



How to secure your dream job

15 items to be aware of when
embarking on the journey

1: Don't put all your eggs in one basket

- **The market is highly competitive** and clients are spoilt for choice.
- **Candidates are ready** to start new roles at the drop of a hat,
- **Candidates are happy to negotiate down** day rates or salaries to get back into work.
- **Hedge your bets** and give yourself options.



2: Skills Matrix: keep it relevant

Make sure your CV stands out by focusing it on the job specification, consider:-

- a) Tailoring your resume to that specific position or,
- b) Prepare more than one CV which relates to the different industries/companies you are applying for.



3: Re-read your CV and then re-read it again

**Know everything that
is written on your CV
so you can explain it
when asked**



4: Get prepared

Always research the

- The company
- The products & service
- The interview panel



5: Dress for the occasion

- Make sure you **look like they have made an effort.**
- When preparing for an interview, **find out from your contact what the dress code is.**
- Some companies don't mind casual dress during an interview process whereas others will operate with a formal dress code. *In either case, the unvarying rule of thumb is to make sure your clothes are clean/well pressed and your shoes polished!*



6: Please don't be late!

- **Research where the office is based** and give yourself plenty of time to ensure you arrive with a stress-proof time cushion.
- **Get a map**, use your smart phone to help plan out the journey.
- Check Google Street Maps to **get a real life picture of the building**, so that when you turn up you already know what you are looking for.
- **Get information on what the process is to enter the building** as this will all come into play. However if you do turn up early, then make sure you stick to the original time.
- If you turn up early, then **make sure you stick to the original time.**



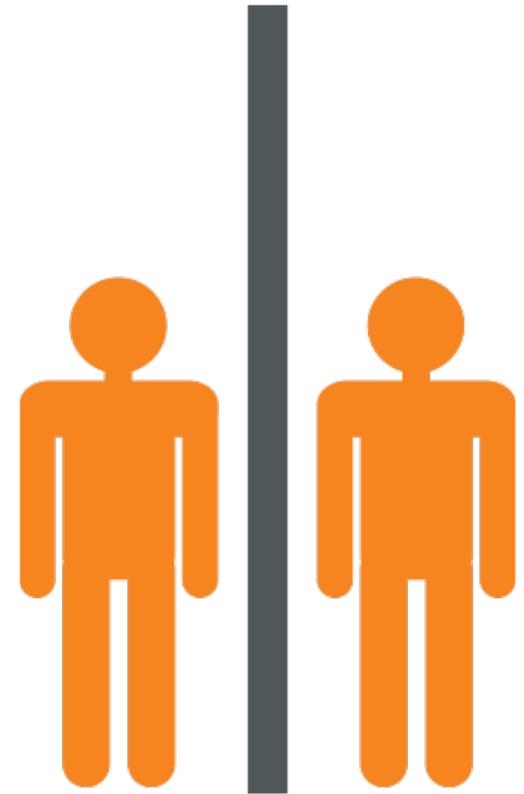
7: **First impressions count... every time**

- **A firm handshake goes a long way**, including positive and enthusiastic language in greeting.
- **Show gratitude and manners** – thank the client for taking the time to see you, wait until they sit before sitting and let them know that you are excited to be given the opportunity to talk about the role.
- **It is generally good practise to ask for a glass of water** to avoid a dry throat.



8: Mirror match your audience

- When two people meet, it's important to mirror their body language in order to create a comforting environment.
- Look to match the pace of your interviewer's conversation
- Consider asking the hiring manager about what challenges they are currently facing, then frame your responses as a series of possible solutions to those issues.



9: Talk about the manager

- **Build rapport** between the manager and candidate
- **Find common ground**
- **Seek out relevant ice-breakers** and/or find out about common groups that you both belong to impress your audience.

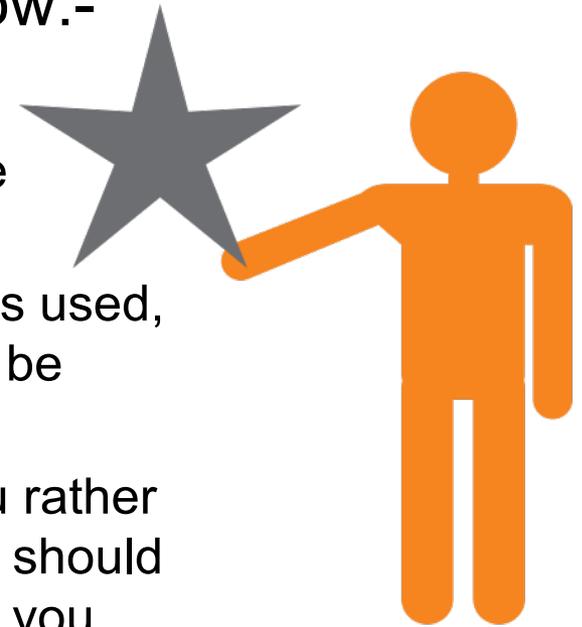


10: Learn how to answer questions

This competency based technique of answering questions is the only one you need to know:-

S.T.A.R.

- **Situation:** This is where you set the scene of the response scenario
- **Task:** The aim here is not to describe the process used, but more to lay out the details of what needed to be achieved
- **Action:** This should be specifically related to you rather than being a team description. Your answer here should re-iterate the issue and clearly show the process you took to address it.
- **Result:** Clear demonstration of how your approach resolved the issue in the original question.



11: Have a list of questions ready for your interviewer

- Now is the perfect opportunity to **show your commercialism** as a potential hire.
- Clients love nothing more than when a candidate turns the tables and starts to **interview the interviewer**.
- It shows that **you care, have a genuine interest** in the company and role not to mention the person you are speaking to.



12: Stay professional when talking about old employers

- Remember you are **not in a counselling session** but an interview.
- Don't forget your surroundings.
- **Always be positive** about where you are currently working, and who you are working with.
- **Be positive about what you learned** and how that has benefitted you; because of that, you are now looking to move on.



13: Cover any objections and close

- **Make sure that as the interview is coming to a close, you ask your interviewer**
“is there any reason why you wouldn’t hire me?”
- **Close by affirming your interest in the role & company**
“Thank you very much for your time. Based on what we have talked about, I am confident that this is a role which I can benefit from and add value to.”



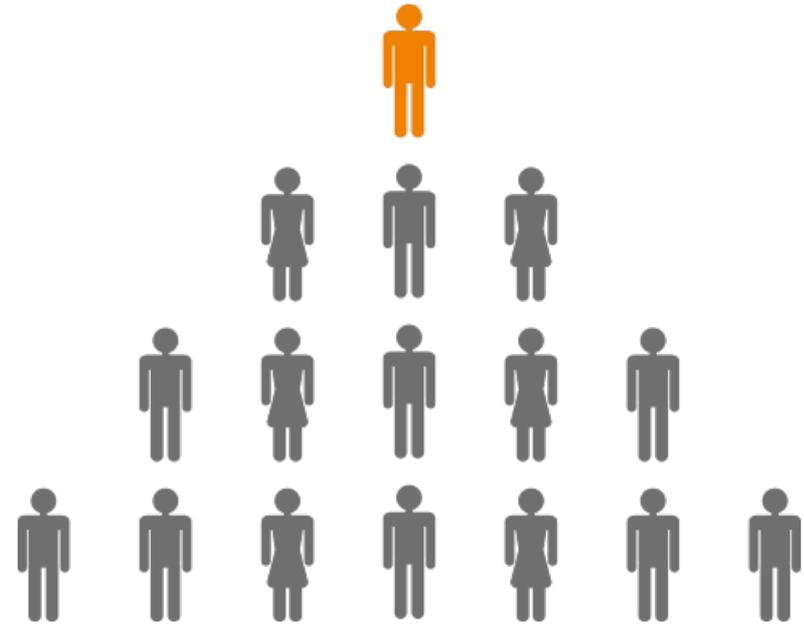
14: **There is nothing to be nervous about**

- **Interviewing is a great place to learn about yourself** and how you handle thinking on your feet or selling yourself. If you have prepared well for your interview, then you should have all the ammunition you need to execute the interview to the best of your ability.
- **Remember to get feedback** to see what and where you can improve on.
- **Try not to talk too quickly**, to stumble over sentences and make sure you are clear in your mind about the main things you want to convey.



15: Enjoy the experience and be yourself

- **Act naturally.** With all of the work and life experience you have gained, you should be able to handle most things, so don't whip yourself up in a bundle of nervousness. Just make sure you prep to the best of your ability with the aid of your recruiter and put yourself in the best position.
- **Use your personality/charm** to sell yourself and engage with your audience. *The rest should take care of itself.*



Takeaways

- Seek out someone who currently has your “dream job” and seek out their advice on how they got there and the path they took to getting into that position.
- Have one specific goal in mind, but allow for multiple routes to get there.
- Go on regular coffee dates with people who are just as driven as you and bounce around ideas for success and ways you both can help each other out.
- Develop/fine-tune/package your skill sets in a way that makes you irresistible
- Diversify your contacts and branch out to people who are successful in THEIR fields, despite it being completely opposite to yours.
- Develop a concrete plan of action.
- Don't just dream about a dream. Research, network, and create a route to make it happen.
- Don't be afraid to try new things and learn new languages. Any new experience is a growing point for you. Even if you fail, there's proof that you are TRYING.

Q&A

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the search is over

Any questions?

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