



## First Steps with Langley: *what to expect*

Congratulations! You've just taken a step that will prove to be invaluable as you move through your supply chain career: a relationship with Langley will provide you with ongoing advice, support, encouragement, market knowledge, networking opportunities and a whole lot more.

Fundamentally, Langley will guide your career moves and introduce you to some of the very best employment opportunities within A List businesses in the UK and abroad.

Here's an overview of the candidate experience and what you can expect when you engage with the Langley business as a candidate. It's a straightforward 4-step experience:

1. **Step 1 is an initial set of questions that will help us understand your current situation, skill set and experience.** Usually you'll be on the phone to one of our trained Admin team who are fully aware of the need to process your application swiftly. Typically, at this stage we'd like to know:
  - Your current role title and organisation
  - Your current salary
  - Whether you are on contract or in a permanent position
  - Your notice period
  - The main reason why you're looking to move on
  - Whether you're already in the interview process with any opportunities
  - *We'll also need your most up to date CV*

We also know that there's nothing more frustrating than being put through to someone that really can't help you; if you need to speak to a specialist, our Admin team will know exactly the right person in Langley that you need to talk to.

They will also let you know if we really can't help you; if we can't, we'll direct you to other recruitment agencies that we regard as credible and professional that may be able to help.

2. **Step 2: once your CV is with us, we'll review it and you'll be called or emailed asking for your availability to meet with one of our consultants.** One of our specialists will want to interview you in order to ascertain your fit for a particular vacancy/vacancies. Our screening process is a comprehensive and rigorous process that will:



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- Evaluate your skills and knowledge against a set of technical and behavioural competencies (see Langley 360™)
- Ascertain your technical and cultural fit for any of the vacancies we're working on at that time
- Agree an 'action plan' for you, including how we will work proactively with regard to your job search

Uniquely to Langley in the recruitment marketplace, our interview process will also help you really understand your current situation *in relation to your possible futures*. In other words, through our expertise, we can help you come to a deeper understanding of your particular motivations, aspirations, personal and professional goals and probe the underlying values and beliefs that are at work as you make decisions about your future. Our interviews will help you understand the importance of *aligning* all of these things to ensure that your decisions are realistic, inspirational and achievable.

3. **Step 3 is when we work in partnership with you as we scope appropriate opportunities and set up interviews for you with our clients.** There are a number of factors at work at this stage that provide a positive dynamic that will, ultimately, ensure you are placed in either a contract or permanent position that ideally suits your skills, experience and interests. This stage is all about partnership; we will:

- Work tirelessly to match your profile to our live vacancies; we'll also proactively seek appropriate opportunities through our network
- Keep you informed of our progress, including ongoing feedback on how your CV is being received with our clients
- Give you ongoing advice about how best to position yourself in the marketplace, including how to utilise web-based tools and networking opportunities to advance your job search
- Where requested, we can put you in touch with our sister business Blue Bamboo Consulting – specialists in performance improvement – who can help you prepare for interviews and coach you to develop your presentation and communication skills and enhance your personal effectiveness

With regard to your part of the partnership, we would expect you to:

- Keep in touch with us regarding your ongoing experiences as you search for your new role



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- Give us feedback on our process so we can continue to improve our service
  - After an interview, give us comprehensive feedback about how it went and any next steps
  - Be open-minded about our suggestions; Langley's consultants are very experienced in spotting opportunities that might, at first sight, seem less than a 100% match to your expectations. We are a strong believer in transferable skills and often find ourselves talking with clients and candidates about the 'value-added' component of a candidate's application. We know our clients and candidates so well, don't be surprised to find yourself in your ideal job!
  - Commit to your decisions: we are superb ambassadors for our candidates. Even so, we rely on you to do what you say you are going to do – otherwise reputations are tarnished in a close-knit, tight marketplace
4. **Step 4 is when we find your perfect new job!** At this stage, we'll all be jumping up and down with smiles on our faces – we take *our* job to find *your* job seriously! We will:
- Negotiate joining terms with the client on your behalf. Much earlier in the process, we will have already established the basics including salary/day rate and benefits package. At this point, we'll broker start date and even investigate the details of your Induction process. We'll ensure that you go forward with your eyes open, knowing as much as possible about your early experience in your new company. We'll ask all the awkward questions that you might need to ask, on your behalf, to feel completely comfortable with the next steps
  - Once in post, we'll keep in touch at a discreet distance to see how you're getting on
  - We'll also keep in touch over time to ensure that you have the continuity of professional care you would expect from an organisation dedicated to maintaining relationships and guiding careers

*And that's it: a 4-step process that ensures we all get the very best outcomes from our partnership.*



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