

## **Industry Feedback.**

### **What the recruiters/agencies say.**

The following information was gathered from full-time professional recruiters. These people can often be a major point of contact throughout your career and this is the advice they have to offer you:

#### **Hot tips!**

##### **Be prepared; understand the role and why you would be good in this position.**

Recruiters are busy people with multiple positions on the go at once. They can receive hundreds, maybe thousands of applications at times and have clients or managers wanting results. Only apply for positions that you genuinely want or are qualified for, preferably both. Be prepared, review and understand the advertisement. Better still, research the industry or company if listed, then match your skills to the position. If they can't see that you're a match, they're not likely to move you forward. Always respond to ads quickly, because within 3 days of posting an advertisement, they are interviewing.

##### **Know what you have applied for and be on the ball.**

Nothing annoys recruiters more than ringing up about a position you have applied for and getting "Where are you from, or what job did I apply for?" If you're out there applying for lots of positions, keep a log of the advertisement title, date, the recruitment company, the contact, what you liked about the position and why you would be good for it. You must connect with them straight away when they ring.

##### **Résumés are your future.**

Résumés range from good to bad, with very few great ones. Make sure that you read and understand the selection criteria and then respond to it. Make it relevant and concise, and deal in facts, not theory or padding. Facts are what we are looking for. Make sure you get it proof read. Poor grammar, spelling and layout all detract from the overall impression. Remember put 100% into 10 applications rather than 10% into a 100!

##### **Contact.**

- **Mobile phone** – If you are in a noisy place, ask them to hold, step outside, or ask if you can call back. They want a clear and positive conversation with you.
- **Emails** – Be aware of your email address when making contact especially hotmail addresses. Make sure that they send a positive message and are appropriate.
- **Stand-by** – Make sure you are easy to contact and that you respond promptly.
- **Never** - Make or expect to receive a telephone call without have 6 or 8 bullet points jotted down so you can punch out a 5 minute conversation (read interview!) to convince them to invest the time to call you in for a formal interview.

##### **Interview presence – image.**

Dress for what you want to be, look and feel comfortable. Eye contact, handshake and general first impressions need to be positive. The assessment process starts the minute you walk in our door.

Good luck in your next interview, James E Lynch