



Theo James

SPECIALIST RECRUITMENT

Candidate Advice

Looking for a new role? Read our helpful guide for all the tips and advice to get the best out of your search



> **Polish Up your Personal Social Media**

- Make all personal social media private - employers will look at everything and make a judgement of your character.
- Make sure your profile pictures represent who you are whether it is a family picture or smiling selfie, ensure it is representative without altering a potential employers judgement of you.

> **Utilise LinkedIn to your Advantage**

- Your profile is your interational online CV - make sure it's up-to-date and complete.
- Ask for recommendations and testimonials to include on your profile.
- Make sure you have a profile picture, ideally a clear and professional headshot, maybe with a smile.
- Include a profile summary, this allows you to sell yourself and summarise your career.
- Use LinkedIn daily: post regular updates both personal and professional, comment on other posts, post pictures and videos - make yourself stand out and connect with companies and agencies.
- Make sure your LinkedIn matches your CV - employers will check for any discrepancies.

> Don't Forget About Job Boards

- CV-Library, Indeed, and Jobsite are still the best for Manufacturing & Engineering but, in reality, the market has moved on from just putting your CV online.
- Set up job alerts based on your specific job needs.
- Keep in mind you will likely get called regularly by several agencies, speak to 3-4 initially and then pick one who meets your needs and work with them exclusively.

> Research, Research, Research

- Know your worth by understanding where the market is: use salary guides and market trends to help manage your salary expectations.
- Research companies in your market and location, contact them directly, or work closely with your chosen agency, who may be able to influence.
- Understand your own goals - writing them down allows you to focus and only apply for positions that match your vision.

> Be as Organised as You Can

- Applying for a job is a massive investment of time, give yourself the time to apply for roles and attend interviews.
- Keep a track of all the roles you have applied for either directly or via your recruiter - Excel or Trello are really helpful tools for this.
- Follow up on any interviews and always email a 'thank you' message to keep yourself at the forefront of potential employers minds.

> Prepare for Interviews Extensively

- Work closely with your recruiter to prepare for any forthcoming interviews (we have an interview tips brochure to download).
- Know your CV inside and out, it is always useful to think of any questions that might come up.
- Roleplay with your recruiter or family/friends in the lead up to the interview.
- Research the company - don't just look on their website, use news articles, blogs and podcasts to get a real understanding of the company and how they work.
- Whenever possible, bring along examples of work.
- Ensure you are relaxed on the day, try meditation or breathing techniques to keep you calm and focussed.

> Try to Maintain a Positive Mindset

- Stay positive, don't take the first offer if it is not right for you.
- You are in control. This decision may change your life, so be in control of the process.
- Enjoy the journey and embrace the change. This role might be the best move you ever make!



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Thank You

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or call

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