

CAREER GUIDE



Career loading...

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RECRUITMENT

TECHNOLOGY & SOFTWARE SPECIALISTS

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YOUR CV

Your CV is the first thing your potential employer sees. Here's how to make a great first impression.

YOUR CV IS YOUR DIGITAL HANDSHAKE

The tech market is growing rapidly and there's an increase of talent. This makes your CV a really important tool to help you stand out from the crowd.

Your CV should always be role specific and provide a brief, but full account of your working life, including your interests and academic achievements.



✓ **Personal Information**

- Name
- Address
- Telephone number
- Email address
- DOB (optional)

✓ **Employment History**

- List your employers in date order (starting with the most recent)
- The role you held in each company
- A short summary of your tasks and responsibilities

✓ **Education**

- GCSE's & A-levels (or equivalent)
- Degree
- Any other professional training or qualifications
- Relevant skills

✓ **Interests**

- What you like to do outside of work

✓ **Referees**

- Whether they can be contacted

COVER LETTERS

Some roles require you to submit a cover letter. It should be a short statement to summarise your CV, highlighting why you're right for the job.

Dear Name (or Sir/Madam as appropriate),

Opening Paragraph: Identify yourself; state what position you're applying for and where the vacancy was advertised.

Second Paragraph: Cover: why you're interested in the job/work and why the company appeals to you. Mention your academic background, relevant qualifications and related work experience.

Third Paragraph: Mention that you've enclosed your CV/completed application form - and cover any additional points of relevance.

Finally: Close with the following: your availability to interview, your expected salary (or current package), and a positive final sentence to encourage a positive response.

Yours Sincerely,
Your name



Remember to tailor your cover letter to every position you apply for.

INTERVIEWS

We can't promise to take away the butterflies, but we can share our interview tips with you. It's time to step up your interview game...

Stage 1

Research the company

Find out as much as you possibly can about the company. Look at the latest company news, their annual reports, website information, and anything else you can get your hands on. This shows your enthusiasm and interest and will also make you feel more prepared. If it's a close match between you and another candidate, it can make all the difference.

Arriving early

You should plan your route and give yourself plenty of time to get to the interview. Plan for the worst-case scenario i.e. traffic jams, nowhere to park and so on. Aim to get to the interview at least 20-30 minutes early. If there is a remote chance of being late call a member of Understanding Recruitment so we can make the client aware.

Understand your CV

Know yourself. What are your strengths, weaknesses and achievements? You should try and plan for what questions may be asked during the interview as well as providing examples to back up your answers. These are typically for competency-based interviews (usually lead by the Human Resources department).

First impressions count

You should always dress appropriately for interviews. This is your first opportunity to impress the client and get off to a great start. Research the company and figure out what the dress code is for the current employees. If in doubt, always dress smartly. Being overdressed is definitely better than being too casual.

Stage 2

Smile and offer a firm handshake

As well as being a strong cultural and technical fit, it's also good to portray yourself as someone who would be a real asset to work with. Always offer a firm handshake when you meet interviewers. Even make an effort to get on with reception whilst you're waiting as this feedback does filter through. If an interviewer is unsure about you, they may well poll others you passed in the corridor or briefly met. It may not be fair, but it is common practice.

Communicate concisely and listen carefully

Thoughtful and concise communication is the key to successful interviewing. Listen very closely to the interviewer and don't interrupt their question as this can be extremely frustrating. Also use positive body language.



Be respectful

It's important to show the utmost respect to everyone you meet throughout the interview process from the office junior through to the CTO. Everyone you meet will be part of the decision-making process.

Don't ramble

The most effective interviews are those where an interactive two-way conversation prevails. Make sure you answer the question directly without any rambling. Each answer should be no longer than 1-2 minutes.

Stage 3

Provide examples

There's nothing more powerful than backing up an answer to a question with an example of how you demonstrated that particular capability/characteristic. That's why it's important to try and predict some of the likely questions and plan out your responses with strong examples.

Prepare questions

Asking a few questions during or at the end of an interview can be a really positive sign to an interviewer while also answering any lingering queries you may have about the role. Make sure these questions are well thought out and relevant but also of interest, rather than purely for the sake of asking a question.



If you're interested in the job, tell them!

Too many candidates don't let the client know exactly how interested they are in the opportunity. If you're keen on the position, it's crucial to express your high level of commitment. Don't be afraid to ask what the next stage would be and whether they would want to be informed if you receive another offer in the meantime (this may well speed up the process).

Communicate concisely and listen carefully

Don't blag - you'll eventually be found out. We've already discussed the importance of being prepared for the interview which means that there should be very few hidden surprises. However, if you do get that "difficult question" that you're struggling on, don't blag an answer, be honest, and say you don't know, but that it's an area you'd be keen to learn and explore further.

RESIGNING

Well done on getting a new role! Handing in your resignation can be the most daunting part of the process, so here are some tips on how to do it in style.

HOW TO RESIGN GRACEFULLY

- 1.** Plan ahead. Write down what you want to say and list the reasons why just to remind yourself. If you need to practice it with a partner/friend, then do.
- 2.** Be firm and assertive but always remain professional.
- 3.** Thank your manager for all their time and effort but reinforce that your mind is 100% made up and that you would like them to respect your decision.
- 4.** Have a resignation letter with you and get a leaving date confirmed.
- 5.** Be selective on the reasons why you're leaving or where you're going. This information will only be used to sell against your new opportunity.

Usually employers act in one of three ways when you hand in your notice:

1. They may thank you for your time and hard work and wish you all the best in your next role. That's the easiest response to get as the employer has accepted your resignation. However, still make sure it's official with your resignation letter and leaving date secured.

2. They may take it personally and be difficult about the whole situation. Fortunately, it's not that common, however you need to remain professional and rise above this. Remember, you're doing it for your best career interests.

3. They counteroffer. All of a sudden you gain a promotion and a pay rise due to your resignation. Sometimes this is enough to persuade an employee to stay on however beware that 90% of all counter offered candidates leave within 6 months as the underlying issues never go away. Just remember the reasons you started to look for a role in the first place.



COUNTEROFFERS

We'll always advise you to decline counteroffers made to you by your current employer.



of all counter offered candidates leave within six months as the underlying issues never go away. 50% become active on job boards within 60 days.

HOW TO HANDLE COUNTEROFFERS

1. Your employer should pay you what you're worth from the beginning, not when you threaten to leave.
2. If you accept a counteroffer, you'll always be considered a fidelity risk. You've already lost their trust and shown your lack of loyalty.
3. Counteroffers are often made to give the employer time to replace you.
4. While a counteroffer may make the situation more tolerable in the short term, your reason for wanting to leave still remains.
5. Counteroffers are only made in response to a threat to quit. Are you prepared to threaten to quit every time you deserve better compensation?
6. Decent and well-managed companies don't make counteroffers.

For more advice speak to one
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