



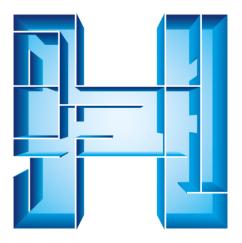
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## CV & INTERVIEW GUIDANCE HAVE PRIDE IN YOUR CV

Gary Sheldrake & Karolina Nastaly
Hays Construction & Property







#### **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 an 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** 

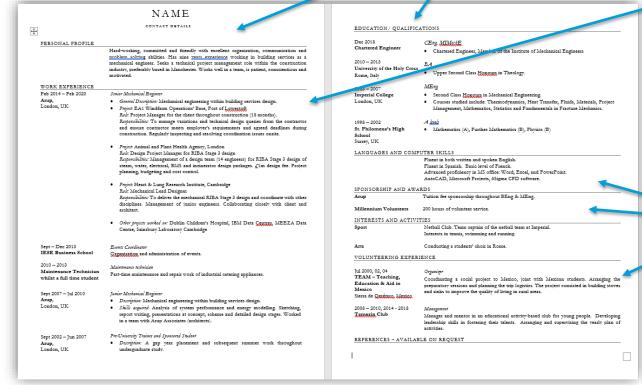
- This sits at the top of your CV, do not make the employer look for this information. Do not title your CV with 'CV' or 'curriculum vitae' both you and the employer know what it is.
- This is your opportunity to use those key words from JD and explain why you are suitable for the job.
- Start with the 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



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

## LINKEDIN CREATING A STAND OUT PROFILE







#### 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





WhatsApp



Facetime



Skype



Google Hangouts



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

- 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.
- 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.
- 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...

- 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.
- 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







