



maxwell
stephens

Recruitment



How to get **a Job**

Looking for the perfect job?

Let us
show you
how to
find it!

Looking for a job isn't always the easiest of things to do.

Whether it is your very first step on the career ladder, a move to a new career or perhaps a return to work after raising children it can seem pretty daunting!

Like most things in life, finding (and securing) that dream role for you can be broken down into some easy to follow steps rather than being attempted as one huge project.

From updating your CV to making a great impression at the interview stage; we are here on hand to help through every little part all with the hope that by the end of it you will secure a shiny new job.

Getting yourself ready for the job search

Before you do anything it is important that you sit down and take a moment to list down all the skills that you as a person possess.

You might find that some of the skills you have don't fit in quite with the type of role you are currently doing and would match in with a career change. This may lead you to finding a role you wouldn't normally apply for and getting that type of job satisfaction that you wouldn't normally experience.

It isn't just your skills that you should take note of. Also work out your salary expectations including the lowest salary that you could accept should you find the perfect job. Being realistic about what you would be happy to earn may just broaden your job search and help you on the way to finding the right role for you.

The most important thing is to remember that no matter what the job descriptions say, the job may still be worth applying for. These descriptions, whilst great ways to get a feel for the role are also written with the ideal candidate in mind, and with the insider knowledge of the company.

“Be **brave**,
take the plunge
and get on your
way to finding
the **job of your**
dreams”

Finding the ideal job

When it comes to actually finding a role that you want to apply for many people will turn to an online search facility and search for key words, skills or perhaps location.

This is, of course, a really great way to get a handle of the roles that are out there but it isn't the only way to figure out what you want to do and where to find it.

Networking.

Although it sounds like the type of corporate buzzword that we would all like to avoid; networking can be a great tool in finding a new role.

Some of the best companies to work for place a huge amount of trust in employee referrals. After all, if they trust them to do a good job then they are likely to trust their judgement on other people who can do a good job too.

Take a look at your friends, family, even more distant acquaintances like neighbours or old school friends and see if any of their workplaces are tempting to you. If there are then the next step is easy; get in touch with them.

Explain to them that you are currently looking for a new job and that you wonder if there are any openings at their workplace.

It might be that the ideal role for you isn't there at the time, but if you can at least have your name on the books or a foot in the door then you are one step closer to securing a job.

Your References.

It is quite likely that your references will be for your current employer however for some people these can be contacts of jobs gone by.

If you left on good terms and enjoyed your time there then why not see if they have any openings at all that you may be right for? If not that then at least getting in touch with them will alert them that you are on the lookout for a job and you can make sure that they are ready to give you a glowing recommendation for any other company that you apply for.

The wider network.

We have already covered networking with your current family or group of friends; but what about taking that a bit wider? Social media is a great tool for branching out. Use Facebook as a way to reach out to those who you may not have contact with on a regular basis. Encourage your close friends to share your search too and that way they can act as a recruitment agency on your behalf. In doing this you not

only increase your chances of finding something but also of finding something that you might not have applied for off your own back.

Volunteering.

This may not always be possible if you are currently in full time employment; but volunteering can be a great way to get into an organisation that you feel passionately about working for.

By offering to volunteer you are creating a vitally good first impression and showing them that you are really keen to work there. There is a good chance that your voluntary role there may not be the most complicated or challenging work however as you show your skills you are likely to gain more responsibility.

If the voluntary work that you complete doesn't lead to a role within the company then you can still it as a positive. You will receive experience working in that particular type of company as well as references from the company too.

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Internships.

If you are lacking in some of the required experience or skills for your dream role and salary is not a huge concern then perhaps you can apply for an internship or apprenticeship for them.

These type of opportunities will never earn you big bucks but they do offer you the chance to work somewhere that you dream of but would never be able to get a well paid job within.

Both internships and voluntary roles will show a prospective employer that you mean business when it comes to working for them. They are also becoming more popular methods of recruitment for some companies. By testing someone out before they take them on fully they will feel safe in what the person can offer rather than concerned that they just won't be the right fit.

Cold calling.

Even the best sales people have to make a few cold calls from time to time and when it comes to job hunting you are selling a really important commodity; you!

It might sound like a terrifying prospect, but taking the plunge and calling some companies off your own back can sometimes yield great results.

Find out the name of the hiring manager or HR manager and give them a call. Ask them if they are hiring.

Volunteering.

Much like cold calling, applying for a role or visiting a company to enquire in person may seem a little daunting. But when it works, it really does work! Make sure you have some printed copies of your CV (try not to fold them up or crease the paper) and ask to speak to the HR manager.

Be personable, friendly and likeable as this will create a great impression for them to go alongside your CV.

It is much easier to visualise hiring someone if you know how they are as a person; and as much as employers would hate to admit it, they will hire someone that they like if they don't have all the qualifications that they are looking for.

Mastering your CV

So moving on to the next step. You have found the ideal job for you, know exactly how you are going to go about applying for it. Now all you need to do is take the plunge and pop in your application.

But wait! Before you hit apply you will need to make sure that your CV is application ready. Even if you are going to be applying via an online portal that does not require a CV; having this as a basis for your application makes the process all the easier.

Here are our top tips of how to create a CV that cannot fail but to make a good impression.

01.

Be up to date.

Having out of date or old information can not only mean that prospective employers may not be able to contact you (in the case of your contact details) but also that they may not have the most accurate and up to date reflection of who you are career wise at that time.

Your CV is an important reflection of your career to date as well as the skills that you have acquired during that time.

Make sure that it shows everything that you have achieved in an easy to read format.

02.

Be truthful.

Never lie on your CV, you might think that it will help you to impress your employers but it can turn around and really haunt you later on in the interview process.

03.

Use the right language.

Having the right phrases and language on your CV is a sure fire way to get noticed. It is important to remember that if you are bulk applying for different roles that you might want to change the way that you have written some of the text to reflect the different role.

Look at the job description of the role that you are looking to apply for and match what you write with the phrases and terminology that they use.

04.

Formatting.

First impressions count and the way your CV looks is almost as important at times as the content within it.

Try to keep your CV clear and concise. Use a simple black font with wide margins. Ensure that your contact information is clearly visible and, where possible avoid the use of italics, underlines or bold text.

05.

Proofread.

We cannot emphasize enough the importance of proofreading your CV before you send it out.

Picking up grammatical errors as well as spelling errors is vitally important as these can really affect your chances of getting the job.

If you are not comfortable in checking your work then ask a friend or family member to read through it a few times and make sure that they can make sense of it.

Hopefully, with a beautifully crafted CV you will make an impression on your prospective employer and reach that all important next stage.

The interview.

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Interviewing like a professional

It seems that your CV worked and you have landed yourself an interview. That is when the nerves are likely to set in and you wonder exactly what you can do to impress them.

The best advice that you can be given is to set those nerves aside and approach the interview calmly.

Preparation (just like many other things) is key at this point and by taking some time prior to the interview to get yourself ready will help you endlessly.

Change your mindset.

Many people often approach job applications and interviews with the mindset of “I am looking for a job. Give me the job”.

Whilst these are some great positive thinking approaches you might be best off taking the stance of “I have the right skills for this role. I can do what you need me to.”

By doing this you will be projecting a confidence that you are right for them, not that they should just give you the role.

You will focus on the skills that you have and your ability to help their business succeed.

Prepare to sell yourself.

For most of us, the idea of bigging yourself up can make us feel slightly uncomfortable, but essentially that is what an interview is.

If there is something in your career, or even in your personal life that you are particularly proud of then highlight it. Make sure that your interviewer knows just how hard you have worked to get to where you are today.

Know the answers to the difficult questions.

Not every question during an interview will be easy to answer.

But by anticipating some of the points that are likely to be raised you can stay as calm as possible.

Look at your CV and see what areas they are likely to pick up on. Have you moved around lots? Perhaps have a larger number of employers in a short space of time?

Be prepared to answer that and make sure that your new employer knows that you are going to be loyal to them.

Practice your about me pitch.

One of the most common openers in an interview has to be “tell me about yourself.” Whilst you may be tempted to give them a brief history of your life, they are really looking at where you are in your career right now. Although there is no harm in mentioning your love of camping if it fits in with the role. Keep your answer brief, perhaps with a 2 minute limit and memorize it. This way you can be sure that you won’t stumble or forget parts when you are nervous.

Highlight areas that you are improving.

Not everyone is perfect straight away. In fact during an interview you are likely to be asked which areas you need to improve. Think about those that are most related to the job that you are being interviewed for and show how you are; or how you intend to working them.

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Know the key skills areas.

There are 4 main areas that employers are looking for their applicants to possess (or at least know how they need to improve).

- Proposing solutions- knowing how to deal with the information that you are given in your role is something that every company will look for. They will also want to employ someone who knows how to take that information and solve any issues that crop up.
- IT skills- being computer literate is important in an office environment. Whether this is desktop, laptop or perhaps something smaller like the printer. Knowing the basics of all of these types of systems and equipment is an important factor in many employers decision and is often something that you will be tested on.

- Communication- being able to express your thoughts is important. Whether this is over the telephone, written down or face to face. If you are the type of person who can speak freely and write well then you stand a really good chance at getting that job. However these are also skills that are relatively easy to improve.

Think about scenarios.

Often, interviewers will ask you questions about how you would anticipate coping in a certain situation. These can be difficult to answer as you are unlikely to have all the desired experience to know exactly the right thing to do.

Think about how these scenarios match something you have done in the past, explain the similarities and how you approached them. The interviewer is likely to be patient with you whilst you think about this type of question as it can be a tricky one to answer.

Don't panic or rush the answer.

Remember scenarios.

Rather than asking you what you would do, some interviewers are likely to ask you what you did do. “Tell me about a time you...” these are somewhat easier to answer as they call directly on experiences that you have had.

The important thing to remember when answering these types of questions is that you should put a positive spin on your answer.

Try to think about how you approached the issue and fixed it as well as what the outcome of you doing this. They are likely to be impressed by your ability to fix tricky situations and make difficult decisions.

Do your research.

One question that frequently crops up is “what do you know about us?” By completing some research before your interview you can show that you have researched their business.

A cursory glance over a website isn’t going to be enough, try to plan in some time to understand what they do as a company, their mission and perhaps some of their priorities for the future.

If there is information on their site that might not be picked up by other candidates then use this to your advantage. Aspects such as their favoured charity or team building events that they have held can show that you have really researched about their business fully.

Ask questions.

Always have a few questions prepared for the end of the interview, by asking these you have shown that you are interested in learning more about the role or the company.

You may be lucky enough to have an informational interview where you can meet other people in the team or company. Make sure you use this opportunity to ask them questions about the more every day aspects of the role. They may also have an influence on who is selected for the job so make sure that you impress them too.

“We hope this guide
has **helped** you to
understand some
of the finer details
of **finding, applying**
for and **securing**
that new career
for **you**”

Take your time, be thorough and try to
kerb those nerves and you will be on
your way to a glittering new career!



A FINE POSITION TO BE IN



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