

ADVICE FOR CLIENTS

WADING THROUGH CVs

Sorting through piles of hundreds of CVs can be a daunting process to face. But when you are pressed for time, how can you work through them quickly, without missing out on a valuable candidate?

A good recruitment agency should only supply CVs for candidates that have been thoroughly vetted and assessed as a good match for the role. But if you have been advertising through various channels, you are likely to have a range of applicants.

If you are working with a recruitment agency, let them know how many CVs you would like to see, and when you need them by. This will help to focus their candidate search and supply you with a manageable number of CVs to look through.

When wading through CVs to pick out potential candidates and create a candidate shortlist, it is a good idea to have a few things in mind to look out for. These four key areas will help you to whittle your pile of CVs down quickly without missing any hidden gems.

(1) Job titles

The first thing to look out for is a candidate's job titles, both current and past. If the CV is set out well, this information should be quick and easy to find. A candidate who has worked in the same or similar roles before and can demonstrate experience is a safe choice, although also look out for candidates who have the aptitude and motivation to step up the role at your company and will value the career move.

(2) Companies

Look at which companies each candidate has worked at before. Have they worked for your competitors or a company you particularly admire? Is the candidate from an SME background or have they only worked at large corporates? Consider the structure and culture of their previous companies and whether they would fit in or enjoy working at your company.

(3) Tangible achievements

A good candidate CV should set out what they have achieved in each role. Look for tangible achievements, rather than general statements. A candidate may say they are "a highly motivated and successful salesperson" but this means nothing if it isn't backed up by impressive sales statistics or awards they've won.

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(4) Seniority level

Depending on the role you are recruiting for, a candidate's previous seniority level may be an important factor to consider. For management candidates, look at the size of the

teams they have managed before. Do they have line management experience, or have they led project teams? Consider the structure and hierarchy of the organisation they have worked for before – will they be comfortable and confident at the level your role requires?

You can save a lot of the stress, hassle and time by partnering with a recruitment agency that can manage the whole recruitment process for you!

All CLD Recruitment clients benefit from our highly tailored and personalised service. We'll work with you to establish what skills you need in your business, adding valuable market insight to your recruitment planning process. We will then ensure that we find you the best possible candidate who will make a real difference in your business long term.

To find out more and discuss your requirements, call 0113 829 3380 or visit www.cldrecruitment.co.uk/why-choose-us

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