



# CANDIDATE SERVICES

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All our Consultants at Kingsley are specialists in the sectors we operate in. They are given the ownership, autonomy and support to ensure that our candidates receive a tailor made service, specific to their circumstances and aspirations.

As advisors through the full recruitment process, our Consultants take time to get to know you. It really is 360 consultative support from the very start of our relationship together.

In addition to being your advisor, we also offer the following services to you:

- 24 / 7 Contactable service
- HMRC compliancy Services
- CV Advice
- Interview support and preparation
- Company and salary comparisons
- Reward referral scheme
- Permanent, Contract, Interim whichever is your preferred choice, at Kingsley Consulting we have you covered.



# INTERVIEWS

You should treat all interviews as a formal situation and therefore you want to create the very best impression possible.

What you wear to the interview will help with this and will create that good first impression. So wearing something smart like a shirt and tie or blouse, smart trousers and if possible even a suit, will help you stand out.

Ensure that you arrive in plenty of time for the Interview; take into account traffic, train or bus delays. It's always good to check your route prior to interview day.

Always portray a professional manner throughout the entirety of the interview.



## INTERVIEWS

Ensure you take along original versions of the following:

- \* CV
- \* Passport
- \* Driving Licence
- \* Any relevant certificates or qualifications



## Remember

- \* A firm handshake when meeting your interviewer
- \* Keep eye contact throughout the interview
- \* Portray a professional manner at all times
- \* Be positive and sell yourself
- \* Make a point of talking about your strengths and what you are able to offer the company
- \* Do not be over negative or critical of your current manager or employer
- \* Ensure that you go with a list of questions to ask while you are there



# CANDIDATE RESOURCES

We have some more detailed interview support on our Candidate Resources page on our website at:  
[www.kingsleyconsult.co.uk/candidate-resources/](http://www.kingsleyconsult.co.uk/candidate-resources/)

Here you'll find a number of interview support documents that you're able to download in order to provide you with the very best chance of securing the job. There are different support guides for different types of interviews including a general interview advice guide, interview specific 'question and answer' preparation for the likes of Sales or Management position interviews, Video interviews and also a guide to how to deal with any potential counter offers that may be made by your current employer further down the process.



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We will speak to you on the morning of or the day before the interview to confirm you are all prepared and talk briefly through the interview itself.

If you have any problems attending or questions about the interview at any point, then please contact us immediately by phone or email. If you are running late or believe that you may arrive late to your interview, then please also let us know before your interview is scheduled to start, so we are able to let the company know.

Once you have finished in your interview it would be beneficial to call us straight away on 01327 227320 to let us know how it has gone, your initial thoughts on the position, the company and how everything was left. We will then be able to manage the next steps for you and be able to gain feedback from the interviewer in order to then provide this back to you.





# Kingsley

## CONSULTING



If you have any questions about anything at all, please do not hesitate to give us a call on 01327-227-320

Last but not least...

*Good Luck!*