

## For Candidates...

### **The Right Job:**

These tips should help you identify the organisation that is right for you. The size of the company is not a factor here, you can find some first-class organisations - small or large!

#### *BEFORE INTERVIEW*

Ask friends or colleagues about the organisation but beware of rumours and generalisations. Look at their website to see if it communicates the values that guide its relationships with its own employees. Limited companies must file annual returns and accounts. You can get these from Companies House and examine trading records, levels of profit and shareholdings and can be hugely revealing.

#### *AT THE ORGANISATIONS OFFICE*

Any location you visit should make a positive impression, as should the reception you get. You should be offered refreshments, not be kept waiting and should be met by the person you expected to see. If there is a substitution, an explanation and apology should be extended. All this is very basic stuff, but it's surprising how many companies fall down even at this stage.

#### *THE INTERVIEW STAGE*

Few of the organisations we work with recruit without completing three or four stages of assessment. This gives everybody plenty of time for reflection, those in a hurry are usually to be avoided. Expect to be formally interviewed and challenged, as those that take the recruitment process seriously are making a long-term decision which is in both your interests, and theirs.

You should have ample opportunity to ask questions. Always be on the lookout for sales patter and glib superficiality. If you're not satisfied, probe more closely. Prepare certain key questions to ask different people through the various stages of assessment. What's their staff turnover like? Can they outline a two-year business plan? How might they be able to improve their customer relationships?

Inconsistent replies may indicate poor commercial focus, dishonesty or internal politics. Good organisations don't need to work too hard to sell themselves, as their virtues become obvious the longer you spend with them.

After the Interview - Assess the company's culture. The more individuals you saw, the better. For any relationship between you and the company to work, there must be a meeting of minds.



---

**Xecutive Search HR, Regus House, Central Boulevard, Blythe Valley Park,  
Solihull. B90 8AG**

**Contact: Jerry Hayter, Managing Partner; Email: [mail@xecutivesearch.com](mailto:mail@xecutivesearch.com) • Web:  
[www.xecutivesearch.com](http://www.xecutivesearch.com) • Telephone: 07747-868111**

Never accept an offer of employment until you have seen their terms in writing. Once you've had an offer, you should have adequate opportunity to consider it.

Take your time before you commit, and don't just accept the first offer you get. After all, you want the right career move, not just a job-hop.

---

**Xecutive Search HR, Regus House, Central Boulevard, Blythe Valley Park,  
Solihull. B90 8AG**

**Contact: Jerry Hayter, Managing Partner; Email: [mail@xecutivesearch.com](mailto:mail@xecutivesearch.com) • Web:  
[www.xecutivesearch.com](http://www.xecutivesearch.com) • Telephone: 07747-868111**