SuperHireo

SUPERHIREO FOR JOB SEEKERS (FREE DOWNLOAD)

The **expert recruiter tips** that will make you stand out and get you the perfect job.

A lousy job application vs. an excellent one

I've been interviewing and hiring for many years, and I can honestly say (hand on heart) that 90% of the applications I receive are irrelevant. Sadly, most candidates are just applying for any role they can find online without even reading the job advertisement or researching the company before they apply. Don't be one of these candidates – please! Here are some guidelines on how to increase your chances of standing out and getting interviews.

SUPERHIREO TIPS – A LOUSY APPLICATION

- You're not an obvious on paper match. You don't have the skills or experience listed as required in the job advertisement.
- Your resume/CV has spelling and grammar mistakes. Not only does this highlight your lack of attention to detail, but you risk getting rejected immediately.
- Your resume/CV is too long. If the recruiter or hiring manager needs to spend more than 30 seconds looking for the relevant information, they probably won't bother continuing.
- You apply for every job instead of the ones that genuinely interest and suit you.

SUPERHIREO TIPS – AN EXCELLENT APPLICATION

- It's evident on paper that you have the experience needed to perform in the role.
- Readers can quickly and easily scan or sweep their eyes over the document like a radar to spot specific information.
- You've followed the job application instructions. If they're asking for a cover letter or your responses to specific questions, make an effort to respond and submit them.
- You've kept track of all the jobs you've applied for (in notes or a spreadsheet). When HR or the recruiter calls, you can quickly and confidently recall details of the role.

Eight steps to a standout job application

To give yourself the greatest chance to get noticed when you apply for a job online, follow these eight simple guidelines.

SUPERHIREO TIPS – BE AT THE FRONT OF THE LINE

- Submit your application within the first 1-7 days of the job posting. If you apply after the first week, you risk your application getting lost amongst all the other candidates.
- Make sure your resume is between 2-4 pages long (no more).
- Double-check your documents for spelling mistakes or get a friend to critique and proofread.
- Follow the job application instructions. They are a test to see who is paying attention.
- Your responses to the application questions will give us insight into your motivations and suitability. When we know to expect 100s of applications, it's the quickest (and easiest) way for us to eliminate the weakest candidates.

SUPERHIREO TIPS – PHONE INTERVIEWS

- After the initial resume/CV screening, the recruiter may schedule a phone interview with those who are a decent match on paper and to also assess communications skills.
- If you're getting phone interviews but not progressing any further, you may be hard to understand on the phone.
- If you're asked to repeat what you're saying too many times, the caller may give up. Ask for feedback from a friend on how you sound on the phone before any scheduled phone interview.

NOTE - *Recruiters will be regularly checking who have applied during the first week or two. After that, they'll only look at new applications if they haven't found good people from the first group of applicants.*