

**Recruitment Guide**

This guide is designed to help those on our Data Programme navigate what to say to recruiters in order to secure an interview.

The aim is to be as proactive as possible, you do not want to wait for a recruiter to get in touch with you, as with most cases they’ve already spoken to 3 or 4 potential candidates - this immediately drops you down the pecking order.

**Action list**

| **Ref** | **Action** | **Description** |
| --- | --- | --- |
| 1 | Apply for role | Apply for a minimum 30 roles per day. Track all applications |
| 2 | Conversate with the recruiter | Get into the rhythm of having as many conversations as possible |
| 3 | Chase | You must chase until the recruiter gets you the interview or says no |

**Recruitment script**

Hi (insert recruiters name),

My name is (insert name). I’m a qualified data analyst with xx years of experience. I just saw your data analysis job posting on (LinkedIn/Jobserve etc).

I’m just checking to see if you’re still hiring for the role and if it’d be possible to have a quick chat regarding the details?

Ok great, I’ve pinged you over my cv a few hours under the name and email - (insert name and email).

Would you like me to start by giving you a bit of an overview?

Use the tell me about yourself guide - [click here](https://docs.google.com/document/d/1NMqFc2TpSvlBXa6Tfaqt-FKrg9b8KBBv2jy6YNO1rJA/edit)

The project is just wrapping now and that’s why I’m looking for a new role. I’ve also done similar things on different projects, does that sound like a good fit for the role to you and do you have any questions for me?

**Recruiter questions**

1. Why are you looking to leave?

*Do not bad mouth your existing employer!!*

The project I’m currently working on is wrapping up, we’ve delivered it to the client’s expectations and they don’t currently have anything in their pipeline that’s providing me with that much of a challenge, I’m trying not to ensure my skills don’t stagnate and I can add real value to any company I go to work for.

1. What’s your notice period?

I’m currently on a 2 week notice period. (If it’s more, say it’s more but you have a good relationship with HR and you’re pretty sure it can be worked out).

1. Do you have any other interviews lined up?

I’ve spoken to a few recruiters, A few are getting back to me by close of play today regarding interview dates but it’s still very early days. On the face of things, I do like the look of the job you’ve posted as it’s very similar to what I’ve already done.

To wrap you, you need to be able to get the recruiter to put you forward for an interview and schedule a follow up before the end of the week to see where things are at.