



Top tips on how to secure and start your new job!

*Interviews
Offers
First day*

So you've got yourself an interview...!

Actually that was the easy bit,.. You wrote your CV, we proposed you to a client and they've asked to see you. Now is the moment that you take centre stage and you have to perform!

Well interviews don't have to be hard work providing you prepare well beforehand, and give yourself less work to do at the meeting.

Research

Thoroughly read the client's website: test every part of it, press every button and take notes. Look at it as if you are a client and ask yourself, "Why would I buy from them?" Then look at it again and ask yourself, "If I work for this company, how will I sell or provide its services?" Ask your friends and colleagues about the client company. Search all over the web for news items, comments, financial data.

Think about yourself

What do you really want from your next job?
What skills do I want to develop with this company?
What do I expect from my new employer – training, motivation, rewards, career growth?

Think about the job

What does this company expect of me?
What skills should I bring?
What sort of person do they want to hire?

Why should they hire me?

How will I stand out from other candidates?
How much do I want the opportunity?
How will I grow in the role?



Look the part...

Whilst many companies have an informal dress code for employees...at an interview you should wear a sensible business suit, plain or white shirt / blouse / tie. Look smart, and feel comfortable.

Don't be a tank top!

Plan your journey...

Check out the location and journey. Leave plenty of time, arrive 30 minutes early, walk into reception 10 minutes before the appointed time.



Have enough money in your pocket for that unexpected last minute taxi, train journey or parking meter.

Don't be a just-in-timer!

Bring your credentials...

Remember to bring your CV, sales figures, technical certificates, and previous recommendations for your best sales or client projects.



Don't be all-talk-and-no-proof!

Talking Telecoms Since 2003

Talk to our
Directors

Clive Jefferys
For Sales People
Clive@jmanetwork.com
020 8269 2224

Patrick Judges
For Technical People
Patrick@jmanetwork.com
020 8269 2223

Joanna Duffy
For Accounts People
Joanna@jmanetwork.com
020 8269 2222



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Preparing your presentation...

Whether you interviewing for a sales or technical role , an employer will often like to put you to the test. It might be a technical examination or a verbal presentation, either way...don't panic!

You are what you are, so all you have to do is make sure that you do the required work beforehand, and minimise post-meeting regret "oh, I wish I had remembered to do this, that or the other!"

Make sure you understand the task as set

If you are unclear ask us, or the client, directly to explain fully what is required of you.

Write your presentation first, the graphics can come later

It's the actual content of what you are saying that is the most important, planning fantastic graphics are a distraction from the power of your case. Write your piece in Word first, get that right and then sort out how it looks. If you are going to be technically tested, then revise! Pickup those old test papers and answer them!

Know your limitations

A Powerpoint doesn't have to be 20 pages long... if you can say what you want to in just five slides. Keep it simple, and always, always have several paper copies and a backup on a USB stick, in case your laptop decides to give up the ghost 30 seconds in!

What to include

After you have written your piece, look at it again the next day with "employer's eyes". Does it answer the questions raised? Are there real examples to justify your claims? Can I include any other "proofs of performance"?

It doesn't have to be Powerpoint

If this isn't your thing, don't do it. A simple word document, laid out page by page will convey the message just as well.

It's what you say, not how you say it, that will win you the offer!



Avoid these slip-ups!

- Get your timing right, don't drone on!
- Avoid bad jokes and embarrassed silence
- Don't forget to back up your claims with real-life examples
- Don't forget to interact with your audience and include everyone
- Don't forget to ask for feedback on your presentation
- Don't forget to put the conversation first





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Securing the offer...

There are too many closing questions to list here, but often when it comes to getting a job...the simplest ways are best appreciated!

Ask the interviewer if they have any further questions?

Give your potential every opportunity to seek clarifying information, discuss, and ask if you have satisfied all questions.

Ask what happens next, and specifically how you would secure an offer?

Even though you think you are ready to close, the employer may not be ready. There could be other candidates to consider or other buyers to consult. If a decision can't be reached at the moment, understand what is left to be done and how you will find out. Will the employer contact us at JMA or want to speak to you again directly?

Draw out any concerns and address them!

An employer may not give a simple Yes or No to your face. If you have decided you want the role just ask directly **"Can I have the job?"** This will be the moment that you can handle any lingering doubts. Don't be frightened of rejection, the employer will often want to see you work for the offer and judge just how much you want it.

Finish on a high-note!

Whether you have the offer or not, make sure you are positive as you leave and that there is no doubt as to how keen you are for an answer!

After this... it's down to JMA Network to close and finalise the terms!

So phone us immediately after the meeting to debrief us, and we'll get to work for you!



Starting your new job

Plan your daily commute, maybe even try it out in advance

Think of ways to **prepare** so that you can hit the ground running

Treat yourself to some new work clothes and shoes for a fresh start!

Have a good night's sleep before your first day, and arrive **early** every day of your first week, maybe even forever!

Bring all your Personal ID, sales leads, technical tools with you to work

Meet as many **people** as you can in a positive and **friendly** fashion

Set about gaining a strong **understanding** of the job, company, building, and locality

Ask for **mentors** to steer you through your induction

Aside from the agenda your boss has set for you, look for ways to become **productive**

Become a whirlwind of ideas and **enthusiasm**, hit the phone with a vengeance

Invest extra personal time in **learning** about the company's products

And finally...enjoy yourself!