



FIND A LIKE-MINDED TEAM

A guide to job searching
and finding your perfect role

A GUIDE TO FINDING THE PERFECT ROLE

This resource is designed to guide you through our recruitment process and provide some useful advice on interview techniques, CV tips and additional tidbits, all with the aim of making you **fiercely distinctive**.

We pride ourselves on our ability to match exceptional candidates with top businesses and private individuals all over the world. Our approachable, intelligent and professional team of consultants endeavours to instil you with confidence through the entire process, ultimately securing your perfect role.

As always, we welcome your feedback so please feel free to email us at marketing@tiger-recruitment.co.uk.

Please also check our website for the other services and resources we offer, including training and coaching, virtual and international opportunities and industry insights.

INTRODUCTION TO TIGER

Tiger was established in 2001 in response to a gap in the market for a premium business support recruiter that focused on service excellence for candidates and clients alike. Since then, we've expanded significantly and now have offices in London, Dubai, New York, Manchester, Bristol and Dublin. Tiger Recruitment spans five distinct divisions: business support, private, hospitality, technology and HR.

When you attend your registration interview, please let your consultant know if you are interested in a permanent, temporary or contract position. If there are any changes to your preference or your employment status, please keep your consultant informed so they can make the relevant amendments to your search preferences.

**GOOD LUCK WITH YOUR JOB SEARCH AND
THANK YOU FOR JOINING TIGER RECRUITMENT!**





WHAT HAPPENS NEXT

Once you've interviewed with one of our consultants, we will send over any relevant skill testing by email. If you have registered with other agencies and have a copy of the test results, we can use these as long as the test has been completed in the last six months.

If you didn't bring your identification or right to work qualifications to your registration interview, please ensure you drop this into the office as we are not able to place you until we have verified your right to work.

If you are registering for temporary work, our team will take up references, so please inform your referees that you have passed on their details to assist us in obtaining completed references quickly.

Tiger doesn't work on a basis of candidate ownership, so once you are registered you could be contacted by any member of the team to discuss suitable roles. If you see any positions that you are interested in, contact the consultant you registered with—they will pass your details onto the relevant person.

Please don't be discouraged if you are not contacted immediately about live opportunities after meeting with us. We place a huge emphasis on personality fit so—to ensure we are respectful of everyone's time—we will only submit you for a role that we feel is the right 'fit' for you.

"MY RECRUITER ALWAYS KEPT ME UPDATED AND AWARE OF ALL OPPORTUNITIES THAT SHE THOUGHT I MAY BE INTERESTED IN. I ENDED UP GETTING MY DREAM JOB, THANKS TO HER AND TIGER RECRUITMENT."

SALLY, EXECUTIVE ASSISTANT

THE JOB HUNT

We encourage you to keep an eye on our website so that you are aware of all new positions as they become live. In some cases, you will hear about suitable roles before you see them advertised, but please do contact your consultant if something grabs your attention and you haven't been called about it already.

When running new roles past candidates, we believe in imparting as much information as possible to you so that you can make an informed choice about whether you want to be considered for a position. Once you have indicated that you would like your CV to be sent across, we ask that you attend all interviews we secure on your behalf.

We value confidentiality and will never send your CV to a third party without your prior permission. Similarly, while we like to give you as much information as possible about potential roles, many of our clients also ask for confidentiality—so we'd request that you keep any employer or job information private.

Throughout the interview process, we believe in giving you honest feedback. Please keep us informed of your situation, including any interviews that are progressing through to further stages. This helps us keep our clients updated and means we can push the process along more quickly if needed.

If you have any queries at any point in the process, always feel free to speak to your consultant.

RECOMMENDATIONS

Many of our clients and candidates have approached us further to personal recommendations. We're very grateful for this and are delighted to offer rewards for referrals. For further information, please speak to a consultant.

JOB ALERTS

We recommend that every jobseeker who registers with us sets up their personalised job alerts via our website. Once in place, you will be automatically emailed with new roles that suit your skills and experience.

VIDEO INTERVIEW SOFTWARE

Some of our clients use video interview software. The platform not only allows you to attend virtual interviews, but you can also create a short introductory video as part of your job search. This helps our clients learn about you quickly and easily.

TEMPING WITH TIGER

Once you are booked in for your first temporary assignment, we will send you an email with the relevant forms and information to complete for payroll. They will need to be returned to us as soon as possible.

In addition, if we didn't sight and make copies of your passport or residence permit at your registration interview, we will need you to bring this into the office before you can start a role.

The process will vary according to the client. When you confirm a booking, we ask that you honour that placement as last-minute cancellations can place both us and our clients in a difficult position. Our most loyal and reliable temps are given priority and are generally requested back by our clients.

Before you begin an assignment, we will ensure that you are fully briefed about the role and company. Please contact us on the first day of your booking to check in and let us know that all is well. We will remain in regular contact throughout your temping assignments.

ONLINE TIMESHEETS

Tiger operates an online timesheet submission system. Before your first temporary assignment, you will be provided login details to the online portal, where you can complete your timesheet. We request that your timesheet is submitted at the conclusion of your last shift for the week. The latest that your timesheet will be accepted is 8am Monday for the previous week. This will ensure that you are paid accurately and on time. For any payroll queries please email timesheets@tiger-recruitment.co.uk. Once submitted, the timesheet is sent to the nominated authoriser (usually your hiring manager) and will need to be approved by 12pm on Monday for the previous week.

BECOME A BREAKFAST TEMP

Our breakfast temps are a select group of exceptional temporary candidates who are given priority for same-day temp bookings. If you are interested in becoming a breakfast temp, please let your consultant know.

TIGER TEMPORARY GUIDELINES

Whether you are an experienced temp or temping for the first time, please use the following guidelines during your time as a Tiger Temp:

Please ensure you have read our terms of engagement and opt-out agreement, and have returned the signed forms prior to commencing your first temporary placement.

Be punctual. If you are held up or unable to get to work, you must contact the temp team before 8:30am so that the client can be alerted and alternative arrangements can be made if necessary.

During an assignment, please provide us with your direct line so that we can keep in touch.

Please arrange any personal appointments or interviews outside standard working hours unless discussed with and agreed by your consultant.

Please respect the company dress code. We recommend smart business attire, minimal jewellery and closed-toe shoes, unless otherwise advised. We would advise removing any facial piercings.

All mobile phones must be switched off during business hours.

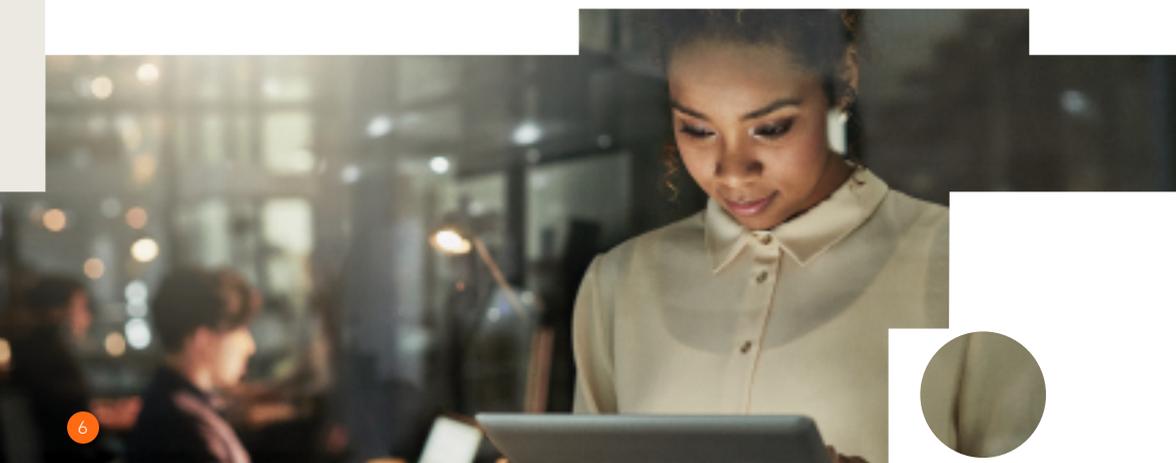
Any use of client telephones, internet, email, faxes, photocopying and franking facilities are generally not to be used for your own personal use, unless authorised by your line manager.

Should you wish to work through your lunch break, you must have this authorised by your line manager. Never assume overtime hours are approved unless discussed with your consultant or line manager.

Timesheets are your responsibility and must be submitted at the conclusion of your last shift for the week. The latest that your timesheet will be accepted is 8am Monday for the previous week. Ordinarily, you can expect to be paid on the following Friday (a week in arrears). Should you miss the deadline, your pay will be delayed by a further week.

Be mindful of a client's health and safety policy. At the end of an assignment, please leave handover notes and return your security pass before leaving.

From time to time we ask our clients to complete feedback forms. These forms are used to assess your performance and allow us to monitor client satisfaction.





RESOURCES

ONLINE

We email informative weekly and monthly newsletters to registered candidates. These typically include details on market trends, top jobs, latest insights, useful events and exciting competitions. Opt in via our website or at interview to ensure you receive these.

Our job vacancies are listed on our website, Facebook, Twitter, LinkedIn and Instagram pages. Follow us for updates on available positions and other useful insights.

It's also worth keeping an eye on the insights area of our website, which includes career advice, events, news and other important information.

ONLINE TRAINING

On top of our day-to-day consulting services, Tiger has also partnered with New Skills Academy to help candidates brush up on their skills and enhance their career prospects. All courses can be completed online and in your own time.

If this is of interest, please visit the candidate resources area of our website for more information.

INTERVIEW PREPARATION

If you're offered an interview for a role, there's plenty you can do to prepare. Please don't hesitate to call us before your interview if you have any queries—we would be delighted to help.

TIGER CHECKLIST

Your CV

- Make sure you've reviewed your CV before the interview. As the employer will already be familiar with it, you should feel comfortable talking through each point.
- Think about real-life examples that support the information and experience stated on your CV.
- Remember that the client is looking for reasons why your experience is relevant to them—not for your life history!

Client background

- Brush up on the company, noting what they do, how long they have been operating, who the key players are, their objectives, clients and mission statement.
- Don't just check out their website—also look at their social media networks and any other published material. This will provide a comprehensive overview of the company and the messages it wishes to convey.
- Read the job description for the role (if available) in detail.

Questions and answers

- It's a good idea to prepare some answers to questions that may come up in the interview. Always answer any questions in full and try to prepare examples to support your point. Common questions can include:
 - Why are you leaving your current role?
 - What do you know about our company and what interests you about it?
 - Why do you think you are suitable for the role?
 - How have you managed to turn a negative situation into a positive one in the workplace?
 - What would you say your strengths/weaknesses are? (Make sure you can list five and support them with good reasons).

- List five adjectives which you think best describe you.
- Where do you see yourself in five years? (Clients will want to see your level of commitment here, so think carefully before you answer—don't be too ambitious as you'll want to show that you are prepared to stay in that role for at least 18 months.)
- You may encounter behavioural and competency-based questions during the interview. Feel free to refer to the insights page on our website for tips on how to best answer these.
- Don't forget to have some questions to ask them too!

The interview

- Never underestimate first impressions! We always recommend that you arrive 5-10 minutes early.
- Wear smart business attire.
- Ensure hair is neat, facial hair is trimmed and make-up/jewellery is kept to a minimum.
- Have a firm handshake and smile when you meet your prospective employer.
- Speak clearly, confidently and slowly during the interview.
- Remember, the client has already liked what they have seen on your CV, so you should feel confident—this is the time to show off!

After the interview

Once you've completed your interview, we will liaise with the client to find out if they'd like to move forward. We also request that you call us after your interview to give your feedback. If you both agree to progress, there may be a second interview, which will usually involve meeting with different members of the team.

Please visit tiger-recruitment.com
to find an office near you.

London | Dubai | New York

Connect with us to discover the latest jobs, news, workplace
insights and market trends.



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