



recruiting since 1988

putting your mind at rest...

frequently asked questions

Q Do I need to meet you?

A It really is a very important aspect of our service that we meet you and get a really good idea of what it is you do and what you're looking for out of your next role. It is highly unlikely that your CV will ever list everything you do in as much detail as a face to face meeting will, and we find that it's better to ask the questions and get the full picture, rather than leaving it to chance.

Also, character fit is a big part of any move to a company, so it's important that we find out a bit more what you're like in order to gauge whether a certain company might be right for you. Finally, its interview experience - we can give you tips and advice about how to improve your interview technique in order to help you get that perfect job. Better that we can give you some constructive criticism than you miss out on your dream job because of a simple thing like 'interview etiquette'.

Q What will happen at my interview with you?

A We will have a really detailed biographical chat about your education and career history, finding out why you left certain roles and what you liked/didn't like about them, and try to establish what will be the perfect role for you. We will ask you questions we know our clients will ask us!

Q Do I have to pay?

A That's an easy one - No. It's actually illegal for a recruitment agency to accept any payment from a candidate but we do accept chocolates!

Q Why do you need to see ID?

A It is now a legal requirement for us to confirm the identity of our candidates, and your passport is the easiest way to do this. If you don't have a passport, we need to see some photographic ID accompanied by something with your address on.

Q Do I need a portfolio?

A If you're in Design it is essential that you have a portfolio for both us and prospective interviewers to look at. You need to be able to put together between 10 - 20 pieces of your best work demonstrating a variety of your skills and expertise. To a certain degree this also applies to PR professionals, it's so clients can see the brilliance of your writing skills and the coverage gained, and it also helps us get an even bigger picture of what you've covered in your career so far.

Q How will you tell me about jobs?

A Once we have discussed your career to date we will carry out thorough search of our database and match you to appropriate roles. If necessary, and with your permission we can forward your CV there and then.

Remember, we are a consultancy service so we don't just go on jobs we may already have, we will use our considerable experience to try and match you to organisations that we think would be a good match. For future roles, we usually send you a text as this can sometimes be easier for you to access than taking a phone call in a busy office.

Q What happens when I get an interview?

A We will have already briefed you about the role and the company before we sent your CV over, so at this stage it will be a reminder about what exactly the client is after and tips on what they like about applicants. It is up to you to do as much research as possible on the company over and above any information we are able to provide for you. We will send you a confirmation, indicating who you will be meeting, where and when and a copy of the job description where provided. We do ask that you call us promptly after the interview with your feedback so we know whether to keep a client interested or let them know it wasn't for you.

Q What about feedback?

A Wherever possible we will try to give you as much feedback as we can as to why you either weren't called for an interview or were unsuccessful after interview. Sometimes a client doesn't give us feedback - they aren't actually obliged to do so although clearly it is good practice.

Q How long will it take to find a job?

A I'm afraid this is the 'how long is a piece of string' question!! There are so many variables involved that it is impossible to give a timescale - for example, it depends how long the client takes to go through the interview process, it depends how many roles actually appeal to you.

Q Another agency has told me about a job you've already briefed me on - What should I do?

A It is our policy to only ever forward an applicant's details to a role when they have given their permission for us to do so. We don't believe in keeping client names a secret as how are you supposed to know whether it's a company you want to work for, or that the location is going to be right for you? So whilst it does happen that client's will brief multiple agencies, if you've said yes to be forwarded via ourselves, it is then best to say politely to the other consultant that you gave already been briefed. It doesn't actually do you any favours to have your CV sent constantly by different recruitment agencies.

Q What happens when you find me a job?

A Champagne all round is the norm! Seriously, there's still some work to be done. We will organise with your new employer, an offer letter and related terms and conditions, and a start date. Please remember not to hand in your notice until you have received your offer letter in writing. Most of all, if you have any questions, don't hesitate to call us.

call us now:

0121 355 0955

www.afselection.co.uk

head office:

12a duke street, sutton coldfield, west midlands, b72 1rj, t 0121 355 0955, f 0121 355 8740, e consult@afselection.co.uk

15 wheeler gate, nottingham, nottinghamshire, ng1 2na, t 0115 955 0894, f 0115 912 1030