What's your biggest strength/ weakness?
2. Can you tell me a bit about yourself? What do you like doing in your free time?
3. Where do you see yourself 5 years from now?

And how to prepare your answers for these 'typical' interview questions



1. Think about 3 core strengths of yours and give examples i.e. when I did this... this really showed my determination
2. Never say that you do not have a weakness, being able to identify a weakness is a strength.
3. Where do you see yourself in 5 years? Time to talk about your ambitions and goals, try to contextualise this to the company you are applying for.

Using examples and case studies to answer questions

ALWAYS follow this rule. Try to avoid being 'generic'. You need to stand out from your competitors.

1. Coming up with the correct answer isn't always more important than the process that you used to get there so think about these three elements:
 - What the problem or situation was
 - What you did
 - What was the outcome
2. Case study answer- it includes identifying the most important issues, employing sound and logical analysis, developing an action plan for addressing the problem(s) and making recommendations.
3. Using examples allows you to provide evidence of claims you are making

What to wear



1. Find out what's appropriate by looking at what other employees are wearing in their LinkedIn profile photos (usually a good indication of what they consider professional) and checking out what people are wearing on the company's website.
2. Interviewers are looking for a candidate who has it together – which means you should think about how *all* the elements of your outfit add up. One tip is, always avoid wearing any more than two or three different colours. This is the easiest way to make an outfit cohesive.

How to close the interview (stay in control)

1. Confirm your interest in the job, express your enthusiasm and reiterate that since hearing more about the job you definitely think it would suit your skill set.
2. Remind the interviewer that you're qualified
3. Ask what happens next- when can you expect to hear from them?

Planning time to get there (why this is important?)



1. Make sure you plan your route, do a dry run if necessary to time how long it will take you, this will take some of the stress away on the day!
2. Try to arrive at least 10 minutes early, punctuality is important
3. Make sure you check online for any traffic updates that could impact your journey.

If you are running late due to unforeseen circumstances ie train delays(what to do)

Call them (or the agency)! Be apologetic explain the situation and tell them an estimated arrival time.

What to bring to an interview

1. A notepad and pen
2. Questions for the interviewer
3. Two copies of your CV & any other documentation that will sell your capabilities (sales figures, P60, white papers, proposals, testimonials from clients or past employers)

Preparing for a presentation



1. Structure your presentation- short opening explaining what the presentation is about and what will be covered.
2. Clear structure of argument or theme
3. Always summarise arguments
4. Clear conclusion
5. Keep it succinct
6. Give a handout, something to leave with the interviewer

Role play before hand

1. Useful to practice your answers to 'typical interview questions' so you keep answers succinct.
2. Practice your strong handshake, the first impression is important!
3. Review your examples and case studies of your best achievements and know them well so you can keep referring to them during the interview.

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