



# CV & INTERVIEW GUIDANCE

## HAVE PRIDE IN YOUR CV

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Hays Construction & Property



**buildingequality**  
Building an inclusive construction industry



## INTRODUCTIONS

- **Gary Sheldrake**
- Business Director for Hays Construction & Property
- 19 years of experience recruiting in Architecture



## INTRODUCTIONS

- **Karolina Nastaly**
- Senior Recruitment Consultant for Hays Construction & Property
- 4 years experience recruiting within Building Services
- Some of the clients I work with:
  - BDP
  - Cundall
  - Bruntwood
  - Boultings Environmental Services



# CONTENTS

- Market Overview
- CV Preparation
- Linkedin Profile
- How to dazzle at an online Interview
- Questions and Answers

## MARKET OVERVIEW

- Limited recruitment activity during lockdown – mainly public sector and consultancies / contractors working within ‘critical’ environments
- Key themes we are hearing from Public Sector estates:
  - Backlogs of work have built up
  - COVID specific workloads to address i.e.; space planning
  - New funding coming – expect to busy this financial year
- Private Sector return to work planning is well underway and hiring plans are back on the agenda plus redundancy talks.

**CV**

**EXPERT GUIDANCE AND ADVICE**

## WRITING AN EFFECTIVE CV

- **Keep it current** - 95% of jobs ask to apply with a CV, so whether you are thinking of a new job or not you should have yours updated.
- **Opportunity to sell your skills and experience** – don't just write a job title and leave it there – explain what did you do in this role.
- **Key achievements** – don't be shy to sing your own praises and share what you are proud of.
- **Tailor it** – read the job description of the role you are applying for and use some of the key words used in the JD.
- **Make it look good** – on average it takes 8 seconds for an employer to read your CV and decide if it is a 'yes' or a 'no'. Make sure you don't leave any gaps, you have ran a spell check and had someone read over it.
- **To the point** – your CV should be no longer than 2x A4 pages.



of employers have trouble  
recruiting due to a shortage  
of skilled candidates



## STRUCTURE OF YOUR CV

Name, Professional Title, Contact

Personal Profile

Work Experience inc projects

Education and Training

Key Skills

Hobbies and Interests

- This sits at the top of your CV, do not make the employer look for this information. Do not title your CV with 'CV' or 'curriculum vitae' both you and the employer know what it is.
- This is your opportunity to use those key words from JD and explain why you are suitable for the job.
- Start with the most recent one first, include the highlight projects you have been involved with, what software you've used and any management experience as well as the value of the projects.
- Start with the highest or most recent education you have and include any additional courses you have done.
- In this section include any software you use, management skills – people and projects, any additional languages you speak.
- If you have space, you can use this section to outline some of your hobbies and interest but also show your cultural fit with the company.

## EXAMPLE OF GOOD CV

Total of 2 pages, clearly laid out with headings and easy to find what the employer is looking for

Starting with the most recent role first – clearly visible

NAME  
CONTACT DETAILS

PERSONAL PROFILE

Hard-working, committed and friendly with excellent organization, communication and problem-solving abilities. Has nine years' experience working in building services as a mechanical engineer. Seeks a technical project management role within the construction industry, preferably based in Manchester. Works well in a team, is patient, conscientious and motivated.

WORK EXPERIENCE

Feb 2014 – Feb 2020  
Arup,  
London, UK

*Senior Mechanical Engineer*

- General Discipline: Mechanical engineering within building services design.
- Project: EA1 Windfarm Operations' Base, Port of Liverpool.  
Role: Project Manager for the client throughout construction (18 months).  
Responsibilities: To manage variations and technical design queries from the contractor and ensure contractor meets employer's requirements and agreed deadlines during construction. Regularly inspecting and resolving coordination issues onsite.
- Project: Animal and Plant Health Agency, London  
Role: Design Project Manager for RIBA Stage 3 design  
Responsibilities: Management of a design team (14 engineers) for RIBA Stage 3 design of stream, water, electrical, BMS and insulator design packages. £1m design fee. Project planning, budgeting and cost control.
- Project: Heart & Lung Research Institute, Cambridge  
Role: Mechanical Lead Designer  
Responsibilities: To deliver the mechanical RIBA Stage 3 design and coordinate with other disciplines. Management of junior engineers. Collaborating closely with client and architect.
- Other projects worked on: Dublin Children's Hospital, IBM Data Centres, MEEZA Data Centre, Sunning Laboratory Cambridge

Sept – Dec 2013  
IESE Business School

*Events Coordinator*

Organization, and administration of events.

2010 – 2013  
Maintenance Technician whilst a full time student

*Maintenance technician*

Part-time maintenance and repair work of industrial catering appliances.

Sept 2007 – Jul 2010  
Arup,  
London, UK

*Junior Mechanical Engineer*

- Discipline: Mechanical engineering within building services design.
- Skills acquired: Analysis of system performance and energy modelling. Sketching, report writing, presentations at concept, scheme and detailed design stages. Worked in a team with Arup Associates (architects).

Sept 2002 – Jun 2007  
Arup,  
London, UK

*Pre-University Trainee and Sponsored Student*

- Discipline: A gap year placement and subsequent summer work throughout undergraduate study.

EDUCATION / QUALIFICATIONS

Dec 2018  
Chartered Engineer

CEng MMechE

- Chartered Engineer, Member of the Institute of Mechanical Engineers

2010 – 2013  
University of the Holy Cross  
Rome, Italy

B.A

- Upper Second Class Honours in Theology.

2008 – 2007  
Imperial College  
London, UK

MEng

- Second Class Honours in Mechanical Engineering.
- Courses studied include: Thermodynamics, Heat Transfer, Fluids, Materials, Project Management, Mathematics, Statistics and Fundamentals in Fracture Mechanics.

1998 – 2002  
St. Philomena's High School  
Surrey, UK

A level

- Mathematics (A), Further Mathematics (B), Physics (B)

LANGUAGES AND COMPUTER SKILLS

Fluent in both written and spoken English.  
Fluent in Spanish. Basic level of French.  
Advanced proficiency in MS office: Word, Excel, and PowerPoint.  
AutoCAD, Microsoft Projects, Sigma CFD software.

SPONSORSHIP AND AWARDS

Arup

Tuition fee sponsorship throughout BEng & MEng.

Millennium Volunteers

200 hours of volunteer service.

INTERESTS AND ACTIVITIES

Sport

Netball Club. Team captain of the netball team at Imperial.  
Interests in tennis, swimming and running.

Arts

Conducting a students' choir in Rome.

VOLUNTEERING EXPERIENCE

Jul 2000, 02, 04  
TEAM – Teaching, Education & Aid in Mexico  
Sierra de Quetzaco, Mexico

*Organizer*

Coordinating a social project to Mexico, joint with Mexican students. Arranging the preparatory sessions and planning the trip logistics. The project consisted in building stores and sinks to improve the quality of living in rural areas.

2008 – 2010, 2014 – 2018  
Tametin Club

*Manager*

Manager and mentor in an educational activity-based club for young people. Developing leadership skills in fostering their talents. Arranging and supervising the yearly plan of activities.

REFERENCES – AVAILABLE ON REQUEST

Not forgetting to sing your own praises and show that you go the extra mile

# **LINKEDIN**

## **CREATING A STAND OUT PROFILE**



LinkedIn

#1

MOST SOCIALLY  
**ENGAGED**  
GLOBAL STAFFING FIRM

2020



**Linked** 

## MAKE YOUR LINKEDIN PROFILE STAND OUT

- Your online profile – it is an online version of your CV.
  - Make sure it is up to date
  - Use professional photo of you – members with a photo get more profile views and messages
  - Ask for recommendations – go to a contact profile, click more..., and “request recommendation”
- Opportunity to network
- Build trust and credibility – add industries, compelling summary – your elevator pitch, add work examples, skills and endorsements
- Connect with employers
- Follow companies
- Help with interview preparation - research your interviewers and their backgrounds.
- Post consistently – think about your audience – be authentic.

# REMOTE INTERVIEWING TIPS FOR SUCCESS

## VARIOUS FREE PLATFORMS



Microsoft Teams



Zoom



BlueJeans

Blue Jeans



WhatsApp



Facetime



Skype



Google Hangouts

Google Hangouts

## **JOB HUNT FROM HOME 10 STEPS TO SUCCESS**

1. Stay in touch with your consultant – we speak to hundreds of companies and have access to new jobs so make sure you check in with us regularly.
2. Continue with face to face conversations – even if we can't meet you in person we are still here available over various video conferencing tools.
3. Try to be available for face to face interviews – let us know what days and time you are available for an interview.
4. Set up your interview space – think about your background, is it tidy?  
Make sure you are not disturbed during your interview.  
Turn off phone notifications and sound – no distractions.
5. Dress for the occasion – just as you would for a face to face interview, make sure you look your best.





## 10 STEPS TO SUCCESS CONTINUED...

6. Do a test run – call your consultant the night or morning before your interview, make sure you can log in, your camera and mic is working and that you are prepared for your interview.
7. Practice your body language - all focus will be on you in this interview so practice your body language and ask your recruiter for any tips.
8. On the day sign in early - punctuality is even more important during a video interview than it is face to face, as there are no external factors that may affect your arrival time.
9. Prepare your closing question – Just as you would in a normal interview, have some questions prepared – look at the projects the client is involved with. Show that you have done your research.
10. Prepare follow up and de-brief with your consultant – tell your consultant how you think it went.

## QUOTES FROM PEOPLE IN THE INDUSTRY

“We have never stopped being on site, just adjusted our Health and Safety procedures.”

**Project Manager, Interserve**

“We are now ready to welcome our clients back to our offices and have all the H&S procedures in place as per government guidelines.”

**Energy and Environment Director, Bruntwood**



## BUILDING EQUALITY AND HAYS



**ANY QUESTIONS?**

