



Recruitment and selection hints and tips

Your CV

- Adapt your CV to each role you apply for. Different roles will need different levels of experience so demonstrate how you fit the criteria requirements for each job description.
- Make sure it is an accurate representation of your career to date.
- Talk about the key achievements you have made in each role, don't just summarise your day-to-day tasks.
- Check spelling and grammar.
- Explain any time gaps that are present in your CV.
- As a guide, keep it to less than four pages.

Your cover letter

- Adapt your cover letter for each role you apply for.
- Make it as easy on the eye for the reader- use a mix of paragraphs and bullet points.
- Use a standard letter format, ensuring it contains your contact details.
- Address it to your contact, or if unknown, 'To whom it may concern'.
- As a guide, keep it to less than two pages.

Written tests

- To help you prepare, consider what tasks in the job description require the use of a computer or system, and therefore what skills the organisation will likely want to test that cannot be tested in an interview.
- Examples might include writing reports, doing case studies, data analysis, manipulating documents, using Excel spreadsheets, or creating PowerPoints.

Competency-based interviews

- Most interview questions will be competency-based, asking you to demonstrate your previous experience. It is important that you give tangible examples based on your prior experience and don't just talk about the topic in a theoretical and impersonal manner.
- Use the STAR technique for answering these questions: talk about the **S**ituation, then outline what the relevant **T**ask was, then what your **A**ction was personally (use the word 'I' not 'we' when describing this), and finally summarise the **R**esult of the activity.
- Prepare some answers using the STAR technique for common skills and competencies that are included in the job description.

Interviewing top tips

Preparing for interviews

- Find out what you can about the organisation, prospective division and panel members so you can tailor your answers to your audience. For example a Finance Director will want to hear about figures and results.
- Don't be surprised if there is more than one person interviewing you, panel interviews are often conducted.
- Don't be put off by interviewers taking notes – this is just for record purposes.
- The interview is a two-way process. As well as an employer seeing if you are right for the role, it is your opportunity to see if the role and organisation are right for you. Prepare some intelligent questions to assess this.
- Practice your answers to common behavioural-based questions with someone.