



handle
recruitment

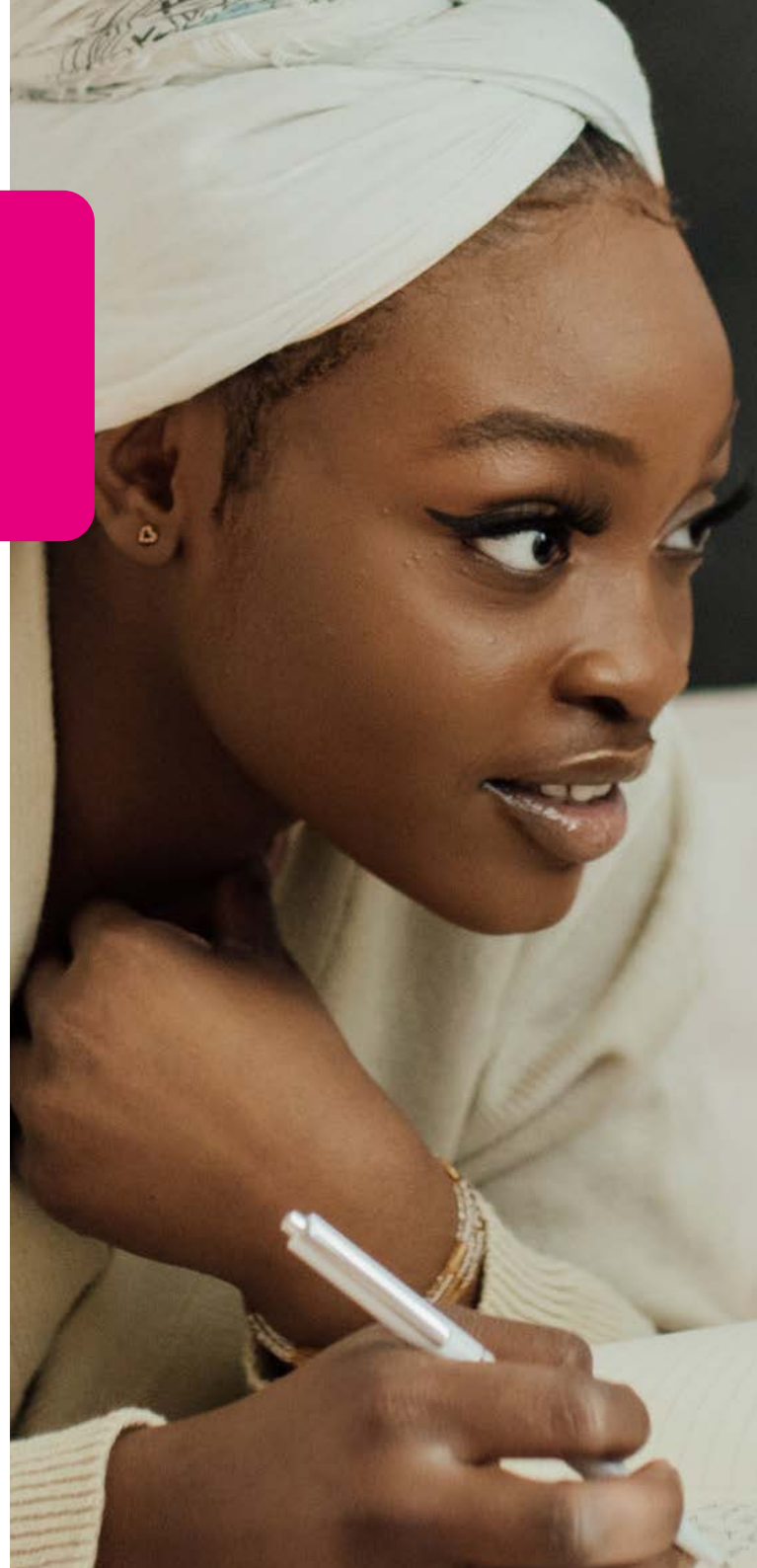
ARE YOU APPLICATION READY?

We answer the 8 most
frequently asked questions
from our candidates...

Your questions, answered.

Applying for a job that you really want can be nerve-racking. Your CV leaves in one click but in the same breath you realise that you aren't 100% sure of the process, you can start thinking about past rejections, or you might be feeling completely out of practice.

We cannot provide a perfect formula to success but here are some answers to the questions we are asked most frequently to help put your mind at ease and ensure that you are job apply ready.



Which is more important - my CV, my LinkedIn, or a professional portfolio website etc?

For every application a professional CV and a complete LinkedIn profile are a must. If you are applying for a creative role and have digital examples of your work a professional portfolio will definitely support your application. Just remember that any online portfolios will need to look as impressive on mobile as they do a larger screen.

So a CV is still important. Should I keep it simple or show my personality?

Nothing beats a clean, structured, and professional-looking document. Keep the layout concise, with bold titles, even spacing, and margins. Consistency in grammar and punctuation will show your attention to detail. Be concise and keep your document to a maximum of 2 pages.

Should I include a photo in my CV?

Unless you are a model or actor there are very few reasons to include a headshot. The focus of the hiring manager should always be on your professional experience - never about appearance! A lot of employers will ask their recruitment teams to remove any information that could be used to discriminate you in the process and that includes any photos.

Should I personalise my CV for every role?

If you are exploring different career paths, having a few tailored CVs can be very useful but creating a personalised CV for every application will be incredibly time consuming. Just make sure that you keep note of which version you have sent to each application.





I'm worried about the company checking my social media profiles - how much should I protect or privatise?

It's very common to feel worried about what your future boss may think of you if they look at your social media profiles – old photos, comments from our friends and family, posts without context! If a hiring manager or recruiter has told you that they will review your social media profiles as part of a selection process you need to audit your digital footprint.

Think of each of your social media accounts as professional or personal. You never want to hide your personality but if you have concerns increase your privacy settings.



I've been asked to do a video interview - what should I do differently?

You should treat a video interview the same way you would being face-to-face. From how you dress to making sure that you are ready at least five minutes before your interview time.

The biggest difference is making sure your space is set up properly and you have removed any distractions. Familiarise yourself with the meeting tool, check your tech and don't be overly reliant on notes or you'll spend the majority of the call looking away from the camera.

If you are not feeling confident we would recommend setting up a dummy interview with a friend and asking them to share the recording!

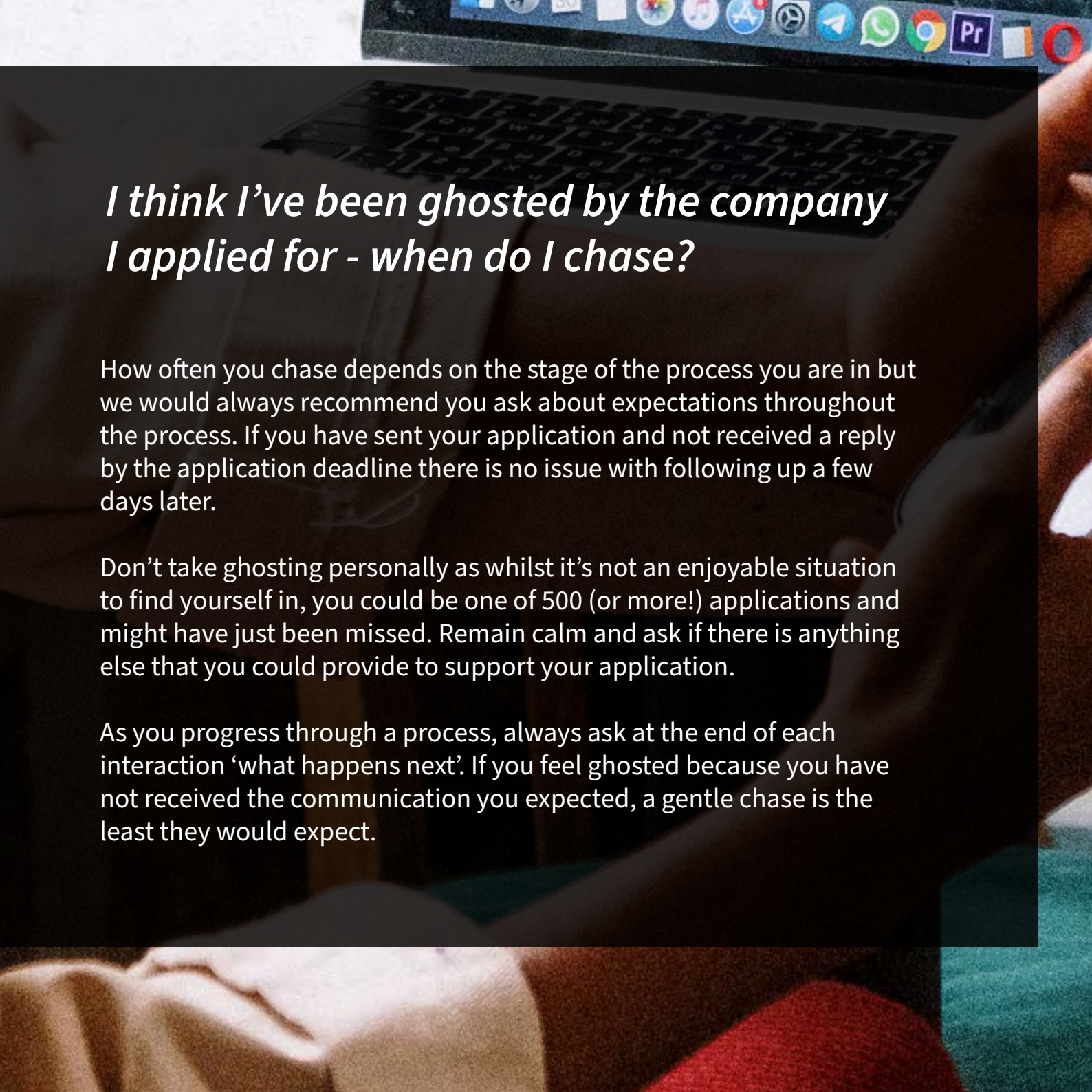


A person's profile is visible on the left side of the frame, looking towards the right. In the background, a brown paper bag is visible. The main content is overlaid on a dark, semi-transparent rectangular area.

How much should I be expected to do for free in the interview process and when do I say no?

It's very common practice in an interview process to be set tasks but I'm sure you have heard of stories of unscrupulous employers pushing their luck. For entry level opportunities, these are typically skills-based, could include a writing or creative task, or a trial shift. For more senior candidates, you might be asked to complete a presentation around a specific area of your role or strategy.

Remember that interviews are a two-way process - you are determining a good fit, too! If the demands in the hiring process seem unreasonable, share your concerns.

A close-up, slightly blurred photograph of a person's hand typing on a laptop keyboard. The laptop screen is visible at the top, showing various application icons like WhatsApp, Telegram, and Google. The background is dark and out of focus, showing parts of a person's face and hair.

I think I've been ghosted by the company I applied for - when do I chase?

How often you chase depends on the stage of the process you are in but we would always recommend you ask about expectations throughout the process. If you have sent your application and not received a reply by the application deadline there is no issue with following up a few days later.

Don't take ghosting personally as whilst it's not an enjoyable situation to find yourself in, you could be one of 500 (or more!) applications and might have just been missed. Remain calm and ask if there is anything else that you could provide to support your application.

As you progress through a process, always ask at the end of each interaction 'what happens next'. If you feel ghosted because you have not received the communication you expected, a gentle chase is the least they would expect.



ABOUT HANDLE

Founded in 1978, but always looking forward. Today we provide leading entertainment companies, social networks, travel and leisure, global media brands, sports bodies, retailers, and digital technology providers with a constantly evolving range of talent solutions.

We have various teams within our business recruiting for different business functions. Our specialities include:



Human Resources



Office Support



Finance



Marketing &
Communications



Design & Creative



Technology



Media & Events



Sales



Legal



WANT TO KNOW MORE?

If you're looking for a job, or have re-entered the market recently and need some guidance, we have all you need to support you in your application journey.



Find your next role



Submit your CV



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