



SOME IMPORTANT DOS AND DONTs

Again, merely some advice to assist you in your job search.

CVS

- Keep short and concise.
- Only include the most relevant information.
- Ensure all information is accurate. Do not lie or embellish on qualifications, titles, experience. Employers do pre-employment checks and misrepresentation will harm your application and is fraud.
- Ensure spelling is correct.
- Do not send via email copying everyone on your target list. Send individually expressing interest in that particular organisation.
- If emailing, ensure the mail is small and do not include numerous attachments. A client/ recruiter will request additional information if need be.

INTERVIEWS

- Arrive on time.
- Do online research prior to the interview. Google the company name, visit the website.
- Ensure you are wearing appropriate attire.
- Switch off your cell phone.
- Do not arrive chewing gum.
- Answer questions directly and with relevance.
- Look the interviewer in the eye.
- At the interview feel free to ask questions about the role:

What is the company culture?

Size of the team?

Any other offices?

Who will I be reporting to?

What are the responsibilities for the role?

Will I be responsible for managing a team?

What projects are planned or in the pipeline?

My career progression?

Any significant achievements/ awards?

What is included in the salary package?

Are salary reviews held?

The interview process and stages?

- After the interview, send a thank you message via email – Many thanks for taking the time to meet with me today. Please feel free to contact me should you need any additional information.

“WE HAVE RECRUITMENT SOLUTIONS FOR WORKPLACE CHALLENGES.”