



30 Steps To Success In The Facilities Management Recruitment Process

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Recruitment

> Background to the Author

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Peter is the Managing Director of Maxwell Stephens - The “go to” recruiter in Facilities Management (FM). Peter has successfully matched literally hundreds of people to opportunities in the FM sector for over the last 15 years. Using Peter’s knowledge he has developed this guide to help the job search process.

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> Introduction

The process of looking for a new in job In FM can be frustrating, disappointing and sometimes it feels like you'll never achieve the results you want. Facilities Management (FM) is a complex sector and currently has a highly competitive job market. You need to prepare to succeed and ensure you stand out from the crowd. If you are looking for that next dream job, these 30 do's and don'ts will help you position yourself well and give you the best possible chance of success.

> Forshaw's 30

1. **DON'T Quit Your Current Job Until You Have Another Secured An Alternative**

If you don't particularly enjoy your job and a better one is verbally offered to you, it can be highly tempting to quit your current one. Never fall into this trap though, as a verbal offer can be difficult to prove. Always wait until you have a contract and had everything confirmed before you leave your current job.

2. **DO Have A Clear Vision Of What You Are Looking For Before You Start Job Hunting, Including Salary Expectations, Type Of Role Etc.**

If you haven't defined what you are looking for in a job, it will be difficult to know where to begin with your job search. Prior to starting, sit down with a notebook and write down exactly what you want from a job. It will make it a lot easier in the long run.

3. **DON'T Be Afraid To Start At The Bottom.**

Although it is good to have ambition, it is also important to be realistic about the type of role you can get. For instance, if you don't have experience, there is no point applying for Senior Management roles. Most people need to work their way up the ladder, so be prepared to start at the bottom. Show commitment and you will probably move up quickly.

4. **DO Use As Many Job Hunting Methods As Possible Including Online Job Portals, Careers Fairs, Recruitment Agencies But DON'T Spread Yourself Too Thin.**

These days, businesses are using all sorts of sources to find candidates and as such it is important not to restrict yourself when looking for a new job. Register with recruitment organisations but pick well and select those that you feel can represent you properly and therefore have a good chance of successfully helping you.

5. DON'T Expect Jobs To Come To You.

A new job won't just land on your lap, you need to put the effort in yourself and this means, networking and increasing your contacts as much as possible. If you put in a lot of hard work and effort during the recruitment process, you can expect to get results. Employers will be impressed if you put work into finding a job.

6. DO Take Time To Ensure Your Cv Is Professional, Up-To-Date And Error-Free.

Employers are inundated with CV's and most of them will completely discard any CV's with errors on them as they simply don't have the time to interview everyone. Take time to make sure your CV is perfect and get a second opinion if need be. The CV is what will help get you the interview so it is worth making sure it is finely tuned.

7. DON'T Send Out The Same Cv For Every Role.

You don't need a new CV for every role you apply for but you do need to tailor it to suit. For instance, if you are applying for a role as a regional facilities manager don't send a CV which highlights your single site experience. Make sure it is aligned with the role, otherwise the employer won't look twice at it.

8. DO Spend Time Filling Out An Application If There Is One.

There is no doubting the fact that filling out an application form is pain staking but don't let it put you off applying for a role you are really interested in. Put as much effort into it as possible and ask for help if you need it. It is just as important for the application form to be detailed and accurate as it is for a CV.

9. DO Make Sure All Your Contact Details Are On The Cv.

Employers expect to have various ways to contact you – including a telephone number and email address, so make sure these are clear on your CV. It is also a good idea to include your LinkedIn profile, as this will show employers any endorsements you have had.

10. DON'T Forget To Include A Cover Letter.

As tempting as it is to fire off your CV to as many places as possible, it is essential to include a cover letter with every application. The cover letter should be tailored to the role and should detail exactly why you are the right person for the job.

11. DON'T Be Afraid To Follow Up On Your Application.

You might not want to feel like you are hassling a company but actually, following up on your application will show you are keen and enthusiastic and may even encourage employers to invite you for interview. Give them a quick call before the closing date and make sure they have received your application.

12. DO Remember To Check Your Mailbox On A Daily Basis, Including Your Junk Mail.

Some employers will call you to invite you for interview, others will only send an email. Make sure you check your email inbox on a daily basis as missing an email could mean missing out on a potential interview.

13. DO Ask For Feedback If You Have Been Unsuccessful At The First Stage.

Most job adverts will attract hundreds of applications and quite often, it is difficult to get feedback at this stage. There is no harm in asking though, as it may come in useful for future applications.

14. DON'T Be Disheartened If You Are Rejected For Interview. The Right Job Is Just Around The Corner.

It is disappointing when you receive an email saying you haven't reached interview stage but don't let it get you down. Everything happens for a reason and more often than not, there will be a better opportunity just around the corner.

15. DO Consider Voluntary Work While You Look For A Job.

If you are finding it difficult to get a job, it is worth considering voluntary work to prevent gaps in your CV and to keep your skills current. There are lots of opportunities to volunteer and you don't usually have to commit to a certain length of time or specific hours. It is a good way to keep your experience up-to-date and it will also show employers that you are proactive.

16. DON'T Make The Mistake Of Underpreparing For An Interview.

There is no such thing as over preparing for an interview, so make sure you do as much research as possible. Take time to find out exactly what the company does and how your position will sit within the company. Most employers will expect you to have good knowledge of the company before you even apply, never mind at interview stage.

17. DO Show A Genuine Interest For The Company And What They Do.

Ask questions and show a keen interest in what the company does as this will go a long way to impressing them. Imagine it is your business, how would you want the candidate to speak about your company and act in front of you? Would you hire you?

18. DO Read Up On The Interviewer And Find Out More About Them.

If you have the interviewer's name, take time to find out a bit more about them. In this way you can throw in some information that they may relate to, such as a specific organisation they have worked for or maybe an interest they have. LinkedIn is a great tool for pulling this kind of information together.

19. DON'T Turn Up Late For An Interview.

A big no-no for most employers is candidates turning up late for their interview. If you can't turn up for the interview in time, what are the chances of turning up for work at the right time? Do a trial run if you're not quite sure how to get to the interview location. It is better to be early than late, so leave in plenty of time.

20. DO Dress To Impress.

Wear business attire to the interview and make sure it is ironed and you are as well presented as possible. As they say, dress for the job you want, not the one you have!

21. DON'T Be Over Anxious For An Interview.

Obviously interviews are a nerve wracking experience for anyone but there are measures you can take to reduce anxiety levels and ensure you make a good impression. Plenty of sleep before the interview and a good breakfast should set you up for the day. If you have done your research and practiced your interview, you should have no reason to feel anything but confident. Make sure you smile as well and make eye contact with the interviewer.

22. DO Prepare With Examples For Every Question You Are Asked.

The interviewer will expect you to answer questions with more than just 'yes' or 'no', so make sure you have plenty of examples to back up your replies. The interviewer wants to know that you can actually perform the duties of the job, so they need to know you've done it in the past.

23. DON'T Be Afraid To Be Confident About Your Abilities.

Most people find it difficult to talk about themselves, especially when it comes to telling others about their strengths but it is fundamental as part of your interview. You can guarantee that others will be doing it, so don't be left in the shadows.

24. DO Be Aware Of Your Body Language.

Your body language during an interview will say a lot about you. If you are open, smiling and personable, it will give you a better chance of success. However, if you come across as apprehensive and closed, you won't give off the right signals.

25. DON'T Forget To Have Questions Ready To Ask The Employer At End Of Interview.

Always be prepared with questions at the end of the interview as this shows you are keen and eager to understand more. Questions you might want to consider are the dynamics of the team, the culture of the organisation and any development opportunities.

26. DO Follow Up Quickly After Interview.

After the interview, take the time to contact the employer and thank them for their time and reinforce your interest. If you are neck and neck with another candidate, this may tip the scales in your favour.

27. DO Remember That An Interview Is A Two Way Street.

When being interviewed, we tend to think of it as an occasion for the interviewer to decide whether they want us, but actually, it is a two way street. There is no point in accepting a role which isn't really for you, so make you will enjoy it before you decide on anything.

28. DON'T Burn Your Bridges If You Are Unsuccessful.

There are all kinds of reasons why candidates are unsuccessful at interview, it is not always just as simple as not being good enough for the role. Even if you are not offered the job, always thank the employer for their time as you never know, they may consider you for another role in the future.

29. DO Add The Employer On LinkedIn Or Another Social Media.

Regardless of the outcome of an interview, it is a good idea to add the employer on LinkedIn. This will widen your networking opportunities and will emphasise your interest in the company. You never know when these contacts may come in handy.

30. DON'T Be Embarrassed To Ask For Feedback.

Most employers will be happy to provide feedback after an interview, so if you are unsuccessful, make sure you ask for it. This is the only way you'll improve for future interviews.



A FINE POSITION TO BE IN



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