



The little things that make all the difference

Here is a collection of tips based on our experience in dealing with all types of situations on a daily basis. These tips will help you leave a positive impression and give you ideas to help make your job search as trouble-free as possible.

> **Are you ready?**

Only start your job search when you are ready to commit to the process.

> **Target and keep track of your applications.**

Not remembering where you sent your resumé is not particularly inspiring to a client or consultant, as it doesn't create the impression that you are really interested or passionate about the role.

> **Make sure your resumé is saved in 'Print' layout.**

This will ensure that it presents nicely on screen as well as when printed. Resumés are only printed after the first cut is made.

> **Be available to discuss your application over the telephone.**

We call this phone screening and it is a crucial step in the selection process. Perform poorly here and you may not get another chance. If it is not convenient and you are not able to be free of distractions, tell us and we will organise a better time – we do understand.

> **Prepare yourself.**

Before your interview identify your achievements and experience relevant to the position.

> **Know the content of your resumé.**

Referring to your resumé at the interview gives the impression you don't know it. You need to expand on your resumé, not rehash it.

> **Turn off your mobile.**

Always double check that your mobile phone is turned off prior to your interview

> **Do not arrive too early.**

The person you are meeting with has planned their day around their appointments and arriving too early will put unnecessary pressure on them. Five minutes before interview time is best.

> **Always allow enough time to make the interview.**

Arriving at the location early and having to hang around outside until the interview time is better than being late. If for some unforeseeable reason you are going to be late, ring your recruiter or the interviewer directly to explain and apologise.

> **Research the company.**

If you are given information on the client prior to interview, make sure you research the company, read the position description and have some well thought out questions about the company and the role prepared.

> **Communicate any change of mind.**

If you change your mind regarding an interview or position, please communicate this to your consultant as soon as possible. Changing your mind is acceptable; failing to let the relevant people know is not.