



## FIND A LIKE-MINDED TEAM

A guide to job searching  
and finding your perfect role

**FIERCELY DISTINCTIVE** | BUSINESS SUPPORT | VIRTUAL | PRIVATE  
[tiger-recruitment.ae](http://tiger-recruitment.ae)

**TIGER**  
Recruitment

# 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](mailto: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.

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



## 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, with three distinct divisions: business support, private and virtual.

We've also spread our wings, opening a total of four offices in the UK and more internationally. Our Dubai office services MENA, where we specialise in business support recruitment and work with employers of choice to fulfill a variety of roles including that of executive assistant, personal assistant, team assistant and administrative assistant.

Our Dubai office works across Saudi Arabia, Kuwait, the United Arab Emirates, Bahrain, and Oman, and within a range of industries, including finance and investments, private equity, oil and gas, legal, construction and creative. With exceptional local knowledge and an established international footprint, we are well-placed to help you find your next role.

When you attend your registration interview, please let your consultant know if you are interested in working in a particular sector. 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.



## 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.

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 and app so that you are aware of all the 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.



## RESOURCES

### ONLINE

The Tiger app provides immediate access to our latest jobs, allows you to save your search preferences and gives you the option to update your availability in real time.

We also email an informative monthly newsletter to registered candidates. This typically includes 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 Google+ pages. Follow us for updates on available positions and other useful insights.

For career advice, upcoming events, news and other important information, keep an eye on our website.

### 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.



## LIVING IN DUBAI

When it comes to living in Dubai, there's plenty to learn—and fast! Here are just some of the things to consider upon first arriving in the area.

### LOGISTICS

Unfortunately, it's not just a case of turning up and hoping for the best—the Middle East has quite strict expat laws which can make the first few weeks a little tricky.

#### Visa

On arrival, you are given a 30-day visit visa. If you don't receive a job offer within those 30 days, it's necessary to complete a visa run. There are companies that can facilitate this for you at a small cost—they meet you at a designated pick-up point, drive you to the border, talk you through what to do and bring you back.

Once you secure a role, there are several permissions you need to secure before starting work. Luckily, the first step is your working visa, which your employer largely looks after. This can take several weeks, so your employer should look to get this started as soon as you sign an offer letter.

The next step is a health card, which is a compulsory requirement for foreign workers. You'll need to submit medical records, copies of your passport, passport photos, a job offer letter (or proof of employment) and your working visa application. You'll also need to undertake a medical test to rule out diseases like HIV, hepatitis C and tuberculosis.

You can also concurrently apply for a labour card. This will involve sending a passport photo, your employment contract, visa on which you entered Dubai, medical records and your employer's labour licence to the Ministry of Labour.

Lastly (but definitely not least), you'll require an Emirates ID card or residence visa. This application will need to be done in person, as you'll need to submit handprints and fingerprints, as well as your passport, medical records, health certificate, original entry visa, passport photos and your labour card (or receipt from your labour card processing).

When all of these have been processed and approved, you will be able to legally work in Dubai. You cannot set up a bank account or buy a phone SIM card until you have these elements in place, so getting these organised as soon as you accept a role is paramount.

#### Accommodation

You cannot rent anywhere in Dubai until you have a valid visa and Emirates ID. This means that for the first month that you are working, if you do not have someone to stay with, you will have to stay in a hotel.

As living costs can be high in Dubai, it is essential to account for these costs when looking at your budget. Your savings can quickly deplete when paying for a hotel every night!

### LIFESTYLE

The first few weeks in a new city are often filled with paperwork and job hunting—Dubai is no different! When looking for work it's essential to be proactive. By remaining in contact with agencies and networking where possible, you will increase your chances of success.

Not having a full-time job can be very lonely as everyone else is working during the day. While weekends provide an opportunity to socialise and build friendship groups, the high cost of living might discourage you from going out too much!

### FINDING A JOB

As with any job-hunting process, it's paramount you refine your CV before submitting it to any agencies or job sites. Make sure it is clearly set out and covers your major responsibilities and achievements. Avoid stereotypical 'buzzwords', opting instead for a unique approach.

The interview process in Dubai can be very long and some agencies do not come back to you at all. Successful job hunters are proactive with their search, calling and emailing for updates as and when necessary.

While we would love to place everyone we register, there are circumstances where we won't have a role for you straight away. Therefore, to improve your chances, it's worth signing up with as many agencies as possible. When you do, make sure you track the roles you are applying for in order to follow up efficiently.





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to find an office near you


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