



SCIENTIFIC
RECRUITMENT



About Me

- ✓ Kym Volp
- ✓ Bsc Hons – Immunology (QUT) and RA
- ✓ Founder skin care company in 1998
- ✓ Recruitment Industry
- ✓ Shareholder and Innovation, Strategy and Partnerships Manager, Evolve Scientific Recruitment
- ✓ Now founder of the CTEAA



Summary



Take home resources

1

**most important job
tip ever**

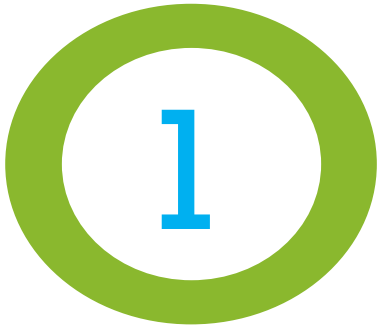
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**things you must know
or do to find work**

33

**reasons why you
didn't get the job.**

No. 1 Job Tip



**most important job
tip ever**



Ben Duffy

“Using empathy to neutralise or control objections before they negatively affect your application”.



1. Where to Look



Physical **location** of your search



Where are the jobs **advertised**?

- Online job boards, hiring company website, LinkedIn
- Not Online (eg. newspaper, community notice board)
- Not advertised at all



2 Resume and Cover Letter

**How we process
your resume/cover
letter**



Resources



5 Resume and Cover Letter Deadly Sins...

“I hate it when people send through their cover letter addressed to someone else. It’s obvious that they have just re-used the last application without even checking it. If you’re that careless in putting together your application... why would I want you working for me? I don’t hire idiots...” Brad. Small Business Owner.

1

**Poor Spelling
and Grammar**

**Addressing to the
wrong person**

2

3

**Not tailoring to
each role**

**Too long
and wordy**

4

5

**Not using examples,
facts and figures.**

Waffle vs Facts and Figures

I am a successful, energetic and highly-regarded project manager with exemplary people management skills.

Blah Blah
Blah...
REALLY!!???

VS

An example of how I have excelled in delivering large-scale complex projects was in my role as Project Manager at Company X. Here, I was responsible for:

- **successfully keeping the project within budget (\$10M)**
- **delivering the project on time (1 week early with a 14 week timeline)**
- **managing 4 direct reports and 11 contracted resources**

I also received formal recognition from the CEO for my efforts (see attached email).

7

3. Referrals

?

Why ?



Who?

?

How ?



4. Recruiters

**Why do companies
use recruiters?**



What do recruiters do?



**I'm a recruiter. Please don't
hate me!**







4. Recruiters

**Why do companies
use recruiters?**



What do recruiters do?



**7 reasons why you probably
hate your recruiter**



Benefits



**How to make friends with your
recruiter?**





5. Attitude





6. Get Organised



**Treat job-hunting
like a job**



Be methodical



Use tools to help you

The Top 33 Reasons Why You Didn't Get the Job

| | |
|----|---|
| 01 | Your resume is too brief, too long, not targeted, unclear, not quite right in some way. |
| 02 | You don't have the right skills and experience. |
| 03 | They didn't like you. |
| 04 | You didn't look the part |
| 05 | You sledged your current/former employer or colleagues. |
| 06 | Did you convince them that you really want this job and only this job? |
| 07 | Did you focus too much on what opportunities the role will provide for you, rather than what you can do for them? |
| 08 | Were you flexible in terms of your availability for interview times? |
| 09 | Does your work history look patchy and unstable? |
| 10 | Did you answer the questions directly and succinctly? |
| 11 | Do you live too far away? |

The Top 33 Reasons Why You Didn't Get the Job

| | |
|----|--|
| 12 | Are you too young or old? |
| 13 | Are you always looking for the next big thing? |
| 14 | Did you come across as arrogant? |
| 15 | Did you come across as too shy/boring/timid? |
| 16 | Were you on drugs/Intoxicated during the Interview? (REALLY? STOP IT!!!) |
| 17 | Your notice period was too long. |
| 18 | Were you on time for the interview? |
| 19 | Are you the wrong gender? |
| 20 | Did you lie on your resume or in the interview? Even just a little bit? |
| 21 | Were you super responsive to all of the employers' requests throughout the recruitment process? |
| 22 | Were you able to provide contact details of at least two recent and relevant referees? By relevant we mean your direct supervisor/manager from your current role, or the role before that? |

The Top 33 Reasons Why You Didn't Get the Job

| | |
|----|--|
| 23 | If you provided recent and relevant referees (see 22 above) are you absolutely certain that they would say nice things about you if contacted for a reference? |
| 24 | Were your salary expectations too high? |
| 25 | Someone else was better than you. |
| 26 | The employer is racist. |
| 27 | Your English wasn't so great. |
| 28 | You have had a long break out of the industry that you have applied for. |
| 29 | Someone within the company has prior knowledge of you and has said something negative about you to HR or the hiring manager. |
| 30 | You were too good for the job. |
| 31 | You have family responsibilities that may prevent you from dedicating yourself 100% to the job. |
| 32 | You swore or used otherwise inappropriate language in the interview. |
| 33 | You put a picture of yourself on your resume. |

Resources

1

Access to resume, cover letter and selection criteria writing and interview coaching services.

2

For more information go to www.cteaa.com.au

Job Guide

3

Step-by-Step Workbook

Resume and Cover Letter Templates