

Preparation a pivotal part of the process

By Josephine Gillespie

FOR any job seeker, preparation is essential in the job search process.

Majer Recruitment consultant Suzie Majer said it was important to identify the motivating factors behind the job search before progressing too far along the path to a new job.

"It's important to identify why you want to leave where you are," she said.

"Are those things going to change when you go to a new job?"

"If you're pursuing more money, can the current company accommodate that desire?"

Ms Majer said part of her recruitment company's role was to provide advice and guidance to prospective job hunters and help steer them to the right career path.

Once the motivations behind the job search had been identified, she said the next step was to find the recruitment agency that had a specialisation in the industry field.

"It allows the candidate to build a good rapport with the consultant and it's easier in the long run rather than having a scattergun approach," she said.

"Most candidates try to do their job hunting in quite a secretive way and, if they hit it off with their consultant and feel like the consultant is on their wavelength, the consultant can do all the behind the scenes work for them.

"If there's communication on both sides, it makes the process easier."

Ms Majer said close attention should also be paid to individual resumes and the detail they contained.

She said common mistakes were not updating the resume to reflect current experience, not checking for spelling mistakes and not notifying any referees before sending out



MAJER Recruitment consultants Suzie Majer and Nicole Weiss . . . there are several common mistakes people make in resumes.

Picture: Glen Somerville

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– Suzie Majer

an application for a job.

Consultant Nicole Weiss said double checking to ensure the referees still worked for the company and their current job title not only ensured details were up to date but were a mark of politeness to the people concerned.

"I think they'd definitely be more

receptive to a call if they've been notified in advance," she said.

Once the preliminary preparation was completed and the candidate had earned the crucial first interview, Ms Majer said the next step was to ensure the candidate knew their resume back to front, had prepared several interview questions and had done

some background research on the company in question.

"Know your resume inside out," she said.

"If there is a gap where you've been overseas or had a baby, identify what those gaps are.

"You only have up to an hour to sell yourself really.

"The interview is the one chance the candidate has to make an impression," Ms Majer said.

Ms Weiss candidates should prepare for behavioural-based interviews by having examples ready and questions for the client.

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