

The EllisKnight Handbook

How to get a job quickly.

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Career goals



What do you want to accomplish?

Let's make a plan!

Short-term goals



Make it happen!

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Jobseeking Checklist

1. ☐ Career objective.
2. ☐ Build or update CV.
3. ☐ Create or update cover letter.
4. ☐ Create or update LinkedIn profile.
5. ☐ Register on job boards.
6. ☐ Register on recruitment agencies.
7. ☐ Set up job alerts.
8. ☐ Track applications and follow up.
9. ☐ Tap into your network.
10. ☐ Practice interviewing and fill up attached interview checklists.

UK Job Boards List

There are a significant amount of job board websites in the UK; however, feel free to do your research and register in the ones that are right for you.

- ☐ **EllisKnight International Recruitment**
<https://www.ellisknight.com/job-search>
- ☐ **Reed**
<https://www.reed.co.uk/>
- ☐ **CV Library**
<https://www.cv-library.co.uk/>
- ☐ **Indeed**
<https://www.indeed.co.uk/>
- ☐ **Monster**
<https://www.monster.co.uk/>
- ☐ **Adzuna**
<https://www.adzuna.co.uk/>
- ☐ **Total Jobs**
<https://www.totaljobs.com/>
- ☐ **Jobsite**
<https://www.jobsite.co.uk/>
- ☐ **In Automotive**
<https://www.inautomotive.com/>
- ☐ **LinkedIn Jobs**
<https://www.linkedin.com/jobs/>
- ☐ **Facebook Jobs**
<https://www.facebook.com/jobs/>

Job Application Tracker

[illegible]

Video Interview Checklist

MAIN DETAILS

Company name:
 Agency contact details: if necessary
 Interviewer:
 Date:
 Time:
 Link/reference:

COMPANY'S WEBSITE RESEARCH

Company name:
 Does the company belong to a bigger group?
 Industry:



Where are you going to work... ☐ Head Office (HO) ☐ Branch ☐ Don't know

Does the company have a careers page? If so, are there benefits? If not, ask about the points below in your interview:

- Employee Benefits:
- Training programmes:
- Development programmes:
- Pension Scheme:
- Holidays:
- Maternity/Paternity leave:
- Extras:

Who is the CEO or/and Company Founder:

Product(s) or service(s):

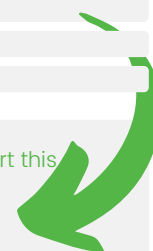
PREPARE YOUR ANSWERS

Why I would like to work for company name ?

My Strengths:

My Weaknesses:

How would you convert this to development opportunities?



My questions for the interviewer:

Face-to-face Interview Checklist

Take this page with you on your interview day!

MAIN DETAILS

Company name:
Agency contact details: *if necessary*
Interviewer:
Date:
Time:
Address:

COMPANY'S WEBSITE RESEARCH

Company name:
Does the company belong to a bigger group?
Industry:

Ask this on
your interview

Where are you going to work... ☐ Head Office (HO) ☐ Branch ☐ Don't know

Does the company have a careers page? If so, are there benefits? If not, ask about the points below in your interview:

- Employee Benefits:
- Training programmes:
- Development programmes:
- Pension Scheme:
- Holidays:
- Maternity/Paternity leave:
- Extras:

Who is the CEO or/and Company Founder:

Product(s) or service(s):

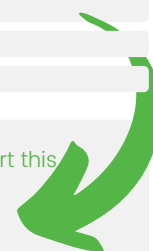
PREPARE YOUR ANSWERS

Why I would like to work for company name ?

My Strengths:

My Weaknesses:

How would you convert this
to development
opportunities?



My questions for the interviewer:

Notes

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