



FIND A LIKE-MINDED TEAM

A guide to job searching and finding your perfect role

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TIGER
Recruitment



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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 titbits, 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, Dublin and Zurich. Tiger Recruitment spans six distinct divisions: Business Support, Private, Digital, HR and Finance.

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

Before we can place you in a job, you will need to provide us with identification. Please ensure you respond to your consultant's request promptly, so that we may verify your right to work and place you in a job as soon as possible.

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.

At Tiger, jobseekers are not assigned with a single point of contact, 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.



“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

Please don't be discouraged if you are not contacted immediately about live opportunities after meeting with us. We place a huge emphasis on the value alignment between employee and employer 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.

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 we receive a new job brief from an employer that may be of interest to you, we will reach out by phone or by email. It's always a good idea to save your consultant's phone number and email address to ensure you don't miss any new opportunities.

When running new roles past you, we believe in imparting as much information as possible 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.





TEMPING WITH TIGER



Once you're 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 order to be set up for online timesheets.

The process will vary according to the employer. 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 employers.

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. You should ensure that your timesheet is submitted by COB Friday and you have until 12pm on Monday to ensure that the timesheet has been approved by the authoriser. This will ensure that you are paid accurately and on time. For any payroll queries please email payroll@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.

From Day One,
when you temp, you
will automatically accrue
holiday pay at

12.07%
of your hourly rate.

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.

HOLIDAY PAY

From Day One, when you temp, you will automatically accrue holiday pay at 12.07% of your hourly rate.

Requesting your holiday is as easy as submitting your timesheet via our Eezytime portal by clicking on the 'Holiday Request' tab. Should you wish to be paid holiday pay, submit zero hours on your timesheet for the applicable time period, and it will be paid out to you the following week in line with normal payroll. Please note, this also applies to any bank holidays.

YOUR ENTITLEMENTS AS A TEMP

An agency worker, as defined by AWR (Agency Workers Regulations) legislation, has certain rights over two specific time frames.

Day One rights include access to facilities typically available to permanent staff (such as canteens and childcare facilities), as well as being included in internal communication of vacancies and the opportunity to apply from within, before the end-hirer outsources to fill the vacancy.

From Week 12 onwards of an assignment (known as the qualifying period, for which the worker has worked in the same role, with the same end-hirer), the regulations for temporary agency workers expand to include working condition regulations such as breaks and annual leave, as well as equal pay as the permanent role equivalent.

After 12 weeks, you will also be assessed in the statutory pensions auto-enrolment scheme. To be eligible for pensions, you need to be aged over 21 and have earned a net income of £120 or more per week. You can choose to opt in before you have been auto-enrolled.

Once you have been enrolled, you will receive a joiner pack from our pension provider, Now Pensions. Should you choose to opt out of pension deductions, you will need to contact Now Pensions directly.

REMOTE WORK

If your temp assignment involves working remotely, please ensure your home setup is comfortable and quiet with a strong internet connection. You will be expected to be contactable during business hours and track your work times for your timesheet. We also recommend agreeing, at the beginning of the assignment, anticipated timings and output of tasks with your hiring manager.



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:



Be proactive with the paperwork

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.



Arrive on time

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.



Keep in touch

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



Calendar management

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



Dress for success

Please respect the dress code of the company you are working for and dress in line with the expectations of respective clients.



Switch off

All mobile phones must be switched off during business hours.



Keep to the brief

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.



Approve overtime ahead of time

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.



Submit your timesheet

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 12pm 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.



Stay secure

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.



Feedback

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, or sign up [here](#).

Our job vacancies are listed on our website, Twitter and LinkedIn 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

- Please send your CV to us in MS Word rather than as a PDF.
- 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.

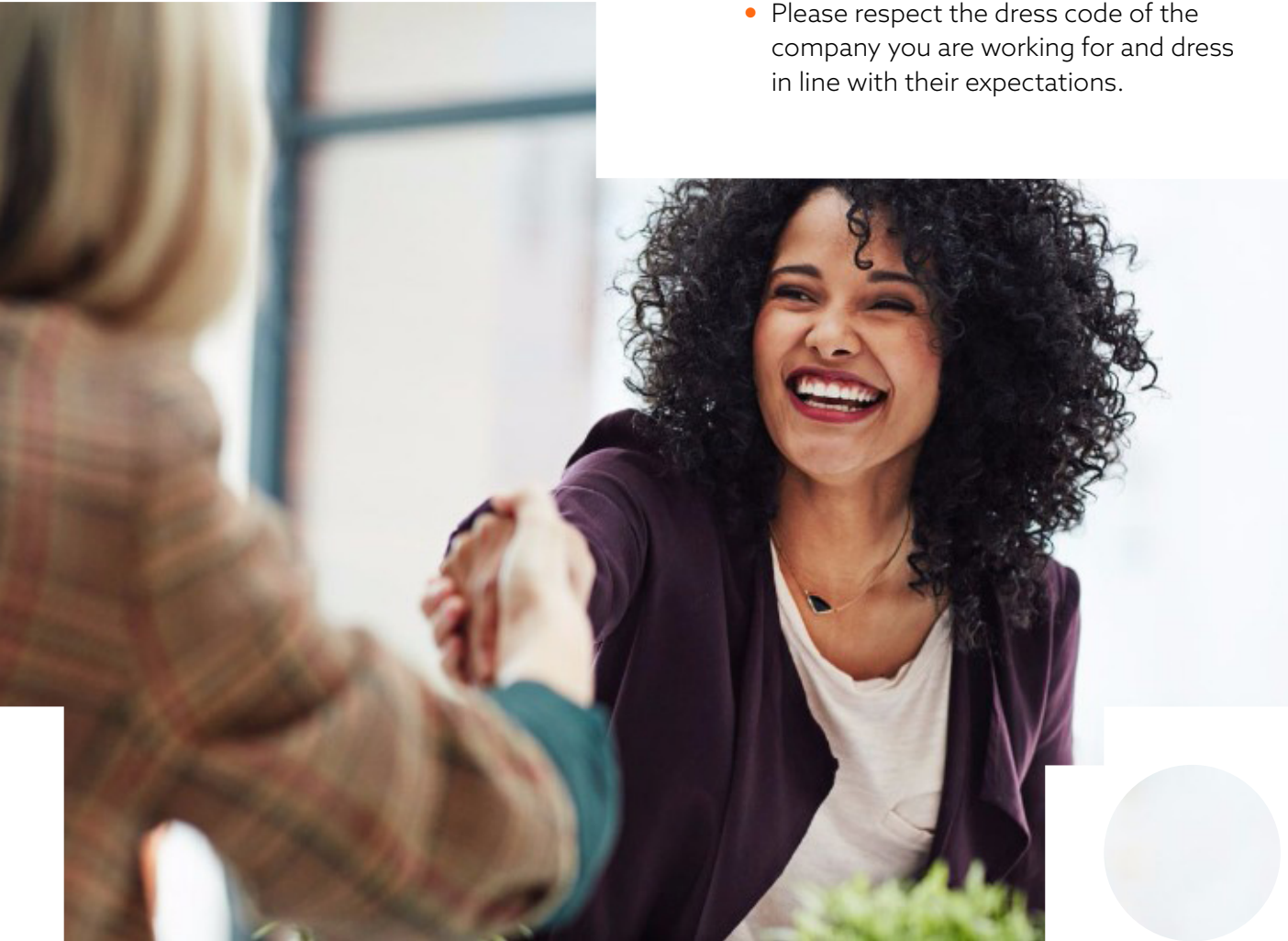
"I HAD THE MOST BRILLIANT EXPERIENCE WITH TIGER RECRUITMENT, FROM START TO FINISH. THEY MANAGED TO PLACE ME IN MY NEW JOB WITH A GREAT COMPANY IN JUST 3 DAYS!"

MIRANDA, CANDIDATE

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?
 - List five adjectives which you think best describe you.
- What would you say your strengths/ weaknesses are? (Make sure you can list five and support them with good reasons).
- Where do you see yourself in five years? (Interviewers 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.
- Please respect the dress code of the company you are working for and dress in line with their expectations.

- 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 employer 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.








Video interviewing

Some employers prefer in-person interviews while many opt for meeting online. Please ensure you have Zoom and Microsoft Teams downloaded onto your preferred device ahead of time, to minimise disruption on the day. We also recommend testing your microphone and camera. Your future employer will want to see good lighting, a quiet environment and a professional background, if they meet you online. For more advice, visit our [blog](#).







HOW TO SET OUT THE PERFECT CV

A CV is quite possibly the most important one- or two-page document that you will write in your life and so, it must be spot on. While there's no perfect formula, there are things you can do to improve your prospects; similarly, there are things to avoid.

DO

-  Keep your CV to two pages, unless you have an extensive work history and cannot physically fit everything in. Make sure your name is on all pages.
-  Be concise—everything you say should be there for a reason.
-  Customise your CV and personal profile for every job. Give a generic CV to recruitment agencies you are registered with.
-  Check for spelling and grammatical errors with a fine-tooth comb. Take particular care with elements like punctuation after bullet points.
-  Consider how your potential employer will be reading your CV. If on screen, consider using a font like Calibri.
-  Include your achievements. Responsibilities and skills don't fully convey how good you are at the job!
-  List your educational achievements, placing your highest grades first.

DON'T

-  Leave any unexplainable gaps. Inconsistencies with dates will be spotted quickly by a potential employer.
-  Fabricate anything. These will show up when references are taken and your offer is likely to be retracted.
-  Exclude personal interests, such as hobbies, travel and volunteer work. Employers will want to know what makes you tick and personal interests paint a picture of your character and whether you'd be a good personality fit.
-  Feel the need to include references. If you're struggling with space, state that references are available on request.
-  Be too creative with your CV's formatting—a simply designed CV can't be judged, but a quirky one can.
-  Include a photo on your CV.

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