

Produced by R Noon, IT Support and Web Developer placement student at DMC

DAVID

MASON

David Mason Consultancy – Placement 2005

PLACEMENT 2005 APPLICANTS GUIDELINE & ADVICE

Thank you for taking to the time to browse our site and download this document. We hope you find it useful, for both applying to David Mason Consultancy, and other placement opportunities in a similar environment.

History

Our placement scheme has been running for 12 months. Our first placement students were from Manchester Metropolitan University Business School, and the University Of Bradford, School Of Management.

We consider our placement scheme to be a true reflection of day to day business processes, with real responsibilities, real experience and hands on work with the Projects that we undertake. Our scheme also allows you the time and necessary resources to undertake any project that you need to complete within the focus of your course requirements.

Our current placement students are on a Business Information Technology course (MMUBS), and Business & Management Studies course (Bradford SoM). We chose the students based on the breadth of their course content, their personal interest and motivation and enthusiasm towards the subjects they are studying.

What should you do in order to apply?

As with any Job or Placement Application, it is an absolute must for you to read the Job Specification, ensure that you fully appreciate the requirements and that you are able to fulfill them.

Our recruitment procedure requires all applicants to send us a copy of their CV and a covering letter. The covering letter is the most important part of your application; obviously your CV contains all of the information about your previous Job, Qualifications and relative experience and this should be presented properly, but the covering letter is your chance to put a personal touch to your application.

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Advice to prospective applicants based on previous applications:-

- Ensure that your application is spell-checked
- Ensure you include in your CV the information regarding your relative experience relating to the job you are applying for
- You print your CV and Covering letter on good quality paper
- Your Covering Letter is unique, and tailored towards how you would be the best candidate for the job
- Your Covering letter needs to be concise. As this is the first time that you introduce yourself to the company that you are applying to, it needs to be informative, relevant and personal

Those are the minimum steps you need to take to help get you an interview at least.

Interviews

At David Mason Consultancy we have a system in place to ensure that all our candidates are interviewed with equal opportunity to convey what they want to tell us that is relative to the post on offer.

Our interview usually consists of a formal interview with the Placement Supervisor, followed by an interview with David Mason.

Each of the positions on offer will differ by the following means:

- **Trainee Management Consultant** - an interview with the Placement Supervisor based on your CV, followed by a discussion about yourself, the job and the company and how the candidate would best fit into the firm. This would then be followed by an interview with David Mason, which would allow him to get an impression of the candidate and how the candidate would best fit the strategy of the firm.
- **IT Support & Web Developer** – This again would be with the placement Supervisor, and involve a discussion about yourself, the job and how the candidate would best fit the role. However, for this role there would also be a Technical interview, where we would ask you a number of questions based on the technical environment in which we operate and then a number of questions based on some of the coding languages we are currently using to deploy our Web site (www.davidmasonconsultancy.co.uk) and another site, which at the moment is in development, and to be launched in the coming weeks. This interview would take place with the current placement student, in order to assess your capabilities and knowledge. This would again be followed up by an interview with David.

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If you succeed the first round of the recruitment process, (CV and Covering Letter), you will be offered the interview.

Tips for Success in an Interview

We would recommend that all applicants adhere to the following points:

- Always arrive on time for your interview
- Always visit the website, research the sector in which the firm operates and their previous work
- Always be prepared to ask incisive questions at any stage through the interview
- Always dress appropriately for the occasion
- Plan ahead and ensure you know where you are going. Even a trip over the day before to find the location can help you calm your nerves for the day of your interview

After your Interview/s

If you managed to get through your interview, and thought it went well, a quick letter thanking the firm for their interest in you further explaining how you felt about the firm and expressing your interest is always a great way of reminding the firm about you, and helping you to appear interested and motivated.

Thank you, we look forward to receiving your application.

We hope this helps you in your quest for a placement.

This booklet is a brief guide, and is not intended to be taken in the strictest sense.

We wish you every success for securing a placement, and wish you luck with your future studies.

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