Searching, applying and interviewing for jobs **By Daniel Franklin**

Advice, tips & guidance

Contents

Where to find job opportunities

As time has progressed, local job advertising using posters, leaflets and newspapers has significantly decreased in favour of online advertising. Online advertising offers a lot of flexibility for employers, is more cost effective and allows them to reach a wider audience.

Job adverts are posted via several online mediums and you can find opportunities in a number of places, namely: company websites, social media and specific websites dedicated to showcasing job adverts referred to as 'Job Boards'.
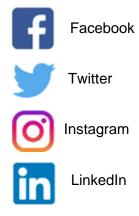
Company Websites

Many company websites have a dedicated section for careers and job opportunities, and some may even have their own careers specific website. Here, you can review job adverts and, if interested, will be asked to click 'Apply' - most often re-directing you to complete an online application form.

If there are specific companies that you are interested in applying to, it would be useful to visit their website on a regular basis to keep yourself up to date with their job opportunities. If you don't immediately find something that you're interested in applying for, most companies have the option for you to register your details with them. This means they have your details so that they can proactively contact you should something become available and/or to send you job alerts. Job alerts will be sent to you as e-mail notifications when a relevant vacancy becomes available.

Social Media

Companies also often share their opportunities via their social media channels – especially when they need to recruit a large number of employees and want their advert to reach a local workforce. If they have an opportunity, companies will often create a post on their channel which will either send a notification to their followers or appear on their follower's newsfeed. This means that to see opportunities, you should actively 'follow' pages of companies you are interested in working for and set up notifications for their posts. Often, the post will contain a link to the full job advert on their website where you can review the full details of the vacancy and complete an online application.

Facebook

Twitter

Instagram

LinkedIn

Job Boards

Employers understand that candidates don't always know to check their specific website for opportunities. Because of this, they also advertise vacancies on job boards.

In the UK, there are several major job boards. When using a search engine like google to find jobs, these websites tend to come up first in the search results. Some of the UK's most popular job boards are:

As many employers post on these sites, searching for vacancies via these channels allows you to complete a broad search of opportunities you may be interested in rather than having to visit each individual company website.

Job boards allow you to complete searches using a particular set of criteria, meaning you can filter search results based on your desired geographical area, the contract term you're interested in and your salary expectations – preventing you from reviewing opportunities that are not relevant to you.

You can also register your details with job boards and create a profile. Often, this will allow you to 'quick apply' for jobs – which means that the job board will automatically fill in details of the employer's application form for you using the details you've registered with them (e.g. CV, personal details etc). This can save you time and make the process a lot easier if you are applying for several jobs. Registering with the job board also means that you can set up alert e-mails to receive updates about vacancies posted by any companies advertising on their site that meet your search criteria. Additionally, you can opt to set a status on your profile to 'Actively Looking' which will enable employers and recruitment agencies to find your details and contact you about job opportunities directly.

To make things even easier, major job boards have apps which you can download to mobile devices so that you can search, apply and manage your profile on the go without the need to use a desktop computer.

LinkedIn

LinkedIn is a professional social media website. It is used for networking with other professionals and companies in your sector to make connections and keep up to date with organisational activities. It is also used as an employment-oriented online service where employers and recruiters alike can post job opportunities and find prospective candidates.

On LinkedIn you can create a professional profile which looks similar to the format of a CV. You can connect with companies you are interested in and other people you feel would make key contacts. You can also create posts and share posts by other professionals in your network.

You are also able to search and apply for jobs via LinkedIn and set up job alerts. Additionally, you can opt to have your profile available to view by 'Recruiters' (members of LinkedIn that have paid the website specifically to have 'Recruiter' access). This means that your profile will be available for Recruiters to review when searching for active candidates.

As this information is only provided to those with 'Recruiter' membership, you can choose for your job search status to remain private to anyone else in your network that doesn't have this membership (including your colleagues/current employer).

Recruitment Agencies

Agencies can support companies across the country (and sometimes internationally) with all types of recruitment including temporary, fixed term and permanent placements.

Companies often partner with recruitment agencies when they are unable to source candidates directly. Recruitment agencies will advertise, manage applications and screen candidates on behalf of the company and look through a database of candidates that have registered with them in order to put forward those that they feel best meet the company's requirements.

It can be useful to register with some agencies that you know support companies with the kind of jobs you'd be interested in. You can specify to the agency a list of your requirements including job type, contract term, minimum salary etc. so that they know what you'd be interested in. The agency can then work on your behalf to apply for jobs which you otherwise may have been unable to apply for yourself directly.

What's also useful is that agencies can represent you for a range of contract types, meaning that they can help you find temporary work while looking for something more long term/permanent.

You can find recruitment agencies that work locally and/or support companies with the types of roles you'd be interested in by completing a quick google search and visiting their website for contact details. Some of the agencies as an example are below. These companies recruit for roles across the country and can assist candidates to find work in many geographical locations:

Sector/job types	Agency Name
Property & Construction (including Trades)	Manpower Service Care Solutions Resourcing Group
Asset Management, Development, Customer Services & Housing (including facilities, building surveyors, site staff, health & safety and residential development/sales, housing services)	Hays James Andrews Office Angels Priority Recruitment
Corporate & Finance (including HR, Administration, Office Support, PR, Governance, Legal & Governance, Procurement)	Badenoch & Clark Michael Page Priority Recruitment
IT & Business Change (including Project Managers, Business Analysts, System Developers)	Square One Priority Recruitment Gravitas Oliver James Lorien

Job Centre

The Job Centre have their own online job board which is useful to register to and search for job opportunities. However, it can also be useful to make an appointment with your local branch to speak with one of their career advisors. Like recruitment agencies, job centres often partner with companies to find applicants for jobs in the local area. The career advisors can also help you with your CV and may even invite you to complete some workshops to help improve your application and interview skills. If the job centre is unable to assist you with your job search for any reason, they have a lot of resources available to refer you to other local groups and organisations that can support you.

Applying for jobs

Some companies may ask for a full application form. This is where you need to manually fill out your employment history, education and personal details (information generally found on a CV). However, this is becoming a rarer requirement. The most common type of application employers ask for consist of the following requirements:

- Your personal details (name, address, e-mail address and phone number)
- A copy of your CV
- A supporting statement to your application

When you apply for a job, your application will be reviewed by the prospective employer in a process called 'shortlisting'. The shortlisting process is where all applications received for a role are considered against the essential criteria to confirm which candidates meet the requirements and will therefore be progressed to interview stage. If there are too many candidates who meet the essential crtieria, employers may need to complete a further shortlisting exercise to determine which candidates also meet the desirable criteria. Desirable criteria are often things like previous industry experience, specific system experience and previous experience in the same/similar role.

Because of this process, it's important you tailor your CV to the job you're specifically applying for – making sure you have included detailed evidence of how you meet the essential and, where possible, the desirable criteria. With the market being competitive, generic CVs are not always the best representation of your skills and experience and it's possible that a generic CV won't always cover all the key points on the job description - so tailoring your CV is crucial if you're to be successful at shortlisting.

Writing a CV

It's important that you have a CV ready which details key information about your work experience, skills and education. To get started, the recommendation is to create a 'Master CV Template'. Although this process may be time consuming, the point of this exercise is to have an in-depth point of reference that will allow you to more easily tailor your CV to specific jobs for future applications (where you can add and delete information as appropriate).

The format

When trying to stand out from the crowd, it might sound counter-intuitive to present your CV in a simple format – but simple is often better. Fancy formatting isn't always compatible with employer's application systems and so there's a chance that the way you formatted your CV isn't exactly what will be presented to your prospective employer. It's also important to consider the style and industry of the company you're applying to and remember that what looks exciting and creative to one person could be a confusing read for another. It can make a big difference to the success of your application if your prospective employer doesn't have to work hard to find the information they need.

In the interest of keeping it simple, your CV should also be all one font type and font size - although section headings can be made slightly larger in order to effectively separate the sections of your CV. Choose a font type that is easy to read (like Arial) and a font size no smaller than 10. You can individualise your CV with things like a colour theme or a logo of your initials but try to make sure you chose professional colours that don't distract away from the content of your application and are not too hard to read.

Key points to include

1. Contact Details

The top of your CV should be your name, phone number and your e-mail address. There's no need to put your address here because you will generally enter this on the employer's system when applying – plus, it saves you some space.

2. Personal profile

Next should be your 'personal profile/bio'. This section should be a short overview of yourself. Use this has an opportunity to write something to describe your experience and skills in a succinct way. An example could be:

"I'm an experienced Customer Service Manager, Trainer and Analyst with a history working in banking and finance industries. I'm skilled in performance management, reporting, learning and development".

You could also use this section to talk a little bit about what you're looking for in a role such as:

"I'm looking for a change from the financial sector to a more customer focused sector in a role where I can really make a difference."

3. Key achievements/Skills

Listing your key achievements/skills is entirely optional. If you do have some things that you're proud of achieving in your career, this would be a great place to list them. A key achievement could be a time when you exceeded targets, introduced a new process or won a company award etc. An example:

"Successfully implemented new data recording system across 200 national services – resulting in average of 30% productivity increase".

You might prefer to use this section to list your key competencies instead. These could be

skills that you've acquired throughout your working experience such as leadership, working to targets, project management etc.

4. Employment history

Take some time to sit down and really think about your experience and employment to date. Start by making a list of the jobs you've had and then detail the months and years you worked there. Your career history should be ordered chronologically with your most recent job role first and your oldest job role last. The likelihood is that your last 10 years' experience will be the most relevant for the job you're applying for so, for any roles within the last 10 years, you should describe your roles in detail and list all your key responsibilities. For any roles over 10 years you can simply provide job title, employer name and dates.

It's important not to assume that your prospective employer knows what your role consisted of based on the job title you held alone so, where possible, do not use abbreviations and don't shy away from listing experience you might consider 'a given'. It's also helpful to write a very short description of the company you worked for (e.g. what industry was it in, what services did they offer, who were their clients etc.)

5. Education history/qualifications.

This should include any specific qualifications you have attained and at what level you have achieved the qualification. E.g. if you have an NVQ in Social Care, you should include whether this is an NVQ Level 2, 3 or 5 – especially if this qualification is going to be essential for the jobs you're applying for. If you do not state a qualification level, you risk not being shortlisted by employers because your CV hasn't evidenced that you have the right level of qualification to be considered for the role.

This section is also a great opportunity to showcase any key training you've completed or workshops you've attended at the companies you've worked for or through employment assistance agencies/programmes.

6. IT Skills

Many roles now require candidates to have some basic IT skills. List here any IT applications you are comfortable using/have experience with e.g. Microsoft Office, In-house systems etc.

Things not to include

Do not include personal information like your photograph, your age, marital status, how many children you have etc. By not including these things, your prospective employer will be unable to make assumptions about you outside of what's relevant – which is your skills and experience. If you're proud of any hobbies that you have and you feel that including them will add value to your application, then do so - but you should avoid listing your hobbies or the things you like to do for the sake of including them. Instead, try to include what personal objectives you have achieved through these hobbies and how they have furthered your knowledge, experience and personal growth.

You should also avoid providing reference information on your CV and instead state 'references available upon request'. References are something employers should only request once you've been offered a job.

If you need some help getting your CV started, you can use the following, basic format:

Full Name
Telephone:
Email:

Personal Profile

Key Skills/Key achievements

Employment History

Job Title   **Dates to and from**
Company Name

Brief overview of the company and what your role was on a day to day basis

My Key Responsibilities included:
- Key Responsibility 1
- Key Responsibility 2
- Key Responsibility 3
- Key Responsibility 4
- Key Responsibility 5

Job Title   **Dates to and from**
Company Name

Brief overview of the company and what your role was on a day to day basis

My Key Responsibilities included:
- Key Responsibility 1
- Key Responsibility 2
- Key Responsibility 3
- Key Responsibility 4
- Key Responsibility 5

Other employment

Job Title, Company Name, Dates to and from
Job Title, Company Name, Dates to and from
Job Title, Company Name, Dates to and from

Education

IT Skills

References available upon request

Writing a Personal Statement

Most job applications request for you to write a supporting letter/personal statement and most employers will tell you specifically what they'd like you to include. If they have not provided you with specific guidance, you should create a supporting/personal statement which shows how you meet the essential criteria. However, try to avoid this being a duplication of the information on your CV.

You should open with an overview of why you're applying for the role and what interests you about the company. It would be great to reference things you've come across in your research about the company such as their values or mission statement and how you yourself align with that. You can write about things you've achieved in previous roles and how they represent the essential skills and experience required for the role.

A top tip would be to use either the essential/desirable criteria on the job description provided as headings and under each heading write an example of how you meet each criteria.

Make sure that everything is formatted neatly and simply and try to remember not to overcomplicate the language you use.

A template you could use is as below:

Use the first paragraph to introduce yourself and light detail about where you've worked before
E.g. "I have worked on the Customer Accounts Team for The Guinness Partnership since August 2016. I work on a range of accounts, but mostly focus on; New Tenancies, Homeownership and Non Residential. We help customers manage their rent account from the very start ensuring that they are were the need to be."

Then write a little but about yourself
E.g. "I am a hardworking, passionate and punctual individual. I pride myself on my time keeping and ability to get tasks completed in time given. I thoroughly enjoy working in a team and have the ability to build positive and professional relationships with my colleagues………."

Write a little bit about why you're interested in the role
E.g. "*I'm applying for this role because I want to develop my understanding of [insert here] and I think this will be the next, natural step in my career'*

Now list the essential (and desirable if you meet them) criteria and tell the employer how you meet each point
E.g. "Please see below how and why I feel I meet the essential criteria for this role:

Then sign off the statement.
E.g. "I appreciate you taking the time to read my personal statement. I look forward to hearing from you.

Kind Regards,
[Insert Name Here]"

Interviews

Types of interview

There are several different types of job interview. In some cases, you'll only need to succeed at one of these to land the role. In others, particularly at large companies, you may encounter several interview formats throughout the process.

- **Telephone** - most often used by employers early in the application process to filter large numbers of applicants down to a more manageable number. If you're successful, you'll typically be invited to a face-to-face interview or assessment centre. A telephone interview usually lasts between 15 minutes to half an hour.

- **Face-to face** - the traditional and still most common form of interview. Generally, you'll be asked to attend an employer's office and answer several questions that will determine your suitability for the job by an individual or an interview panel. Face-to-face interviews usually last between 45 minutes and two hours and may be preceded or followed by tests and exercises. The questions may be behavioral based or competency-based and you will be scored on your answers. Your interview score and the results of your tests/exercises will be considered together in order to determine your suitability for the job.

- **Video** - these are becoming increasingly popular with employers and there are two types of video interview.

    - **A pre-recorded interview.** This is similar to the telephone interview in that employers are looking to filter large applicant pools down. You will be presented with several questions and asked to manually record/video your response to send back to the employer to review.
    - **A live video interview.** This is when a video interview is used instead of a face to face interview. The interview will be conducted in the same way as a face to face, the only difference is that you will be speaking over camera rather than be in the same room with your interviewers. Again, a live video interview may be preceded or followed by additional tests/exercises which you will be asked to complete within a deadline and send to the employer to review.

- **Assessment Centre** - generally run over the course of one day or sometimes just a few hours. Attendees are given the chance to show how they tackle work related activities and objectives and may be asked to complete group exercises with other candidates.

    There will be various tasks that test key requirements such as group work and leadership skills and you will have the opportunity to demonstrate your capabilities across various assessments instead of just relying on a face to face interview.

    You may be assessed by different people throughout the day and you'll be scored against a list of competencies across a number of exercises - including a face to face interview.

    Assessment centres also give you the opportunity to see if this is the right job for you.

Types of assessments

There are general tests and assessments that appear in most selection processes with employers. Here is a list of some of the most common along with some tips and guidance:

Group exercises
This task shows your communication skills and that you can work productively in a team. There are various types of group tasks, from discussing a topic or running a meeting to having a specific problem to solve.

Regardless of the actual task, there are some key considerations to keep in mind. Firstly, this is a group exercise, so you're being viewed within the context of a group. You need to show you have ideas and a contribution to make but that you can also do this in a calm and considerate manner. You can demonstrate leadership skills by taking ownership of tasks but also in other ways such as keeping everyone on topic or ensuring the task is completed on time.

Presentations
Presentations are used to assess a candidate's communication and information skills.

Some employers want you to create the presentation beforehand, while others wait until the day of the interview/assessment centre. This type of exercise will be related to the job you have applied for so it's likely you will have the experience and knowledge to prepare.

Whatever the scenario, there are steps to take when approaching a presentation. Here are our top tips:

- Every story needs a beginning, middle and an end and so does every presentation
- Start with a short intro, move onto the main content and then finish with a summary
- Keep the content precise
- Make eye contact with the audience
- Be mindful of how long the presentation is and who you will be presenting to

Nerves cause people to speed up when they talk, so make sure you take deep breaths and pause between slides.

In-tray exercises
Imagine you turn up for a job to be met with an inbox full of urgent tasks. How would you cope? That's the point of this task – to see how you manage your time and deal with prioritising your daily workload.

You'll be expected to prioritise content such as emails, phone messages and reports, and then explain how you would deal with each task.

Swiftly read through all of the information and tasks you have been provided with, identify the ones that require immediate action, those you would delegate and then any that could be delayed. Then run through the immediate tasks and highlight what you would do and how quickly you would do it. For the delegated tasks, say who you would hand it over to. For the tasks you would delay, explain why and what you would do when you got to it.

Written tests

If the position you're applying for involves writing reports or communicating with clients over email, then it's likely there will be a written task.

This could be something like writing an e-mail response or letter to a customer, having to read a case study and then offer ideas for the next course of action or summarising the content for a colleague. In this exercise, you're being tested on your ability to communicate and assess the most important data in a document, so make sure you understand what the task requires and pick out what content you want to include.

You should present your answer in a logical manner, concentrating on the most important issues first and ensuring the tone is relevant for the intended recipient. Finally, leave yourself time at the end to check for spelling and grammar errors.

Role play

Depending on the position you are interviewing for, you may have a role-playing task. This could be something like handling a dissatisfied customer or trying to solve a problem in a meeting. This assessment is used to test your problem-solving abilities and communication skills.

The trick is to remain calm in whatever situation is presented, keep a logical mind and be confident that you can tackle the issue. Think up some possible scenarios and practise what you would say. Even if the actual subject is like nothing you thought of, you would have got in the habit of forming arguments. It may also be helpful to research the company's mission statement, behaviours and culture. This could give you an idea of how they operate and what behaviours they expect their employees to display.

Psychometric tests

These are used to get an idea of your culture fit and psychological state. The best course of action with these is to answer honestly. If you second-guess what you should say, it will quickly become apparent. If you are nervous about these tests, take part in some of the online ones to get used to the kinds of questions you'll be asked.

Extra guidelines to succeed at an assessment centre:

- **Be aware of body language -** You are observed throughout the day during an assessment centre, so it may be a good idea to do some research on body language and make sure you perform throughout your time there. Don't fidget, sit up straight, make eye contact and smile. Show you are a confident and nice person to be around.

- **Be enthusiastic -** Approach all the tasks with an open mind and show interest in your fellow candidates. You will be surprised at how many people don't act themselves at an assessment centre, so you can make yourself stand in a positive light just by smiling.

- **Be prepared** - Just as you would prepare for an interview, prepare for the assessment centre. If you are prone to nerves, being prepared will help alleviate some of the jitters. But assessment centres can actually benefit people who get nervous in interviews, because you are assessed on various tasks, not just how well you interview.

- **Be yourself -** It may sound trite, but be yourself on the day. Assessment centres are far more involved than normal interviews, and it is more difficult to put on an act.

Preparing for interviews

Your performance in an interview depends, to a significant extent, on how well you prepare. Don't leave your preparation until the last minute. In the days leading up to the interview, focus your research on the:

- **Employer** - you need to show that you understand the business beyond the basics. What job sector does it operate in? What challenges does it face? Who are its competitors? What major projects has it recently completed? What are its culture and values? This kind of knowledge demonstrates a genuine interest.

- **Role** - read the job description again and, if you completed an application form, go over it to refresh your memory of how your skills and qualifications match the role you're applying for. If you are asked in the interview, it's important that you can clearly explain why you want the job and that you understand the role.

- **Questions** - you should consider how you'll answer common interview questions, as well as preparing some questions you'd like to ask the interviewer.

There are also some practical things to plan such as when and where is the interview taking place? Have you planned your journey and checked the timetables for any public transport you need to take? Where is the best place to park? How long will it take to get there? What will you eat before the interview?

Avoiding alcohol the night before and having a healthy breakfast on the morning of your interview will stand you in good stead. If your interview is scheduled for just after lunchtime, make sure you eat something even if you're feeling nervous - you won't put in your best performance on an empty stomach.

You should also ensure you have everything you need on the day such as:

- Pen and notebook
- Your CV and interview invitation
- Copies of any qualifications/licenses (if required)
- Right to Work documentation (for more information, visit: https://www.gov.uk/legal-right-work-uk)
- Breath mints or gum
- A bottle of water
- Money for transport and food

You should also ensure you have suitable interview attire ready. When deciding your interview outfit, you should do so in consideration of the interview dress code.

While many employers still expect candidates to dress smartly, a growing number encourage casual wear at work, making it trickier than ever to choose an interview outfit. What you'll be expected to wear depends on factors such as the size of the company, the industry it operates in and the culture it promotes. For example, a small creative agency may have different standards to a major accountancy firm.

If you're unsure on the dress code, ask before attending the interview. The key point to remember is that it's much better to be too smart than too casual. Only opt for a more casual outfit if you're certain that's acceptable - if there's any doubt, always go for smart attire.

Whatever you choose, make sure that your clothes are ironed and your shoes are clean.

Practice job interviews

It's a good idea to do at least one mock interview before the real thing. You can also write and practice answers to common interview questions with someone you trust – possibly even recording yourself and then reviewing your performance.

Although you cannot know the questions you will be asked on the day, you should look at the job description's key responsibilities/essential criteria and use it to create some mock interview questions.

It would be useful for your mock interview questions to reflect different questions styles. The most common types of interview questions are 'behavioural' and 'competency based'.

Behavioural based questions - are used to see how you would respond to a scenario e.g. 'Tell me what you would do if…' or 'How would you approach…'

The point of these questions is to understand what behaviours you're naturally inclined to display in particular scenarios and give the employer a sense of how you handle unknown situations.

Competency based questions - target a specific skill or competency. You will be asked questions relating to your previous behaviour and approaches to specific circumstances, which you will need to back up with clear examples. These questions can be phrased as:

Tell me about a time when…
Describe a way in which you…
Tell us about a situation when…
Can you give me an example of when…

The examples you provide can be from your current or a previous role; they can also be drawn from your education or even relate to an extra-curricular pastime, such as sports teams or groups you may be a part of.

The strength of the examples is also important so please ensure you think of the most challenging, complex or stretching examples of when you have demonstrated the behavioural/skills indicators. Remember to choose real life examples which best demonstrate your experience and skills.

STAR method

When thinking about how you would answer interview questions, you may find it helpful to use the STAR approach as your template. Following the STAR method (detailed below) will help provide structure and focus to your responses during the interview:

Situation – briefly describe your context and your role
Task – the specific task, challenge or job that you faced
Action – what you did and why you did it
Result – what you achieved through your actions

Remote/Video interviewing Tips

Ways of working have rapidly evolved due to COVID-19, meaning more recruitment activities have moved online. Here are some additional tips for completing video interviews:

1	Preparation – the company should provide you with information about how to access the video interview and any relevant supporting guidance to help you prepare. This might include interview tips, information about the format of your interview and copies of the organisational and people strategies.
2	Check your tech! - Don't let technical issues get in the way of a great online interview! You should test and get comfortable using your tech prior to the interview taking place – ensuring that your choice of device to complete the interview is compatible with the employer's chosen video interview software and that your camera and microphone are in working order.

Often, your interviewers will admit you into the meeting space at your allotted interview time, so you should also consider accessing the video interview 10 minutes before your scheduled time to ensure that there are no connectivity issues. This allows time to address any potential problems before the interview starts. |
| 3 | Consider your environment – think about the environment you will be completing your interview in. Make any members of your household aware that you you're completing an interview and you'll be unavailable during this time. Where possible, ensure you are in a quiet place where you will be undisturbed by other members of your household, household appliances or outdoor noise.

You should also either turn off your phone or put it on silent to minimise any surprise interruptions. If you are using your phone or a tablet to complete the interview, it's recommended to use the 'Do not disturb' setting.

Ensure that the space you are using to complete the interview is free of clutter and/or distractions that may get in the way. You should also try to ensure that the room you are video interviewing in has a strong enough Wi-Fi connection and is well lit.

If you are anticipating possible interruptions or disturbances, please let your interviewers know. |

After the interview

As your job interview comes to an end, make sure you find out when you'll be informed of the outcome and thank the interviewer for giving you the chance to attend.

Make some notes about the questions that were asked and how you answered them while the interview is still fresh in your memory. This will help you prepare even better for any future interviews.

There are three potential outcomes:

- **Success** - if you're offered the job, make sure it's right for you. You should double-check details such as the salary and contract term before deciding whether to accept. You may even wish to discuss it with friends and family before deciding.

  Remember: it can be nerve-wracking for an employer to wait for a candidate to accept a role so if you do need time to make a decision, let your prospective employer know and be honest about the reasons why. Where possible, try not to keep them waiting for a decision for more than 48 hours. Not only is it important that your prospective employer continues to feel you are enthusiastic about the role, but they may have a reserve candidate in place should you decide not to accept the offer that they cannot update until you have made your decision.

- **Rejection** - if you're unsuccessful, don't be too downhearted. Employers receive large numbers of applications for every role. Email the company to thank them for the opportunity and don't be afraid to request feedback from your interview. Feedback is really useful so that you can improve your performance next time.

- **Further steps** - interviews are typically the final stage in the application process, but if the employer has not been able to make a decision you may be asked back for a second interview.