

**THINK
Recruitment**

Practical job seeking tips for your next career move

Jo McGuinness – THINK Recruitment

THINK

Before you start your job search...

- Take time to reflect:
 - 🤔 What is your ideal next role
 - ⚖️ What are the areas you are willing to compromise on
 - 🚫 What are the red lines you cannot compromise on
- Consider if a change could work for you e.g. interim work, FTC etc
- Register with a few good recruitment agencies – cast that net wide!
- Follow the organisations you want to work for on social media – connect with employees there, ask sector peers for introductions where possible
- Always take up the opportunity for an informal chat with the recruiting manager if / when offered

Strengthening your CV

- Tailor your CV to each role you apply for – use the Job Description to ensure you cover what the key requirements of the role are, and where you have relevant experience
- Cover achievements, not just responsibilities
 - 👎 'Delivering excellent customer service'
 - 👍 'Delivered excellent customer service, resulting in 80% positive feedback against a target of 65%'
- Keep it simple – minimise/explain role specific jargon. Remember not all who see your CV will have direct experience of your area of expertise
- Don't use up space with a photo or 'references upon request'
- Beware of AI – recruiting managers are getting good at recognising AI worded CVs and cover letters!

Making the most of your cover letter

- Aim for 3 paragraphs:
 - One to introduce yourself and why you are great for the role
 - One to focus on relevant skills and experience, bringing your CV to life
 - One to close – mentioning your passion for the role / cause
- You don't need to address every point in the person spec, - focus on the areas you have most experience and can add most value.
- If you have a gap in a specific area they require, address that head on
- Flesh out successes from your CV in more detail – provide specific income delivered, KPIs, targets achieved/exceeded
- Demonstrate evidence behind statements:
 - 👎 'Excellent problem solver'
 - 👍 'I enjoy solving problems, for example when my current employer shared that X was a particular issue, I came up with a process that made dealing with X much smoother. This new process cut the issue down by 25%, freeing up time in the team and ultimately saving the organisation money.'

Smashing your interview!

- If an informal call is offered with the recruiting manager, take that up – prepare some thoughtful questions that will help you in interview
- Check out your interview panel on LinkedIn
- It's not a memory test – feel able to take in notes to help you recall your best examples in the interview
- Prepare 2-3 thoughtful questions to ask the panel if time. Focus on cultural and/or role specific questions, e.g.;
 - 👉 What are the immediate priorities for the successful post holder?
 - 👉 Please can you describe the team culture at this organisation?
- If not provided the questions in advance, jot down 1-2 words as the questions are asked. This gives you time to think, helps focus and is useful for future interviews

Remember – the interview process is two way – think about what you want to see to understand if the role is for you!

Checklist for job seekers



- Spend some time defining your 'must haves' before your job search – this will save time in the long run



- Make sure you follow your bucket list organisations social media pages, and sign up for Job alerts if they do them

- Engage a few recruitment agencies – they will keep you front of mind when suitable roles come up

- Update your CV and LinkedIn profile – ask for feedback on both from qualified people



- Make used of informal calls with the recruiting manager where offered – ask for one if not offered

- Know your worth, and stick to your gut – if it doesn't feel right then it probably isn't!

Looking for your next career move?

Please do get in touch

THINK
Recruitment

jomcg@thinkcs.org

recruitment@thinkcs.org



thinkcs.org



think-consulting-solutions

THINK