



O C T O P U S
P E R S O N N E L

Talent Support
HAVING A SUCCESSFUL
REGISTRATION



Call us on 01747 825568 to arrange your registration
with one of our experienced consultants

Having a successful Registration

Brief Us

Be **honest** with yourself and us with regards to the types of jobs you are looking for and likely to seriously consider.

For some job roles we will require that you do some **assessments**. If these are assigned to you it is important that you do them as soon as possible. Your results on these will strengthen your profile when it is sent to a client

STEP
01

Be realistic - Are your expectations achievable? Do the skills and experience that you have meet the criteria for the position that you want? Are your salary expectations reasonable?

STEP
02

Documentation

Send us your **CV in word format** - Most job roles will require a CV to apply. We offer personalised CV advice and you can download our guide from the website.

STEP
03

Keep in contact

We register hundreds of candidates looking for a job every month. By keeping in contact with us this will ensure that your details are kept up to date on our database. You can **drop us a text, email, phone call** or candidate enquiry from our website, just to let us know how your own job search is going.

If you use Facebook, Twitter, LinkedIn or Google+ , **follow us**. When we get a new vacancy it will be posted on our social networking sites and website.

STEP
04

Call back

Save the office phone number into your mobile. This way you will know who is calling. If we can't get hold of you we will always leave a voicemail. **Listen to your voicemail** if we have phoned.

When we get a job role in, we will be phoning several candidates to fill this position. It is paramount that if you have a missed call or message from us, you **phone back as soon as you can**. Remember, we will be looking to get candidates and profiles over to our clients as rapidly as possible.