

Essential Job Search Pack

Your guide to getting the most out of your career journey with expert help and support.



Hart | recruitment

it's all about you

It's all about you

Everybody is looking for something different in their next job. There are times when you're looking to progress your career. Times when office atmosphere is as important as salary. Times when the only important thing is salary. Even times when you need an income as quickly as possible. Understanding your individual needs will always come first.



That's why honesty is at the core of the service you get. We work for you, and will do what we can to deliver the job you want.

A tried and tested process

When you register you will be provided with your own designated consultant who will conduct a comprehensive one to one interview, so they can get to know you and you can get to know them. You will discuss previous experience, knowledge and aspirations.

From then on, your consultant will be your main point of contact, keeping you updated with any new vacancies or job offers. We have good relationships with employers and gain a key understanding of any vacancies, so you'll have a comprehensive overview of the company and the job before any interviews.



10 CV Writing Top Tips

Below are some hints and tips to improve your CV and help make your application a more successful one. Hart Recruitment can help you with preparation, advice and support throughout the whole job seeking process and beyond.

#1

Length of CV

Present your CV within a maximum of 2 pages.

#2

How far back to go

Detail work experience for the last 5 years, unless relevant skills or industry experience is further back.

#3

Bullet points

List your duties, skills and responsibilities in a bullet point format.

#4

Dates

Present your most recent/current job role first and ensure gaps of employment are explained.

#5

The top third is critical

Your CV may only get a quick scan. Make sure your key skills are prominent and near the top. Highlight evidence that matches the job advert.

#6

Achievements

Describe your most proud achievements as well as awards, recognition and promotions.

#7

Savings

Give examples of where you have demonstrated cost saving activities including productivity and process improvements.

#8

Making a difference

Examples of suggesting or implementing new ideas to improve sales, operations or customer satisfaction within the business or your department.

#9

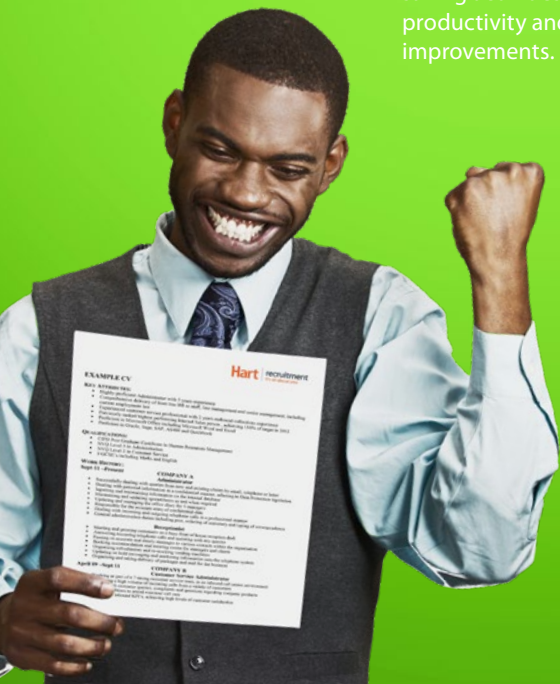
Stand out from the crowd

CVs are two dimensional, make yourself real and telephone the recruiter. Ensure they have received and read your CV – bring it to life.

#10

CV writer tool

For help putting together your CV see our interactive tool at: hartrecruitment.co.uk/create-your-cv/



10 Interview Top Tips

Below are some hints and tips to help make your interview a more successful one. Hart Recruitment can help you with preparation, advice and support throughout the whole process and beyond.

#1

Research

Get a good understanding of the company and the role. Your recruitment consultant can help you with this.

#2

Prepare your answers

2 areas to focus on are 'What you know' and 'Problem and solution scenarios'. Remember to use examples.

#3

Appearance

Always dress professionally even if the company dress code is casual.

#4

Punctuality

Always plan to arrive early, give yourself plenty of time to orientate and compose.

#5

Composure

Smile, give a firm handshake and speak clearly and use the interviewer's name. Always be aware of your posture, energy level and enthusiasm.

#6

Listen

Listen and wait for the interviewer to finish, consider your answers and reply with confidence. Always give an example.

#7

Be positive

Use verbs to your advantage. I 'accomplished', 'achieved', 'organised', 'resolved' etc. Remember "I" not "We".

#8

Ask questions

Prepare questions you want to ask the interviewer to show interest and enthusiasm.

#9

Closing statement

Close the interview with a strong statement of your suitability for the job.

#10

Review

Review your responses. What would you have worded or answered differently? What would be a more appropriate answer.



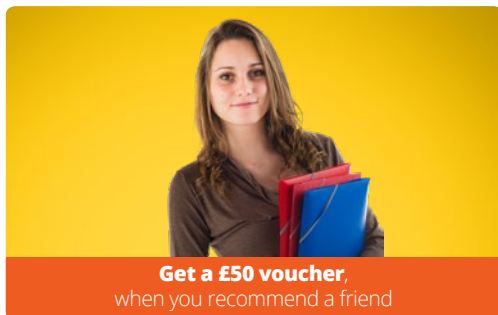
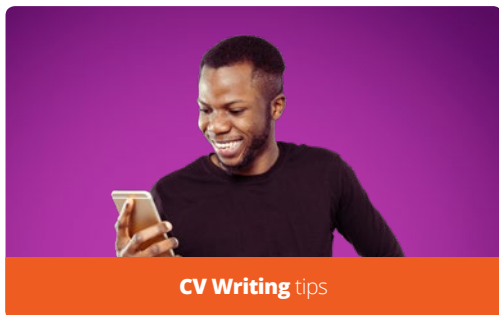
Try our online tools and helpful advice

Free online tools and advice to get you started on your journey.



Our long-standing relationships with employers of different industries means that we know what they're looking for in their candidates. With this expertise have put together a number of helpful tools and advice guides, designed to help guide you through the whole process of finding your new job and beyond.

You can use the '**CV Writer Tool**' to compile your strengths, areas of expertise and career history, and be able to work from a draft CV which we will put together for you. Our '**Interview Tips**' advice will help you to achieve interview success with questions you can practice and tips to remember. Try the online tools to become one step closer to your dream career.



Utilising your candidate portal

How to register or update your details and preferences.



- 1) Go onto our website www.hartrecruitment.co.uk you can select the login or register button on the top left hand corner.
- 2) If you are new to Hart Recruitment and are registering for the first time click Register. If you are an existing or previous candidate please see point **6**.
- 3) Enter your personal details including Full Name, Email, Address and Telephone Number.
- 4) Further down the registration page there is a section to fill in your job preferences.

What is your area of expertise?	<input type="text" value="-- Please Select --"/>
Role:	<input type="text" value="-- Please Select --"/>
What is your preferred location?	<input type="text" value="-- Please Select --"/>
Sub-Location:	<input type="text" value="-- Please Select --"/>
For permanent positions I am:	<input type="text" value="-- Please Select --"/>
I am looking for a salary around:	<input type="text" value="£"/>
For contract/temp positions I am:	<input type="text" value="-- Please Select --"/>
My minimum rate is:	<input type="text" value="£"/>

Use this section to enter your preferred job role.

This should be the location of your home address.

When filling in the salary section make sure it is the very minimum salary that you would be interested in as this will ensure that we still send you information about jobs that are lower salaries but could be on your door step.

- 5) It is always helpful to attach your CV as this will give the Consultant's a better understanding of your experience before calling you. They may be calling you with a perfectly matched job.

Attach CV:	<input checked="" type="checkbox"/> Attach CV
Accept Candidate Agreement	<input type="checkbox"/> GDPR
Would you like to receive job alerts?	<input type="checkbox"/>
Would you like to receive updates and industry news?	<input type="checkbox"/>
How did you hear about us?	<input type="text" value="-- Please Se"/>

This will subscribe you to job alerts and emails as per your job preference criteria – this is a great way to hear about brand new vacancies.

Utilising your candidate portal

- 6) On the main dashboard page you can let the Consultant's know your availability by filling in the following

Availability

Notice:

Available:

Availability:

If you will be available from a specific date i.e. if you are being made redundant or returning from travelling please enter your first available date here

- 7) After entering or updating any section you **MUST** press Save. This is located at the bottom of each page.

Cancel or **Save**

- 8) Once you have logged in with us, there are 3 main tabs on your account that will benefit you and your job search. The 1st tab is 'My Profile'. This is where we will hold all of your personal contacts details, so that we can get in touch with you.

Personal Details

Title:

Name:

Known As:

Address:

Town/City:

County:

Postcode:

Mobile:

Home:

Direct Dial:

Nationality:

Own Transport:

Date Of Birth:

- 9) The 2nd tab is 'My Preferences'. This where you can specify the type of job you are looking for, industries you would like to work in locations you are able to travel to.

Discipline

Preferred Discipline:

Preferred Role:

Also interested in:

Accounts

Administration

Customer Service

Administrator

Advisor

Manager

Use this section to enter your preferred job role.

Remember to select other jobs that you are also interested in. By doing this it will widen your search and present you with more opportunities.

Speciality

Preferred Speciality:

Preferred Sub-Speciality:

Also interested in: All

- > Banking, Finance and Insurance
- Hospitality, Travel and Leisure
- > Manufacturing
- Public Sector
- > Facilities Management & Housing
- Construction

This is where you can be specific with the industry that you currently work in or where you would like to work.

Remember to use the 'Also interested in' options too.

Location

Preferred Location:

Preferred Sub-Location:

Also interested in: All

- Anywhere
- > Birmingham
- > Dudley
- > North Birmingham
 - Aston
 - Boldmere

This should be the location of your home address.

Remember to select other locations that you can travel to.

- 10)** To make sure that you are set up to receive Job Alerts via email go onto the 'My Alerts' tab and click the Activate Preferences Alerts button

Job Alerts +Add

This candidate has no job alerts.

Other Alerts

- I'm happy to receive email marketing
- I'm happy to receive SMS marketing
- Offers

Remember to tick for email marketing so that the Consultants can contact you via email if you are unable to answer the telephone.

Activate Preferences Alerts

- 11)** After entering or updating any section you **MUST** press Save. This is located at the bottom of each page.

Cancel or Save

- 12)** And finally to keep track of your application progress you can use the 'My Jobs' tab to keep up to date.

7 Helpful hints for being a successful temp

Below are some hints and tips to ensure your success as a temp. Hart Recruitment can help you with training, advice and support throughout the whole process and beyond.

#1

Timesheets

Timesheets need to be submitted by end of business each Friday, to be guaranteed payment for the following Friday

#2

Working weekends?

For temps working over the weekend, please ensure timesheets are submitted no later than 9:00am on a Monday morning.

#3

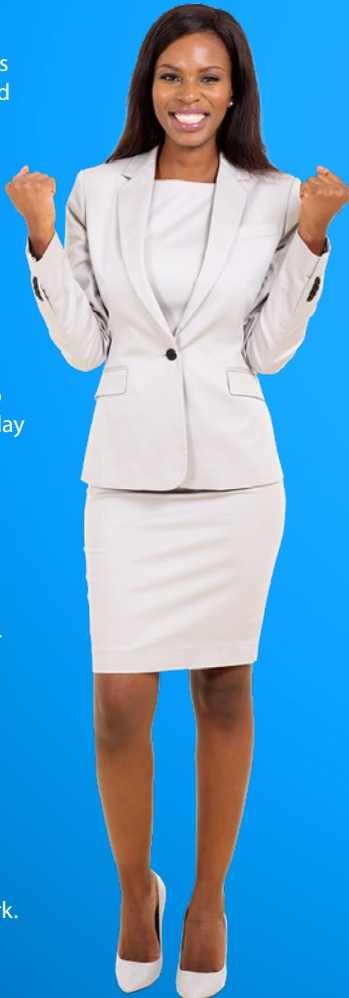
Internet & mobiles

Unauthorised internet use or mobile phones must not be used during work hours.

#4

Clothing

Ensure you are wearing the correct clothing attire to work.



#5

Arrive early

Always arrive early to your assignment, but in the instance that you are running late please call the Hart Recruitment office to notify your consultant 0121 360 6000.

#6

Absence

If for any reason you cannot make it into work, you must call the Hart Recruitment office 30 minutes prior to the start of your assignment to let us know. Always leave a message on the voicemail if we are not available at the time when you call.

#7

Holiday

Holiday requests must be authorised at least one week prior to your holiday being taken.

#8

Health & safety

You must take responsibility for your own health & safety whilst at work.

The timesheet portal guide

Your weekly timesheet is generated on our online portal called 'Timesheet Portal'. Below is a guide for submitting your hours.

The screenshot shows the Timesheet Portal interface for the week of 04/02/19 to 10/02/19. The interface includes a date range selector (1), a table for entering hours start, finish, and break times (2, 3), a total row, a holiday row (4), an additional info field (5), and buttons for 'Add time off' (4) and 'Submit' (6). The 'Submit' button is highlighted with a green checkmark.

	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun
Hours start:	08:00	08:00	08:00	00:00	08:00	00:00	00:00
Hours finish:	17:00	17:00	17:00	00:00	16:30	00:00	00:00
Hours break:	01:00	01:00	01:00	00:00	01:00	00:00	00:00
Total:	08:00	08:00	08:00	00:00	07:30		
Holiday	00:00	00:00	00:00	08:00	00:00	00:00	00:00
Hour units per day:	08:00	08:00	08:00	08:00	07:30	00:00	00:00

#1

Ensure you have selected the correct week here.

#2

Start and finish times are entered here. Remember to use 24:00 clock.

#3

Enter your breaks here. 00:30 = 30 minutes lunch break

#4

Click 'Add time off' if you have taken holiday or been absent, and enter the amount of hours that you were off for.

#5

Select an approver so that your hours can be authorised. If your usual approver is off site please ensure that another manager is available to do this on their behalf.

#6

Make sure you press 'Submit' so that your approver receives your timesheet to review.



“ *Hart Recruitment is a fantastic recruitment agency! The staff really look after you and your best interests. The team are quick, efficient and really friendly. They take care of your career finding journey from start to finish.*

By far the best recruitment agency I have ever worked with. ”

“ *Within a week Hart was calling me with potential jobs, and I am extremely pleased to say I have since confirmed one that suits all of my needs. **From start to finish this process has been pleasant, no complaints at all.*** ”

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with all the latest
job news!



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Call us now to find out more
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