



Preparing for the Recruitment Consultant Interview

Welcome to Quay Personnel - we are glad that you have applied for one of our positions and we look forward to our discussion with you. You may not have been interviewed by a recruitment consultant before so the following may assist you when you come to see a Quay Personnel consultant. There are a number of ways to help you at the interview and beyond.

Unemployment is low at the moment but it remains important to show yourself in the best light because employers are still looking for the best candidate and it is our job to ensure that only the best applicants are put forward.

Firstly, ensure that your application is forwarded to the right consultant. We have 9 consultants and it is important that you include the job title in any correspondence (emails or faxes) and that it is addressed to the appropriate consultant. Above all please check your spelling and grammar, especially if English is not your first language and it may pay to have someone else check your CV and covering letter. When we are receiving a number of applications the standard of your correspondence is an important first check for the consultant.

Read the advertisement carefully to ensure it fits with your objectives and that you can demonstrate the key requirements of the position. If there is any doubt ring the consultant.

You must include a covering letter to support your CV even though in most cases it is not requested in the advertisement. Its purpose is to concisely communicate with the consultant your motivation for seeking the position along with your skills and experience in support of your suitability for the role advertised. However, take care not to duplicate your CV in the covering letter and vice versa. Include a daytime contact number and please if this is a cellphone make sure that it is always turned on. If you have applied for a position through a recruitment agency and have given your cellphone number as a contact then the consultant must be able to ring you if they are to be more responsive to your application. If the daytime contact number is where you currently work this is OK too as the consultant will always ask you if you are able to talk.

You may of course be applying for a number of positions and not all of them through Quay Personnel. Keep a record of what positions you have applied for, if possible keep a copy of the advertisements so that you are always prepared if the consultant contacts you. At Quay Personnel we like to act for you exclusively, and it is not a positive reflection on your motivation if you appear to be applying for multiple positions and can't remember the details of them all.



Before you come to the interview we recommend that you prepare some specific questions around what you would like to know about the role so that you get the most out of the interview with the consultant. This also applies if you are making an initial telephone enquiry because if you have a professional telephone manner this will give the consultant a good first impression and they will be keen to interview you.

So that gets you to meet with a Quay Personnel consultant. If you have followed these recommendations the consultant will be very excited about the forthcoming interview and to meet you in person. Here are a few key points to consider here too.

Be on time for the interview and please don't be tempted to arrive more than 5 to 10 minutes early or late as neither are signs of good time management. Take particular care of your personal presentation and how you conduct yourself as we are an extension of our clients – they have entrusted us to identify the right people for their organisation and personal conduct and integrity are an important part of that.

Do your homework on the company for which you are being interviewed as this will strongly support your motivation and genuine interest in the position and organisation. By studying the organisation this will also prepare you to ask good questions at the interview.

Lastly, the Quay Personnel consultant may give you some tips and advice if you are selected to be sent for an interview. Don't be offended if these are somewhat personal as the consultant is trying to make sure that you have the best presentation at the client interview.

We have a booklet with hints and tips to increase your chances at the client interview so make sure that the consultant gives you a copy. More importantly, we suggest that you read it carefully...

Good Luck from the team at **Quay Personnel**