STEM Graduate Handbook.

By Enterprise Recruitment

A typical 5 step interview process

Telephone or video chat → Technical Interview → Coding test → HR interview → Face to face

➢ An introductory call can take around 30 mins, this can be over the phone, teams or zoom
➢ A technical interview can take around 2 hours, and it can be onsite or via video call
➢ Some companies ask that you complete a coding test at some point throughout the process
➢ Definatly a good idea to visit the company's office to get a feel for the work enviroment

Top tip! Upon application, it can be extremely beneficial if you attach a video of yourself outlining your skills and why you are interested in the position.
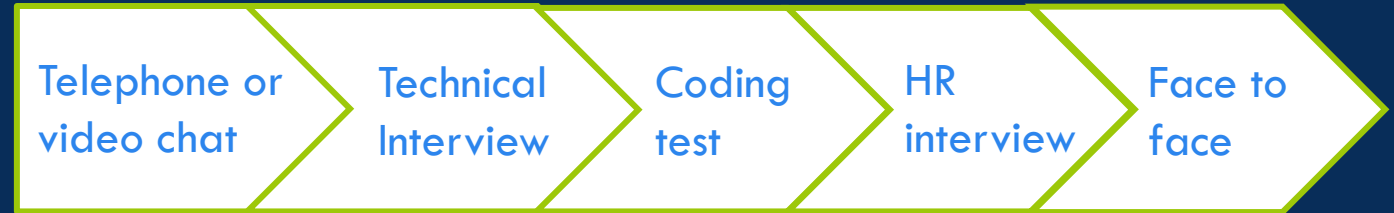
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Top 5 CV tips

❑ **Education at the top** – Always make sure your education is at the top of the first page of your CV

❑ **Talk technical** – Include as much relevant technical information as possible. Make sure you can confidently discuss that experience at interview

❑ **Projects** – Include any projects you have done during university and personal projects. Explain what the project was, the technologies used and your involvement.

❑ **Do NOT save key information for a cover letter** – Cover letters are often overlooked, make sure all your key information is in the body of your CV. You may want to tailor your CV to a specific role.

❑ **Proofread** – Ask someone to proofread your CV

Top tip! GitHub is a great way to showcase your projects, if you can, Include a link on your GitHub on your CV.

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Top 5 video interview tips

❑ Research the company, make sure you understand the companies' products and technologies.

❑ Always prepare questions, companies will be disappointed if you do not ask questions.

❑ Show an interest and be enthusiast towards their products and technologies.

❑ Check your WI-FI connection in advance.

❑ Test the video app upfront, check typical problems with the mic/camera etc.

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FACE TO FACE INTERVIEW

Check the journey, allow extra time for traffic or delays if using public transport

Always make sure you are early, punctuality is important

Wear smart business clothing

Take any documentations needed – for example ID

You may need to prepare a presentation so make sure you take any notes/USB with you.

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OFFERS

5 things to consider before making a final decision

❑ Salary – Are you happy with the salary you have been offered?

❑ Are you happy with the working hours?

❑ Are there long-term progression routes?

❑ Do you understand your day-to-day duties?

❑ Is the location going to be achievable full time?

Take the time to talk to family/friends before making a final decision.

Why use a recruitment agency?

- ❑ Access to jobs that are not advertised anywhere else

- ❑ Fast, efficient process with constructive feedback.

- ❑ Continuous support throughout the entire process

- ❑ Targeted applications to match your individual skillset

- ❑ Negotiation on your behalf to get your desired outcome

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