



CHECKLIST WHEN APPLYING FOR WORK

A Hargreaves
DO'S & DON'TS



We speak to a vast number of candidates daily; many don't realise how they are perceived, remember that first impressions count! Throughout this document we will highlight what makes us, as consultants at Hargreaves, cringe so you can make sure that you don't fall into this category!

Can't get enough? Head over to the Hargreaves Website for more including:

- FREE CV template
- Writing a CV – A How to guide
- Tailoring a CV – A How to guide
- Writing a cover letter – A How to guide



| DOs | Yes/ No | DON'Ts | Yes/ No |
|--|--------------------------|---|--------------------------|
| <p>Have your sh*t together!</p> <p>Are you clear on the role you want? The location you want to travel to? The salary you want?</p> | <input type="checkbox"/> | <p>Avoid calls / emails / any form of communication from recruiters or employers</p> <p>If you don't want the job it's polite to reply to advise so and give a brief reason why</p> | <input type="checkbox"/> |
| <p>Make sure you keep a track of the companies are applying for – grab a note pad OR add the info to excel.</p> <p>Add the company name, the date you applied, the role and a notes section if you want to add anything else</p> | <input type="checkbox"/> | <p>Answer a call from a recruiter or an employer with the following</p> <p>“I've applied for soooooo many roles, what job are you calling about?!”</p> <p>This says to the caller, you've just sent your CV anywhere and everywhere in the hope something sticks</p> <p>It also adds time to the call which recruiters don't have as they have to replay the information to you again</p> | <input type="checkbox"/> |
| <p>Make sure your CV is a clear 2-page document showcasing yourself and your skill set, and ensure it is tailored to the role you are applying for</p> <p>We have the following available for you to use</p> <ul style="list-style-type: none"> • CV Template • How to write a CV • How to tailor a CV • How to write a cover letter | <input type="checkbox"/> | <p>Don't send your CV off to a sh*t tonne of Recruitment Agencies without doing research – it's like throwing your CV into a black hole</p> | <input type="checkbox"/> |
| <p>Contact an employer with the following....</p> <p>I can see you are looking for a (job title), I don't have the relevant skills and experience, but I would love an opportunity to apply for something within my skill set. Please bear me in mind for future opportunities</p> | <input type="checkbox"/> | <p>Don't tick yes to screening questions on a job board in the hope you will get through the application process.</p> <p>Those questions are there for a reason</p> <p>You are ultimately wasting employers time and setting yourself up for a rejection email</p> | <input type="checkbox"/> |

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|--|--------------------------|---|--------------------------|
| Send the recruiter or the employer a polite email if you didn't get the job, you don't want to burn bridges. | <input type="checkbox"/> | Get disheartened if you don't get the job, you were looking for | <input type="checkbox"/> |
| "Thank you for considering me for the role, if anything else comes up in your organisation then please do consider me" | | There will be others, I can promise you that | |

Put yourself out there on social media

Facebook has jobs pages that are specific to your local area – why not try posting 'I am looking for work in (sector) and in the (geographical) area

You can also do this on LinkedIn

Don't just reply on job sites, they are great and serve a purpose but there are lots of other sites you can find work on

If you find companies in your area and check out their social media pages I can guarantee you will find some hidden gems in there!

Grow your network

Add yourself to job groups on Facebook
Add people that are in your local area in the companies you want to work in on LinkedIn

If you are interested in networking, then this could also be beneficial (you can find groups for local networking all over social media)

Don't sit at home relying on job sites and applying for 1 job a day

Unfortunately, it's a numbers game with applying for roles

The more roles you apply for the higher chance you have of achieving success

Use the '**Job Search Calendar**' we have to help you be creative when looking for work

It'll help you be consistent, and every day will be something different

Don't give up!

We have all the right tools, hints & tips for you to take back control of recruitment and get you back into work! Check out our **Goodies page** for more information on the Hargreaves Recruitment website!





Hopefully all your answers to the right hand side are no, if not, make them a no! If you answered yes to all the left hand side questions, use our other documents to help you further. They can all be found on the [Recruitment Goodies page](#).

If something isn't clear in any of this document, then please pop [Leanne or one of the team a message](#).

Many thanks for taking the time to read this and please feel free to recommend this to anyone that you think could benefit from it!

From all of us here at Hargreaves Recruitment, we wish you all the success in your job search!

Leanne Makinson
Director

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