

# Careers Information

A primary consideration of the first interview, be it over the telephone or face-to-face, is to secure the second interview. In order to facilitate the process, we're going to ask you three key questions immediately following the discussion with the prospective employer:

- A) Can you do the job as they described it to you?**
- B) Is this the job you want to do at this point in your career?**
- C) Do you think you want to do this job with them?**

If, and only if, you answer yes to all three questions, will we know that you would like to move the interview to the next phase.

A good interview is a dialogue not a monologue. So, you should expect questions from the interviewer. Answer all questions directly. Look the individual directly in the eye and avoid periods of "no" eye contact. Be prepared to discuss your responsibilities to some extent but, focus on your accomplishments. You need to talk about the things you are most proud of in your current and/or previous roles. Remember, companies hire employees to either make or save money. Be prepared to explain how, through your efforts, you helped your current employer do so. Be careful not to let your answers wander off into space. If you are unclear about a particular question, ask the interviewer to repeat it or amplify it so that you'll understand it better. There's no such thing as a dumb question. Never, talk negatively about your current firm or your colleagues. Be diplomatic, it goes a long way.

With regard to salary package, it is usually not the norm for an interviewer to mention money during the first interview. Most of our clients know this and leave the negotiating up to us. However, once in a while, somebody will test your resolve in this area. Money will be brought up in one of two questions, "What is your present salary?" or "What are you looking to make in your next opportunity?" We've discovered the following phrase works well to establish your credibility with the employer and lets them know that you're not about to get yourself into a negotiating posture prematurely when you are all alone on their turf:

"I'm glad you brought this up. Money is important to me but it's not the most important item on my agenda. I'm really here to evaluate this opportunity and if we decide to move forward, I'll be prepared to respond to your best offer."

## Closing The Interview

There will be a definite signal when the interview will be brought to a close. It will be important for you to identify this key point in the conversation and not accidentally drag out the interview any longer than necessary. You should ask a closing question "Based on our time together, what reservations do you have about moving forward with me?" Listen carefully to the response. Nobody conducts a perfect interview, so it is natural that the employer might give you a couple of things to discuss. If you feel



capable of answering their concerns on the spot do so, but be as direct and as brief as possible. If you are unable to think of a plausible explanation, ask then for time to reflect on their issue and state you'd like to get back to them.

## Debrief

Remember to call us immediately after the interview so we can conduct a thorough debrief while it is still fresh in your mind. The more time lapses, the harder it will be for total recall of the event.

## Interview Tips

Review directions to the interview

Have appropriate phone numbers in case you are delayed or lost

Leave yourself enough time to arrive 10-15 minutes early. Plan for traffic, weather, construction, etc.

If there is any chance of you being late, call Redfox immediately

Wear appropriate business attire

Ensure you smile when greeting people

Make good direct eye contact

Shake hands firmly

## How to Resign

### An Overview

If you have been successful in the interview process and a written offer has been presented, resigning from your present employer can be a difficult situation. The way in which you resign specifically underscores the level of commitment you have just made to your new employer. Many candidates resign improperly leaving the door open to counter-offer measures imposed by the current employer. The notice period can be a particularly vulnerable time for candidates. In many respects it is similar to going through a divorce, so be assured that those feelings you might have in the pit of your stomach over facing your boss are quite normal. Follow these simple steps and your resignation will be a straightforward, low stress process.

### The Resignation Letter

Once you have written your resignation letter, schedule a brief meeting with your manager. It is imperative this letter is direct, to the point and without embellishment or reflection of days gone by. Here is a suggested letter which we have found quite appropriate. (see over)





Dear Chris,

Please accept this letter as my official notice of resignation. I have made a commitment to another organisation and will start with them in one month. Understand that it is my intention to work diligently with you and my team members to make this transition as smooth as possible. As I am most interested in leaving on a positive and professional note, I welcome your thoughts on how we can best accomplish this goal.



## The Meeting

Call your boss and schedule a 5-10 minute meeting. The purpose of the meeting is professional but a private matter. You set the agenda with your boss. You must be positive and professional. This will not be a time for idle conversation, progress updates or a chance for your employer to find out what it will take to keep you on board. This is the time when you inform your employer of your decision and commitment to make a career change. The only purpose of the meeting is to discuss how to make the transition a positive one. Open the meeting by saying “John, this is my letter of resignation. I’d like you to take a moment to read it before we discuss how we can make a proper transition.” Be prepared to outline your plan for the transition, especially as it relates to the start date at your new firm. Do not approach your boss with the mentality of apologising. The “I’m sorry or I’m thankful for everything we’ve been able to do together” routines are incredibly dangerous and could jeopardise the commitment you’ve made to your new employer. You must set aside emotionally dangerous issues and be in control. If your employer begins to ask a lot of “Why” or “How” questions, state that you’ll be happy to address these questions perhaps in a couple of months after you’re settled into the new role.

## Emotional Control

The moment you resign, you upset the balance in the relationship with your boss and create an entirely new dynamic. Your current boss is used to dealing with you as a supplicant - now you’re taking control. You are no longer, from the moment of resignation, his/her employee. And there just might be a battle for who controls your career. Who knows what’s better for you and your career, you or your boss? Are you going to control your career or is he/she? An interesting consideration is that should your employer persist with questions or dialogue regarding your decision, what he/she is actually telling you in the sub text is that “I don’t believe you’re capable of making this decision and I’ll make it for you. The more your employer throws at you to keep you, the more concerned you should be because it could be an indicator that things in your company are seriously wrong.

When is the best time to give notice? Usually in the beginning of the week, late in the afternoon. This usually minimises your employer’s opportunity to spend the requisite time to develop a counter-offer. Your current employer does not have a need to know where you’ll be working after you leave. In the event of non-compete issues, assure your employer that you do not intend to violate your non-compete clause and that you will disclose the name of your new employer after you’ve settled into your new role. This can often be a way for managers to angle themselves into a counter-offer discussion by

informing you of all the “wrong” things with your new organisation. This reinforces the notion that he/she doesn’t really believe you are capable of making a sound decision on your own. And, probably one of the reasons you decided to make a change in the first place. The point of the meeting is to discuss how to make the transition as smooth as possible for everyone involved. It is not a meeting to debate the merits of the decision you have already made in your own best interest. Immediately following your resignation, we would like you to contact us to thoroughly debrief the meeting.



## What To Expect From Your Boss

Some of you will agonise over this meeting. Others will move through it with ease. In either case you need to be prepared. Employers have only a few possible reactions to your resignation;

“Pack your desk and leave!”,

“How can you do this to me, the company after all we’ve been through together?”,

“How can you do this to the client, they depend on you and as you know we’re so backlogged?”

or: “Come on, you can’t be serious, what’s it going to take to keep you?”, or: “I understand, I accept your resignation and want to work out a smooth transition.”

Whatever their reaction, take confidence in knowing that you have been well prepared emotionally and professionally. By having realistic expectations of the resignation meeting, the possible reactions from your boss and the appropriate positioning of your resignation itself, you’ll be able to maintain control of your career. If having completed the reading on resignation and counter-offer, you have further questions, please contact Redfox.

# CV example



## CURRICULUM VITAE

**Name:** Christian Name & Surname

**Address:** Street Name & Number  
Town / City  
Postcode / Zipcode

**Telephone:** Work / Home Number  
Mobile Number

**Email Address:** your\_email@yahoo.com

**Date of Birth:** Date / Month / Year

**Education:** Start Year – End Year, Name of University  
Degree Awarded

Start Year – End Year, Name of School  
Number of 'O' Levels  
Number of 'A' Levels

- A Level Subject & Grade
- A Level Subject & Grade
- A Level Subject & Grade

**Professional Qualifications:** Qualification and Pass Record

**Languages:** e.g. Conversational French

**Computer Skills:** e.g. Microsoft Office, Pegasus, Lotus, Sage

**Current Employer:** Company Name, Location

**Current Package:** Salary & Package Details

**Notice Period:** Length of Notice Required

## EMPLOYMENT HISTORY (begin with the most recent first)

**Company Name** **Start Date - Present**  
Company description: sector, turnover, ownership, stock exchange listing

**Position Held**  
Reporting level and promotions attained

*Responsibilities: (bullet points)*

- Specific tasks
- Level of influence
- Personal initiative above and beyond specific responsibility
- Teambuilding experiences

*Specific Project Work / Achievements: (bullet points)*

- Only detail projects you have had direct and material experience of
- Successful projects you directed and their direct impact to the business
- State values
- Initiatives you implemented
- Direct improvements to the business as directed by yourself, etc
- Technical highlights and achievements

**Company Name** **Start Date – Finish Date**  
Company Description: Sector, turnover, ownership, stock exchange listing.

**Position Held**  
Reporting level and promotions attained

*Responsibilities: (bullet points)*

- Specific Tasks
- Level of influence
- Etc

*Specific Project Work / Achievements: (bullet points)*

- Successful projects directed
- Initiatives you implemented
- Etc