

“Don’t get lost in the crowd”

Tips for securing your next role



Goodwin **RECRUIT**

Executive • Accounting • Business Support

The CV

- ▶ Biggest mistake is not providing enough information
- ▶ Show on your cv how you can add value – projects & achievements under relevant roles
- ▶ Show on cv how you can work with other areas of the business (partner)
- ▶ Don't assume the reader knows your industry/employer or your job, provide contextual information (size of business, who you report to, details of direct reports, background on company)
- ▶ Do provide quantitative results of your work
- ▶ Don't exaggerate (achievements must be verifiable with referees)
- ▶ Don't make your reader dig for information (professional memberships, qualifications, interests / hobbies should be on page 1)

The Interview

- ▶ Build rapport with interviewers - establish a connection
- ▶ Be prepared to initiate conversation
- ▶ Be prepared to talk the small talk (the weather, your interests/ hobbies if asked)
- ▶ Show you are prepared – bring copy of PD, print of relevant information from company website, written questions to ask
- ▶ Demonstrate your interest & enthusiasm for the role with good questions

Commonly asked interview questions

- ▶ Why do you want to work for our company?
- ▶ How can you add value to our business?
- ▶ What are your future career plans?
- ▶ Please talk us through your career?
- ▶ Describe a work situation where you encountered a problem/difficult person and describe how you resolved the situation
- ▶ How would your current manager describe you?
- ▶ Why should we offer you this role?

Questions to Ask in an Interview

- ▶ Who would I report to and who would I be working with?
- ▶ How many people in the department/team I would be working in?
- ▶ Does the company offer any training opportunities?
- ▶ What qualities do you want to see in the ideal candidate?
- ▶ Are there any criteria you feel I don't meet?
- ▶ What do you feel would be the greatest challenge for me?
- ▶ What is the selection process/timeline from here?

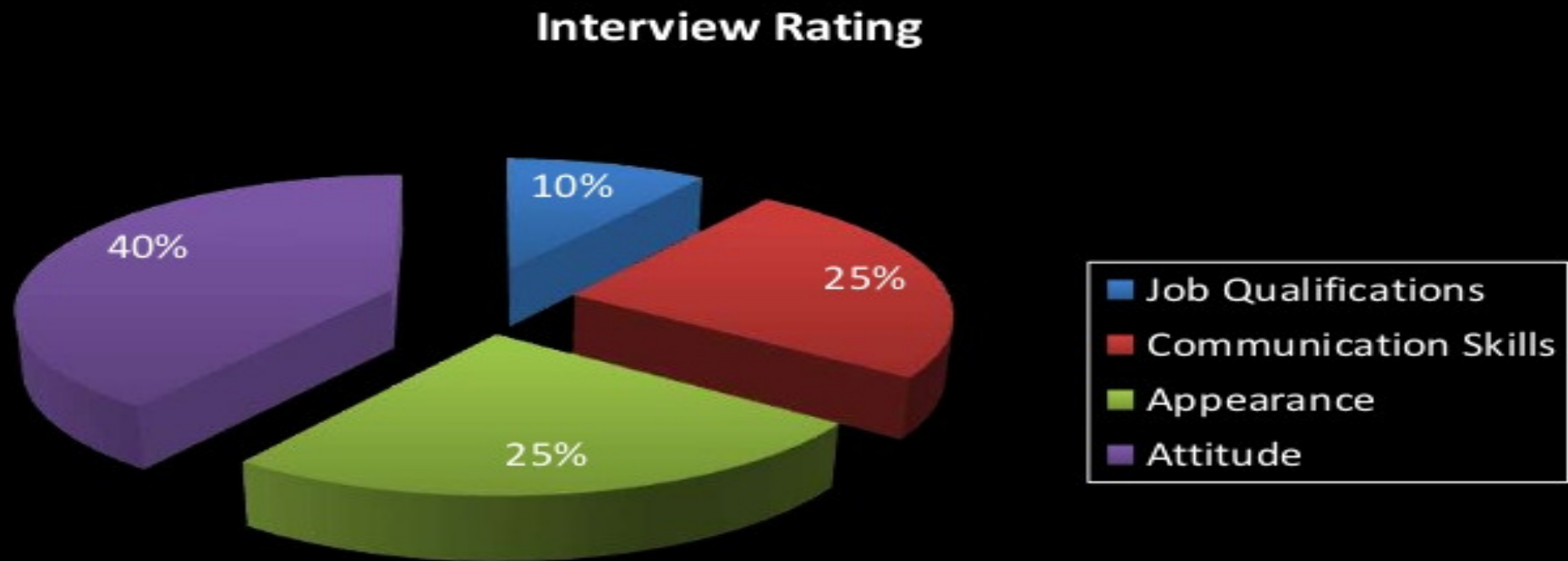
Questions NOT to ask in an interview

- ▶ Can I do this job from home?
- ▶ What does your company do?
- ▶ When can I take time off for a holiday?
- ▶ What is the salary for this position?
- ▶ How long would I have to wait to get promoted?
- ▶ What benefits does this company offer?

Why candidates are not hired

- ▶ A candidate with more relevant experience was offered the role
- ▶ Inability to demonstrate they can add value
- ▶ Poor personal appearance
- ▶ Asks no questions / lack of preparation
- ▶ Inability to communicate clearly, poor voice, and grammar
- ▶ Lack of planning for a career.....no purpose or goals
- ▶ Lack of enthusiasm and confidence shown in the interview
- ▶ Badmouthing past employers
- ▶ Failure to look the interviewer in the eye
- ▶ Limp handshake
- ▶ Late to the interview

Average Interview Ratings



Source: Prof. Eric Machan Howd, Ithaca College ([School of Humanities and Sciences](#))