

Sharp & Carter

Candidate Handbook



Sharp & Carter

Passionate about People, Committed to Your Career

At Sharp & Carter, we do more than match skills to roles. We connect passionate people with opportunities where they can thrive.

Since 2009, our people-first approach has helped professionals find careers that align with their goals and values.

What sets us apart? We see you as a person first. Your aspirations and values matter just as much as your expertise. By taking the time to understand what makes you tick, we ensure your next move is not just a job but a meaningful step toward your future.

With deep industry expertise and a commitment to lasting relationships, we're here to support you at every stage of your career.

Explore Our Recruitment Specialties



BUSINESS
SUPPORT



EXECUTIVE
RECRUITMENT



FINANCE &
ACCOUNTING



HUMAN
RESOURCES



SUPPLY CHAIN
& OPERATIONS



LEGAL &
COMPLIANCE



SALES,
MARKETING &
DIGITAL



TECHNOLOGY,
PROJECTS &
DIGITAL



ENGINEERING &
TECHNICAL



HEALTHCARE

ADVICE FOR JOB SEEKERS

Sharp & Carter

A CULTURE OF UNCOMMON CARE.

We understand that the job search process can be both exciting and challenging. Our mission is to make this journey as smooth and rewarding as possible for you. Whether you're a seasoned professional or embarking on a new career journey, this resource is designed to provide you with valuable insights and information as you navigate your job search journey with us. From resume formatting and LinkedIn tips to understanding the interview process, consider this handbook your go-to resource on your path to professional growth.



Choosing the Right Next Step

ASSESSING WHETHER AN OPPORTUNITY IS RIGHT FOR YOU

There are numerous characteristics of a potential opportunity that will form your overall evaluation as to whether it is the right step. These may include salary, career progression opportunities, company culture, your ability to do the job and be challenged by it, company profile, location, and work/life balance. It is worth doing some detailed analysis of how a new opportunity measures up to these areas and before you begin your job search identify what the key criteria will be for you in choosing to take on a new role.

The nature of the job search process is that you are often forced to evaluate a potential offer in isolation from any potential future offers. If you compare this to the process of say, purchasing a car where you have near perfect information regarding the different options and can list the pros and cons of each and then make an informed decision, it is very different. This can be particularly challenging if you are currently not working, and you are offered a role you consider to be a 'six out of ten' job. If you are unsure about how long it may be for another opportunity to come up it can be a very brave decision to turn down a job offer.

As a general guide or test when evaluating a permanent opportunity, it is wise to ask yourself whether you can see yourself staying with the business for the next three years as a minimum.

TEMPORARY AND CONTRACTING ROLES

Over recent years, there has been a significant increase in the number of businesses taking on temporary and contracting staff. This is something worth considering, particularly for candidates who are immediately available.

While the circumstances about why a position is offered under a temporary or contracting arrangement can vary greatly there are several advantages to being open to this form of employment:

- **Greater control over your career** - If you are not working, taking on a temporary or contracting role can take the pressure off your permanent job search allowing you to be selective about which role to take next
- **Opportunity to get your 'foot in the door'** - We consistently see candidates who take on temporary roles being made permanent offers. By working for a business, you can demonstrate your skills and build relationships with those around you giving you the best possible chance of securing a permanent position should one become available
- **Broadening or expanding your experience** - You may gain exposure to a new industry, system or business process. This can give you a greater range of transferable skills making you more attractive to potential employers
- **Networking** - You can develop another group of valuable contacts which may open a greater number of doors in your career



Job Application Advice

When crafting your resume and cover letter, keep in mind that it is a marketing document you are using to pitch yourself and relevant experience to a prospective employer or recruiter. When getting started drafting your documents, think about your key achievements in both your current and previous positions.

Tip: Your Job Description is not the same as your resume.

Below is an overview of the sections to include in your job applications:

COVER LETTER

- A cover letter is a one-page document, with the same layout as a letter used to introduce yourself and highlight how your previous experience aligns to the role you are applying for
- It should be kept clear and concise
- A cover letter demonstrates that you have read and understood what the role entails and that you are committed to taking the time to outline why you would be a good fit
- It will also encourage recruiters to read your resume

RESUME

- Your resume should include your contact details, including your name, phone number, email address and city/suburb location
- A personal statement outlining your career objective and soft skills
- A snapshot of your strategic skills and qualifications
- A summary of your career history

Tip: Resumes can sometimes be briefly read, therefore it's imperative you format the document in a clear and succinct layout.

OUTLINING YOUR CAREER HISTORY

Company Description:

- Be brief and include information on what the business is, industry and business size
- Highlight how you supported the business, the people you worked alongside and your direct team size

Tip: A company description is important as it provides the recruiter or prospective employer understanding of the environment you have previously worked in.



Job Application Advice

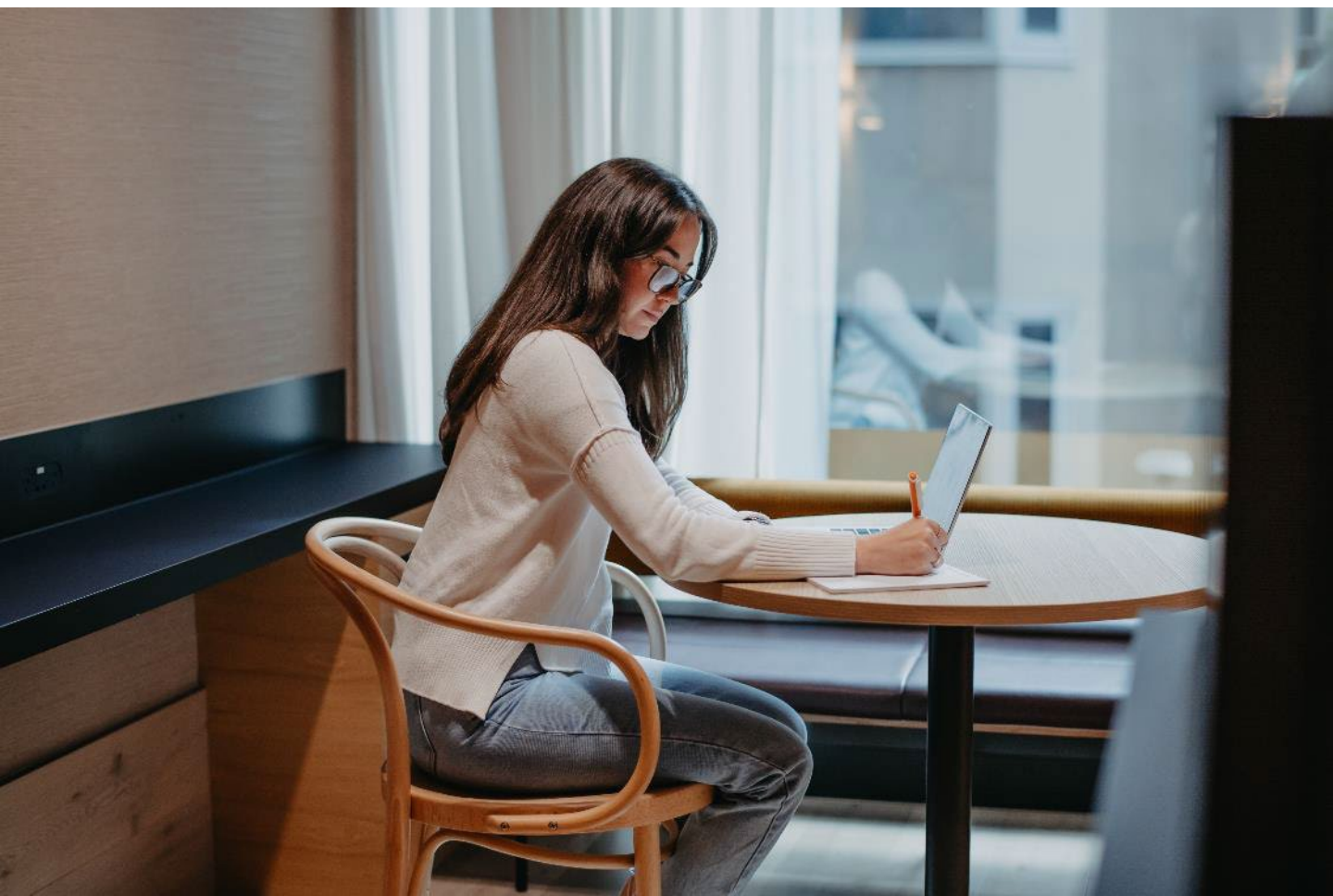
Responsibilities and Achievements:

- When listing your key responsibilities, make sure you include the most relevant points that align to the role that you are applying for. Keep it to a list of 5 to 8 of the most important duties
- Achievements can help reflect the impact you have made in a previously role. It can be as simple as implementing processes and procedures that allowed a business to work more efficiently

Tip: Be strategic with the responsibilities and achievements you list in this section. You want to highlight how your previous experience aligns to the role you are applying for.

Resume writing is notoriously difficult, and there is no specific methodology. You may receive varying opinions on format and while one expert may recommend a limit of two pages, the next will tell you it should be five. While there is generally no right or wrong answer, you need to decide on a format with which you are comfortable, and that you believe promotes you in the best manner.

Therefore, your resume should not be the same as your job description. You need to spend a lot of time thinking about your achievements in your current and previous roles. To assist, we have included an example Resume on the following page.



Example Resume

Name:

Harley Thomas

Contact details:

Mob: 0400 481 000

Email: hthomas@sharpandcarter.com.au

Profile:

I am a Finance Manager with 3 years of Chartered experience at a 'Big 4' firm and 10 years of experience in the industry. I have a strong technical Financial Accounting skillset and have a history of adding commercial value with proven analysis and Management Accounting skills. I have had hands on people management experience gained while working in a fast paced and dynamic environment where I have been able to develop the capability of my team. Having been the Finance Manager of a \$250M organisation for the last 2.5 years and been with the business for 6 years I am now looking to take the next step in my career.

Professional Qualifications:

Member of The Institute of Chartered Accounts in Australia.

Education:

- 2008 Certificate IV in Public Safety (Military Leadership)
- 2009 Completed at The Royal Military College Duntroon
- 2012 Majors in Accounting and Finance
Completed at The University of Melbourne

Systems:

SAP, Oracle, Advance MS Excel (Macros), Sage, Accpac

Career:

Sharp & Carter, Finance Manager

Feb 2013 – Present

Sharp & Carter, Senior Financial Accountant

Feb 2009 – Jan 2013

KPMG, Audit - Senior Auditor

July 2007 – Jan 2009

Key Skills & Achievements:

- Managed a Finance team of 7
- 2IC of Finance \$250M organisation
- Implemented a new ERP system (SAP)
- Successfully reduced month-end procedures from 8 days to 3 days
- By focusing on cost reduction in insurance and other overheads, I was able to reduce costs by \$450,000
- Developed new budgeting and reporting packs allowing for improved analysis, accountability and KPI reporting



Example Resume

Date:
Employer:
Industry:

February 2009
Sharp & Carter Recruitment (Current)
Specialist recruitment firm. Sharp & Carter specialises in assisting companies recruit Finance, Legal, Property and Construction and Sales staff, from entry to executive level for both interim and permanent opportunities. In the financial year ended 30 June 2015, sales revenue was \$250M.

Position:
Report To:
Systems:

Finance Manager (February 2013 - Present)
Chief Financial Officer
Microsoft Office Suite, SAP

Responsibilities:

- Overall Management of the Finance team (4 qualified or part qualified accountants and 3 clerical staff)
- Preparation of forecasts and budgets
- Manage and review all statutory tax requirements including BAS, FBT, and Payroll tax
- Preparation of monthly reporting package for the Board of Directors
- Commercial analysis of potential business expansion pathways
- Cash flow management
- Balance sheet reconciliations, journal entry, cash flow report preparation and fixed asset register maintenance

Achievements:

- Identified duplication of processing in regional and head offices resulting in a \$375,000pa saving to the business
- Evaluated Work Cover policy and negotiated reduction of the company's work cover rate by 50%
- Developed dashboard reports to better highlight business unit performance

Position:
Report To:

Senior Financial Accountant (February 2009 - January 2013)
Finance Manager

Responsibilities:

- Prepared monthly management accounts
- Annual budget preparation
- Executed rolling profit forecasting
- Developed a new KPI model of division performance
- Prepared all financials for the external Auditors
- Provided analysis of results for a range of individual business units
- Data analysis utilising MS Excel to model a range of 'what if' scenarios
- Created new budget reporting packs for individual business divisions allowing for improved analysis, accountability and KPI reporting
- Automated the revenue recognition process to improve accuracy and efficiency



LinkedIn

THE IMPORTANCE OF LINKEDIN

LinkedIn has become an increasingly important tool for job hunting and broader career mgmt. One of the primary reasons for this has been the changing nature of the recruitment landscape and an increased reliance by recruiters (both agency and inhouse) to utilise a more pro-active or traditional 'headhunting' approach when targeting talent. Most recruitment processes or 'job briefs' follow strict parameters (around industry exposure, company size, years of experience etc) and job boards can no longer be solely relied upon to find the ideal candidate profile. This has led to a considerable shift away from the traditional job boards towards LinkedIn and its extensive database.

The advantage of LinkedIn is that with a strong profile you can be found by anyone seeking talent, not just the limited number of recruiters you might know, or roles being advertised. This gives you the chance to turn down roles that don't fit your criteria and for opportunity to find you, rather than the other way around.

LINKEDIN PROFILE BEST PRACTICE

- A professional, or at least high-quality profile picture
- A tagline (under your name) that holds meaning to the audience. e.g. "Financial Accountant with FMCG and ASX Listed Experience"
- A strong 10-line summary with key industries, ownership structures and transferrable skills such as the names of ERP systems
- A brief description outlining each company that you have previously worked at. Recruiters will typically try to quickly identify a candidate's brand and/or industry experience. i.e. "ABC Limited is an ASX Listed FMCG business with a turnover of X and employing X staff"
- Notable achievements as per a good CV
- If you're 'very active' in your job search, change your settings/status to outline you're 'open to opportunities'

People often ask whether 'endorsements' and constantly updating posts etc. is useful. Generally, in our experience the answer is no, and so doing these other than as a hobby makes no difference to most recruiters who are more concerned with the experience.



LinkedIn

POSITION YOURSELF FOR THAT DREAM JOB

A common frustration with LinkedIn is being approached for a similar, if not identical role to that you're currently doing but for one of your competitors. I.e., you're currently a Finance Manager for Coles and you've been approached for the Finance Manager vacancy at Woolworths.

This is inevitable, however, to help overcome this and broaden the number of searches you appear in, it is critical to highlight on your LinkedIn profile what recruiters typically focus on.

- Industry Experience - (Health, Retail, FMCG, Logistics, Property etc.)
- Ownership Structure - (ASX Listed, Multinational, Private/Family, Private Equity (PE), NFP)
- Transferrable Skills - (IPOs, Mergers and Acquisitions, Systems Implementations, Staff Mgmt.)
- Progression - (Consistent progression, promotions and added responsibilities)
- Relevancy - (Experience within the past ten years is generally considered most relevant)

The more commercial a role tends to be, the more weight is usually placed on relevant industry experience. As the technical aspects of the role increase, ownership structure often becomes a consideration.

Another common issue is not being approached for roles that are the 'next step up'. i.e. you're currently a Finance Manager wanting to become a Financial Controller. Ensure you have relevant position titles, acronyms, keywords and skills listed so that you can be found.

Example below:

- Finance Manager - reporting into the **Financial Controller** or **Acting Financial Controller** or **2IC to the Financial Controller**
- **Aspiring Financial Controller** and current Finance Manager with 10 + yrs. experience across Chartered, FMCG and Logistics.



The Power of Networking

Networking is more than just exchanging business cards or connecting on social media, it's a fundamental tool for personal and professional growth and when done well, unlocks a multitude of career advancement opportunities.

It's often said, "It's not what you know, but who you know" and it's pretty spot on. Networking opens doors to job offers, mentors, peers, investment opportunities and projects that you might otherwise miss. Many job opportunities are not publicly advertised but are instead filled through referrals and recommendations. A strong network can be your ticket to these opportunities given people prefer working with, or referring those they know and trust.

Networking is also a platform that enables you to learn from others, to hear different perspectives and to collaborate across new industries or disciplines. Networking isn't just about what you can gain, it's also about what you can give. Supporting others in your network can lead to a sense of fulfillment and create mutual benefits for all involved. It also helps create a support system that can provide guidance, mentorship, and support on your journey. Often a fresh perspective is just the antidote you need!

Consider reaching out to individuals within your network, such as:

- Previous colleagues and managers within Finance
- Relationships outside of Finance (HR, IT, Supply Chain, Marketing etc.)
- Social circles (friends, family, neighbours, school drop offs, sporting clubs etc.)
- Industry bodies & events (CA, CPA, HMFA, Recruitment Agencies Events etc.)

So, when you look at networking as an investment in your career, you're giving yourself a leg up on the competition.



Professional Development

IDENTIFYING YOUR SKILLS

Take the time to reflect on your experiences, both personal and professional. Identify your strengths, weaknesses, and areas where you excel. Consider seeking feedback from colleagues or mentors to gain a well-rounded perspective on your skills.

Create a comprehensive list of your technical and soft skills. This inventory will serve as a foundation for setting goals and prioritising areas for improvement.

How to Nurture Your Skills for Professional Growth

- **Relevant training and certification programs** - Research and enrol in courses or professional certifications that align with your industry and career goals. Consider both technical courses directly related to your role and broader topics that enhance your overall professional capabilities. These certifications not only enhance your skills but also validate your expertise to potential employers
- **Soft skills enhancement and team building activities** - Attend workshops focused on improving communication skills, both written and verbal. These can include public speaking classes, business writing seminars, and interpersonal communication workshops. Engage in team-building exercises or activities that promote collaboration, problem-solving, and relationship-building. These experiences contribute to the development of strong interpersonal skills
- **Stay informed with industry trends** - Subscribe to industry journals, magazines, and newsletters. Stay informed about the latest trends, technologies, and best practices shaping your field. Attend webinars and conferences to hear from industry experts. These events can broaden your perspective on current and future industry developments
- **Set learning goals and regularly reflect** - Establish clear learning goals and timelines for completion. This structured approach will help you stay focused and measure your progress over time. Set aside time for regular self-reflection. Consider keeping a journal to track your accomplishments, challenges, and lessons learned. This practice contributes to ongoing personal and professional development
- **Seek mentors** - Identify experienced professionals in your field who can offer guidance and support. A mentor can provide valuable insights, share their experiences, and help you navigate challenges. Mentorship is a two-way street. Be open to sharing your own experiences and insights, creating a mutually beneficial relationship
- **Language and communication skills** - Consider taking language courses to enhance your proficiency in languages relevant to your industry or desired job roles. Regularly practice writing through blogs, articles, or even maintaining a professional blog. This can help refine your written communication skills



INTERVIEW ADVICE



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No matter how impressive your background is, the interview will be the primary method of selection for most positions being recruited. With the right preparation you will be in a position to answer key questions, sell your strengths and convince the interviewer that you can add value to the company. Below are some suggestions that may help you to improve your interview performance for the greatest chance of success.



Interview Advice

WHAT IS A POTENTIAL EMPLOYER COMMONLY TRYING TO ASSESS?

In every interview, no matter how junior or senior the position, the interviewer will likely be probing for the answers to three basic questions:

1. **Can you do the job well?** – Your skills, qualifications & experience.
2. **Will you do the job?** – Your motivation, attitudes & career goals.
3. **Will you fit into the team?** – Your cultural match.

PREPARATION

Research the Company

Developing an understanding of a company before meeting with them can be a vital component of securing a role as it shows initiative, enthusiasm and a keen interest in the business. Often a wealth of information can be found from sources such as; the company website, annual reports, LinkedIn and a simple internet news search of the business. This is worth devoting a significant amount of time to.

Research the Role

Think about the role and analyse the job description. It is also valuable to spend some time reviewing your CV and have a clear understanding of key responsibilities and achievements with your current and previous employers. Focus on the skills you believe offer the most value to your prospective employer. Relate your skills and experience to the role requirements and always have practical examples ready to support your statements. Be aware, particularly for senior candidates, that there can be an idea that “my experience or results speak for themselves”. Remember that job interviews are a competitive process, so give yourself the best chance by explaining what was achieved and how you made it happen.

Question Preparation

Review some probable answers to likely questions in the interview. The goal should be to provide answers tailored to the position and paint a positive picture of you with the potential to add value. Remember that the interview is a two-way process. On the one hand, the interviewer uses it as an opportunity to source information from you. On the other, you have an opportunity to ask questions about the role and the company to ensure this is the right opportunity for you. You should find out why the role became available, what you will be accountable for and how your performance will be measured. Additional resources on question preparation are included later in this section.



Interview Advice

Before the Interview

Take a commonsense approach and make sure that you know the time and location, as well as the name and title of the person interviewing you. If you are going to be late, make sure to call ahead and let the interviewer know.

During the Interview

Have confidence in your research and preparation. Relax. Listen carefully to the questions and keep your responses concise and positive. Use practical examples to illustrate your skills and show how they suit the role and the company. Maintain eye contact and remain attentive throughout.

After the Interview

Write down a summary of the interview while it is fresh in your mind. Note the areas in which you feel you went well, as well as any questions you found difficult to answer. This will help you prepare for a possible second interview or interviews for other roles.

If appropriate, send a follow-up email or message thanking the interviewer / HR for their time and reaffirming your interest in the opportunity. Do not follow-up regularly though as this may be perceived poorly.

THE LITTLE THINGS & FIRST IMPRESSIONS

In a recent Harvard study, an observer watching an interview scenario behind glass windows only required 30 seconds to make an accurate assessment of whether the candidate was a suitable option for the position. First impressions are critical. Presentation, Communication, Enthusiasm and Body Language are very important factors during an interview.

- **Presentation can have a large influence on first impressions** - Always attend an interview in corporate attire. If in doubt always refer to the side of more formal as opposed to underdressed
- **Be clear about the exact time, date and location** of the interview as well as who you are meeting and be there five to ten minutes before the interview
- **Learn to listen as well as talk** - This will give you valuable clues as to the responses required
- **Be aware of your body language** - Interviewers will recognise a lack of congruence between what you and your body are saying
- **Answer questions informatively but briefly** - Never embellish the truth, but don't be afraid to sell your skills and accomplishments
- **Avoid negativity in statements and body language** - Interviewers look for positive, likeable people and any persistent negative characteristics such as a lack of interest, enthusiasm or purpose regarding your career will reflect poorly



General Tips

DO

- Plan to arrive on time or a few minutes early. Late arrival for a job interview is never excusable
- Greet the interviewer by their first name
- Wait until you are offered a chair before sitting. Sit upright in your chair. Always look alert and interested. Be a good listener as well as a good talker
- Smile and maintain eye contact
- Follow the interviewer's leads but try to get the interviewer to describe the position and the duties to you early in the interview so that you can relate your background and skills to the position
- Make sure that your points get across to the interviewer in a factual, sincere manner
- Always conduct yourself as if you are determined to get the job you are discussing
- Never close the door on an opportunity. It is better to be in the position where you can choose from several jobs rather than only one

DON'T

- Answer questions with a simple "yes" or "no". Provide explanations and examples when applicable
- Never make derogatory remarks about your present or former employers or companies
- "Over-answer" questions. The interviewer may steer the conversation into politics or economics. Since this can be delicate, it is best to answer the questions honestly, trying not to say more than is necessary
- Let your discouragement show. If you get the impression that the interview is not going well and that you have already been rejected don't show discouragement or alarm. Occasionally an interviewer who is genuinely interested in your possibilities may seem to discourage you in order to test your reaction
- Enquire about salary, bonuses, holidays at the first interview unless you are positive the employer is interested in hiring you and raises the issue first





Question Preparation

TYPES OF QUESTIONS

Ice Breakers

Questions that aim to find out a little about you and provide a chance for the interviewer and interviewee to establish a rapport. Example:

- Tell me about yourself?

Tip: Equally (if not more) important to highlight and paint a picture of you outside of work (family, hobbies, sport, etc) as well as the typical career overview (try and keep that to 5 mins)

Questions About Your Own Awareness of the Organisation

- What do you know about our organisation?
- Why would you like to work for our organisation?

Tip: This is a great opportunity to impress through demonstrated research. Ensure you're across the recent news, annual reports, competitors and wider industry. It would be prudent to also explore the broader finance team and ELT (CEO, CFO, GM's etc) on LinkedIn.

Technical Questions

Questions that focus on the technical elements of the role and your skill alignment towards these.

- How do you approach annual budgeting and multi-year forecasting? Please talk to the difference between a 'bottom up' and 'top down' approach and your preference.
- Explain the specific requirements for disclosing related party transactions in Australian financial statements?

Tip: These questions will typically be centered around the responsibility section of the position description.

Types of Questions

Behavioural Questions

Questions designed to understand how you behave in certain situations based on your previous actions. Questions are formed around your experiences and skills that match the key selection criteria.

More on behavioural-based questioning in the next section.

Self-Awareness Questions

- What are your strengths?
- What are your weaknesses?

Tip: Don't say you don't have any. We all have weaknesses. Either use a professional weakness such as a lack of experience (not ability) on your part in one area or use a personal weakness and show the steps that you have taken to develop it.

Case Scenario/Hypothetical Questions

Questions to evaluate how you might approach a situation you may not have experienced previously.

- How would you handle a situation in which you had to deal with an irate co-worker or customer? What do you think would be the results?
- What would you do if you came across a task that you had never done before?

Tip: Draw on past (tangible) examples to help strengthen your answer.

Motivation and Career-Oriented Questions

Questions that focus on your goals and reasons for choosing a particular career pathway.

- What motivated you to apply for this job?
- What would you like to be doing in five years?
- How do you stay knowledgeable about your industry?
- Why did you leave your last position?

Tip: Avoid saying negative things about your previous employer

Closing Questions to Finish the Interview

- Is there anything else you would like to say? Do you have any questions?
- What kind of salary were you expecting?

Tip: You should know your market value and be prepared to specify your required salary or range.



Behavioural-Based Questioning

It is common for interviewers to incorporate behavioural questions as a key component of a job interview. Most employers now recognise the link between past and future behaviour, so they will be attempting to ascertain your future performance by enquiring about your past behaviour and actions as opposed to asking what you would do in hypothetical situations. These questions are based on the premise that past behaviour is an indicator of future behaviour and performance.

It is useful to be aware of the typical format of answering such questions. You can often recognise a behavioural question when it starts with a phrase such as, "Tell me about a time when you...", "Describe a situation when you...", "Have you had the opportunity to...", followed by the specific focus of the question. When you are asked a behavioural question, the employer is looking for you to provide a specific example that demonstrates your skills in key selection criteria.



One of the techniques you can use to structure your examples and keep your answer on track is the 'STAR' approach. The acronym, STAR, comes from the words:

Situation, Task, Action and Result, which covers the basic structure of your answer to a behavioural question. In your response, you would 'set the stage' by describing the Situation; you would then identify the Task you were responsible for. The Action you took (i.e. what you did) which then led to a successful Result.

By referring to specific examples using the STAR approach, you will be able to describe what you have learned from your previous experience and how this will help you perform in future workplaces.

‘STAR’ Example

Question: Can you tell me about a time when you used your initiative to improve something in the workplace?

Situation Set the scene by briefly describing the situation.	I was working in a major retail hardware store as a customer service assistant.
Task Describe what needed to be done and what your role and responsibilities were.	Our shift team had the worst safety record in the store and we needed to improve our record
Action Detail specific action you took to have an impact on the situation. You may also include reasons for your action.	<ul style="list-style-type: none"> • I volunteered to be the safety representative and used my science studies background to explain to people safety practices and why they were important • I arranged for safety to be a regular item on the agenda of staff meetings • I designed posters that could be put in common staff areas to raise awareness • I encouraged new staff to adopt best practice
Results Discuss the outcomes of your action. How can they be measured? <ul style="list-style-type: none"> • Quantifiable • Qualitative • Your learning 	<ul style="list-style-type: none"> • The number of incidents reduced in our shift • People become more conscientious about safety and compliance improved • Management acknowledged our improvement through a team reward • I learned that I enjoyed taking a role of responsibility in a team
Employability Skills and personal attributes demonstrated in this example	<ul style="list-style-type: none"> • Initiative • Problem-solving • Communication • Teamwork • Planning and organising • Learning • Commitment • Enthusiasm • Motivation

Adapted from MUCE training materials. Issue with sample questions.

Some of the ways you might prepare for behavioural questions are to:

- Think about activities that you have undertaken in your academic life, at work and throughout extra-curricular experiences. Consider how your skills and attributes were applied in a practical way or how your confidence in using particular skills was developed
- Focus on the positive aspects of your experiences such as accomplishments or meeting goals. For situations that started negatively, describe how you made the best of the situation
- Vary your examples; don't take them all from just one area of your life.
- Use recent examples from at least within the past two years
- Remember to be specific! Employers claim that many job seekers give vague and indefinite responses. For example, if you claim that you have strong leadership skills, demonstrate them by citing some actual instances from your experiences



Question Examples

OTHER QUESTIONS TO CONSIDER

- How does your last/current job fit into your department and company? (Gives an idea of level of responsibility)
- How do you respond to working under pressure? (Meaning - can you?). Give examples
- How have you coped when your work has been criticised? (Give an example and the outcome)
- How have you coped when you have had to face a conflict of interest at work? (Testing interpersonal skills, team and leadership opportunities)
- What are your preferred working conditions, working alone or in a group and why?
- How do you think you are going to fit in here especially as this organisation is very different to your current employer? (You may not be able to answer until you have established what your interviewer perceives as the differences)
- What are you looking for in a company?
- How do you measure your own performance?
- Which part of this role is least attractive to you?
- Why should I give this position to you instead of the other people on the shortlist? (Strengths)

YOUR QUESTIONS

An effective way of further standing out in an interview are the questions you ask. Be tactful of course, however most companies are aware an interview process is now a two-way street. Questions that demonstrate research, lateral thinking and engagement will be the most effective.

Some examples below:

- What do they like about working there?
- Can you tell me more about the team I'll be working with?
- What are the company's long-term goals, and how does this position contribute to achieving them?
- How would they define success in this role?
- How does the company support employee growth and career progression?
- How would you describe the company's approach to diversity, equity, and inclusion?
- What are the biggest challenges or opportunities the team/company is currently facing?
- Can you provide more details about the onboarding process for new hires?
- What are the next steps in the interview process, and what is the expected timeline for a decision?



Top Tips to Conduct a Great Video Interview

We have provided 10 tips on how to best present yourself to potential employers in a video interview:



Set up early.



Remove yourself from distractions.



Dress for success and be presentable.



Prepare for frequently asked questions and ask your own.



Set up in a well-lit room.



Ensure your computer or laptop is working.



Keep your tone light and friendly.



Keep your non-verbal cues on point.



Send a thank you email or note.



Be positive and honest (even if it is a negative situation, make sure you enlighten them on the silver lining as a positive outcome).

These 10 tips will increase your chances of a follow-up interview and will help you land your dream job!

Video Interview Do's & Don'ts

Preparing for your video interview?

Set yourself up for success in your next video interview by paying close attention to the below video interviewing do's and don'ts.

INTERVIEWING DO'S

- DO prepare ahead of time and check your equipment is working
- DO calm your nerves and relax
- DO dress professionally from head-to-toe
- DO sit in a well-lit room with a light in front of you
- DO set yourself up in a clean room
- DO sit up straight in the centre of the frame and make eye contact with the webcam
- DO find a quiet place where you will have privacy and no distractions
- DO speak slowly and clearly
- DO treat a video interview just like an in-person interview

INTERVIEWING DON'TS

- DON'T wait until that last minute to get ready
- DON'T drink too much coffee or energy drinks that'll make you jittery
- DON'T dress casually in a t-shirt and jeans
- DON'T sit in front of a window with light coming in behind you or sit in the dark
- DON'T sit in front of a pile of dirty laundry
- DON'T slouch or sit to the side of the webcam
- DON'T sit in a busy, noisy common area
- DON'T whisper, yell, or rush your answers
- DON'T act the way you would when video chatting with your friends



Frequently Asked Questions (FAQs)

1. How do I register with Sharp & Carter?

To register with us, visit our website and select the "Register Now" tab along the navigation bar. Follow the prompts to create an account and complete your profile.

2. What types of positions does Sharp & Carter specialise in?

We specialise in a wide range of industries, to explore each specialisation and specific roles, click [here](#). Our expertise covers positions from entry-level to executive roles.

3. How can I prepare for an interview with Sharp & Carter?

Refer to the Interview Tips section in this handbook for detailed guidance on interview preparation. Additionally, stay updated on industry trends and research our client companies.

4. How often are new job opportunities posted?

Job opportunities are posted regularly on our website and other platforms including LinkedIn and Seek. We recommend setting up job alerts in your account settings to receive notifications based on your preferences.

5. Is there a fee for using Sharp & Carter's services?

No, our services for candidates are free of charge. We are compensated by our client companies for successfully placing qualified candidates.

6. Can I apply for multiple positions simultaneously?

Yes, you can apply for multiple positions that match your skills and qualifications. However, we recommend tailoring your resume and cover letter for each specific role.

7. How can I provide feedback or report any issues with the recruitment process?

We value your feedback. You can contact our support team through the "Contact" section on our website or by emailing admin@sharpandcarter.com.au

8. How long does the recruitment process typically take?

The duration of the recruitment process varies depending on the position and client requirements. We aim to keep candidates informed of their progress at each stage.

If you have additional questions or concerns not addressed in this FAQ section, please don't hesitate to reach out to our team for personalised assistance.



Contact Us

LOCATIONS

Melbourne
South-East Melbourne
Sydney CBD
Parramatta
Brisbane
Perth

ASK US ANYTHING

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