

# Dear applicant, we wrote this guide for you!



We understand that going through a job application process can be tasking and sometimes a daunting experience.

Having done thousands of recruitments, we have seen great candidates fail to succeed due to things that could have been avoided.

We want to tell you what is important for us  
and for our clients  
because we want YOU to get this job!

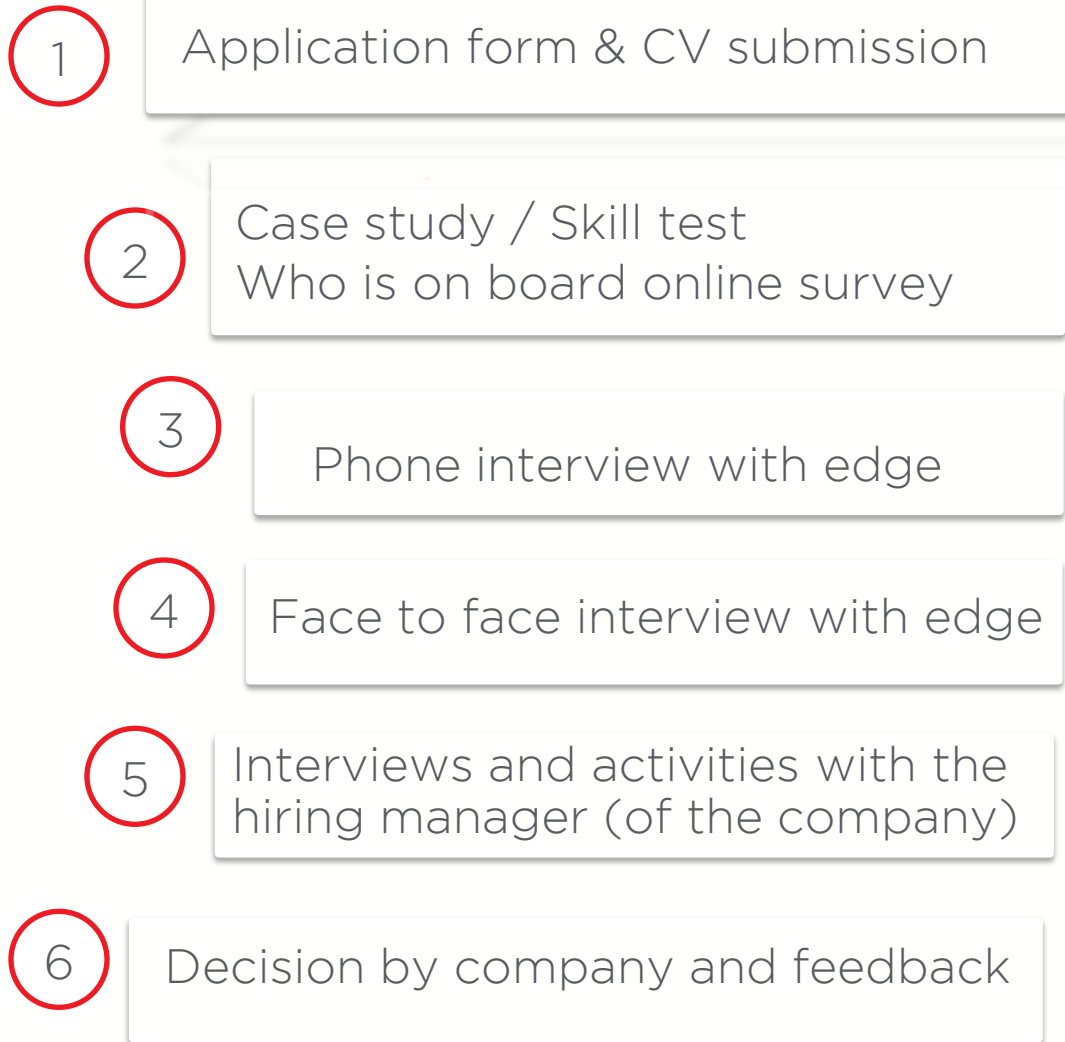
We have designed a selection process that helps you to position your best self.

Though it involves quite a number of stages, our promise to you is speed, constant communication, and a smooth experience.

You will also learn more about yourself! You will remember us as probably the best recruiter you have ever interacted with!



# Activities along the process



- ✓ We shortlist on a rolling basis
- ✓ Each activity is important as they look at different aspects of the role.
- ✓ The timeline is determined by the volume of applications and is not fixed.
- ✓ The process is always tailored to the specific role and you will be informed of any changes during the phone interview.

# Before you apply: Really, why do you want this role?

- ✓ How do you see your career evolve? What type of opportunity are you looking for?
- ✓ How are your skills, past experiences and interests aligned with the role you are applying for?
- ✓ What makes you excited to work with this organization?
- ✓ Where do you see opportunity in this role for your desired career growth?
- ✓ What kind of impact do you want to create? In the role? In the organization?
- ✓ What is your ideal work environment? Does this organization seem to have that?



# How to submit a great application: Reflect before filling the survey

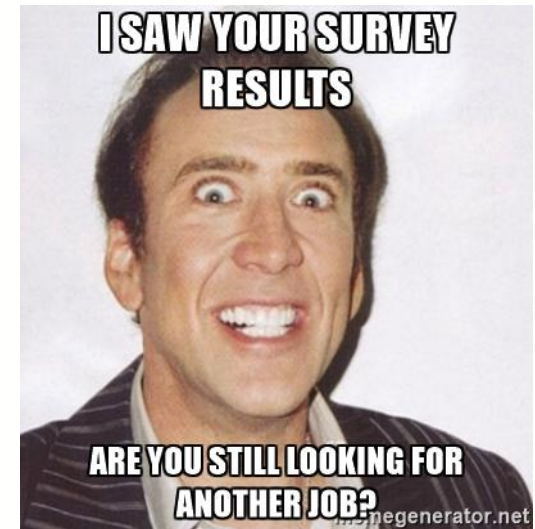
You really want this job, right? Your written application is the first and most crucial stage in our selection process.

## Tips before applying

Research about the organization, understand the role (reach out to us to get clarity), explore your career aspirations and then align these to the role and company when filling the application form.

## Tips while filling the application form

- ✓ Be authentic and show your relevant opinions, experiences and skills
- ✓ Read your sentences aloud to make sure your thoughts are concise and well presented. We want to understand you!
- ✓ Customize your application. Do not copy & paste your cover letter or CV into the form.
- ✓ Presentation matters, so does attention to details! Dot the i's and cross the t's. Check spelling and grammar!
- ✓ Use capital letters only where they are needed.



A well-thought out application is more likely to get you to the next stage

# Submitting a great application: Your Competency Portfolio aka CV



A recruiter wants to know what you can do in relation to the specific job you are applying for. So tailor your CV for each application.

We understand you have a variety of experiences. At this stage the key question is which of all your experiences is relevant to this job.

Can you communicate your key skills, knowledge, competencies and achievements in not more than 3 pages?

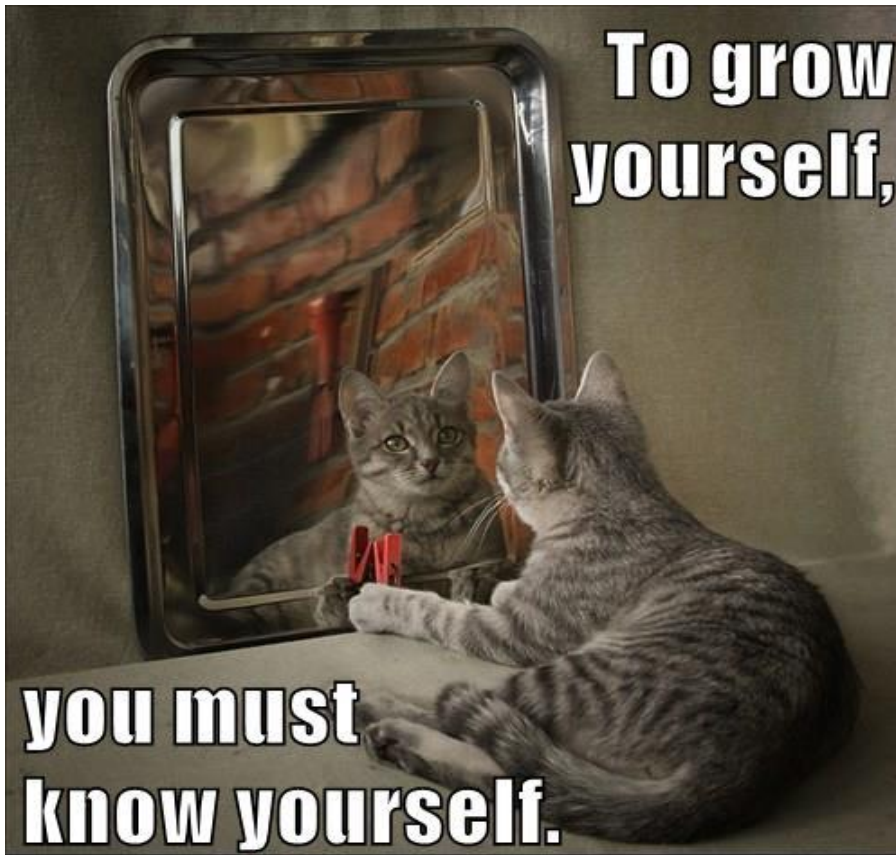
If you can, then you just increased your chances of moving on to the next stage!

Capture your brilliance using this simple format:

<http://bit.ly/edgePortfolioTemplate>

*(If you decide to retain the current format of your CV, make sure it clearly highlights the areas above and meets the required length)*

# Let us know you more: The Who is on board survey



At some point we will send you a second survey.

Relax! It is not another long and boring psychometric test.

We just want to know you more!  
This survey is fun! We promise.

It sets the base for your learning & development in the organization.

# Case study / work based exercises: **edge**

## Show us what you can do!

You want to know what being in this job would be like, right?

The exercises are based on real life scenarios of the role you are applying for. Approach them with the same mentality. Each question is designed to test your ability to do a specific task, demonstrate a specific skill. So give it your best shot.

### **Clarify, clarify, clarify!**

We are happy to help! If a question is not clear, if you need more time, if you feel unwell: Please let us know.

We want you to be at your best for better results.



# Your Conversation with edge: Nailing the Interview



Congratulations!  
You have made it this far!



## Tips:

- ✓ Come ready for a great conversation!
- ✓ Get your questions ready for us. You are also screening your potential employer.
- ✓ No pedestrian approach, please

## During the Interview

We want to have a conversation to explore together what you are looking for, what our client needs and together figure out how you can contribute best to the organization.



# So let's say you did not get selected, what happens?



## We have options for you

1. We receive 200 or even 500 applications per role. We can't give individual feedback, but we promise to email you in case you are not selected.
2. We are constantly recruiting for growing organizations in East Africa and in doing so we are building a pool of passionate career minded professionals who want to see our economy grow.  
Is this you? Get in touch on how you can be part of our pool.
3. Career coaching sessions: You want to be more at flow thus more productive at work and generally in life. Let's talk more about what gives and what drains your energy at workplace because of, well your natural make up!  
Together we will explore options for the best roles and work environments for you and draft a plan to make it happen!

Interested? Drop a mail to [careers@edgeperformance.co.ke](mailto:careers@edgeperformance.co.ke) or write directly to the edge team member who engaged with you in this hiring process!

# And that's it for now!

If you remember these simple tips, follow the guidelines, then you increase your chances of getting shortlisted at each step along the way.

There are many great candidates out there seeking the same job, so always give it your best shot!

Questions? Reach out to us. We are happy to help!

