



# **Career Advice – Resettlement and the Transition**

**Marcus Peters CFIOSH FEI**

**Global Head of Offshore HSE (Development, Construction,  
New Markets & Technologies)**

**Chair of the OWIC Military Working Group**

# Start with Why?

Leaving the Armed Forces means adapting to a **new lifestyle and work environment**. Finding out where your skills fit in the commercial world can be challenging.

First and foremost, it's about **fitting your knowledge, skills and experience** to the **right sector and job role** – or a stepping stone role that eventually gets you where you want to be.

People change careers for many reasons. Whatever the reason is **focus** on these points:

- > **Why** do you want to change your career?
- > Be clear it is a **career and not role change** you want
- > Focus on your **likes and dislikes** over your career to date
- > **Hone the type of role you want** in the future and what career path will lead you to that
- > Think of what you **want to get from a role** in a 2<sup>nd</sup> career
- > **Explore and Understand** your transferable Skills
- > **Translate** your acquired '**Soft**' Military Skills
- > Understand the **difference between qualifications and skills**



# Research

- > **You** – who are you? – what defines you? Learn about how to sell yourself without mentioning rank, role or service
- > **2<sup>nd</sup> Career** – Identify your desired second career, develop knowledge of that role through talking to people or gaining qualifications early so you can demonstrate application of that skill.
- > **Industry/Organisation** - Research the industry/organization, understand their challenges and what they do
- > **Fat Man in Pub** – Don't listen to the urban myths/DITS and OPPOS – do your research
- > **Deal in Facts and NOT Opinions** – Everyone has opinions; research and use facts to form your own
- > **Network** - Use the Power of LinkedIn - Use CTP events – go to job fairs – and speak to people



# The CV

## What is the purpose of a CV ?

Show potential employers that you are **suitable** for their jobs and **persuade** them to invite you for an interview with them.

The CV is a **written document** which should include information about your **skills, qualifications and work experience**.

Most service leavers and veterans struggle with this, limiting their interview chances. However, those who succeed in getting interviews often receive job offers, as they excel in face-to-face interactions.

It should explain **not just “What” you have done** through your career but also it should show:

- > Your **achievements that distinguish you** during your career
- > **How** you went about **achieving** them?



# CV Screening

- > **CV screening** determines if a candidate is **qualified** for a role based on their **education, experience, and other information** captured on their CV.
- > The **goal** is to decide if they should proceed to the interview stage.
- > Recruiters, hiring managers, or HR personnel, then **organize** the resumes and begin **vetting** candidates.
- > First sift is normally done by junior personnel based on the **hiring manager's criteria**.
- > Second sift is **reviewed** by the manager or another HR member to finalize the interview list.
- > The **final list** is reviewed, and **interview invitations** are sent out.

Many organisations are now **shifting to AI systems** for screening to create shorter lists of candidates or final interview lists.



### PERSONAL STATEMENT

Professional, HR manager with 5+ years in Human Resources and recruitment. Worked as Branch manager and now Looking to achieve a position in business environment, which will utilize my skills in Talent acquisition and HR while providing me new Challenges and Opportunity.

### EXPERIENCE

#### HR AND TALENT ACQUISITION EXPERT

Conviction HR pvt ltd (Mumbai) Jun 2017 - Jan 2020

#### HR Executive

Conviction HR pvt ltd (Mumbai) Dec 2015 - Jun 2017

#### IT Recruiter

Freelancer (Mumbai) Feb 2014 - Oct 2015

### ROLES & RESPONSIBILITIES

#### In Conviction HR

Dec 2015 - Jan 2020

- Sourced candidates for BPO, KPO, IT Corporates industry by acting as a liaison between the client company and the job candidates.
- Oversaw a human resources department of 20+ team members and their various functions.
- Coordinate with hiring managers to identify staffing needs.
- Effectively liaised between senior management and employees to maintain and improve company -employee relations.
- Researched, recruited, staffed, on boarded, and trained new company hires according to the needs of department and company budget.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.

#### In Conviction HR

Feb 2022 - Feb 2018

- Design job descriptions and interview questions that reflect each position's requirements.
- Shortlist potential candidates through online channels (e.g. social platforms and professional networks)
- Improvising recruiting procedures (e.g. job application and onboarding process) and implement new sourcing methods (e.g. social recruiting)
- Keep track of recruiting metrics (e.g. time-to-hire and cost-per-hire)
- Participated job fairs and career events.
- Forecast quarterly and annual hiring needs by department.
- Foster long-term relationships with past applicants.
- Advise juniors on interviewing techniques.

### CONTACT

info@resumekraft.com  
202-555-0120  
Chicago, Illinois, US  
linkedin.com/resumekraft

### SKILLS

Recruiting  
On boarding  
Developing training programs  
Employee Relations  
Organisational Communication  
Performance tracking  
Leadership mentoring  
Team building  
Sourcing  
Screening & Interviewing  
Strong Public speaker  
Job posting

### COURSES

Human resource management course  
Mumbai (2015)  
Jun 2015 - Nov 2015

### EDUCATION

Bachelors in Business Admin  
San Jose State University  
2009 - 2013  
Higher Secondary  
Northeastern University  
2009 - 2010

### LANGUAGES

English

# CV Screening - Applicant Tracking Systems

Most large organisations now use an **Applicant Tracking System (or ATS)** to **screen CVs** and select candidates to be interviewed.

Recent polling showed **66% of large companies** and **35% of small companies** use an ATS.

- > It uses the **scoring or matching method** to screen CVs by scoring them based on recruiter-defined criteria, like key skills, languages and relevant experience.
- > The software scores CVs by identifying and quantifying key words, phrases, and figures based on predefined job requirements.
- > To score the CV, the software **searches, identifies and raises key words, phrases or figures and quantifies** them based on **how important** they are to the predefined list of job requirements.
- > This results in a **list of compatible candidates**.

Therefore, the **right key Words and Phrases** in an application and CV increase the opportunity of an interview.



# General CV Rules

- > **Tone of CV** – Most CVs read like “An experienced Military person (insert Service or Regiment) who happens to be a xxx” but should read “Experienced XXX who has served in number of diverse international roles, who happened to have been in the (insert Service or Regiment)”.
- > **Home Address/Location** – The right to work in the UK is a big thing so people want to see your actual home postal address not just a vague region East Mids or Scotland.
- > **Work Location** – Include your work preferences (like locally to an address, hybrid, remote, UK-wide, global, EU etc.) to help employers see how you fit into their team.
- > **Executive summary** – This should explain to the reader who you are in a short, sharp paragraph.
- > **Relevance** – A lot of CV’s include details that are important in the military, like whether you are security cleared or not, but most civilian employers do not understand or require those information.
- > **Skill Sets which are Transferable** – Think about all the skills you have gained from military service and focus on your soft skills, such as familiarity with high pressure environments, a decisive and calm nature, you’re trainable and capable of learning new skills.
- > **Rank** – One of the biggest issues in civilian life is that rank has no privilege or place when applying for roles. While there are exceptions, most civilians won’t understand military ranks, so it is helpful to use civilian equivalents. CTP sites include useful information that can help with this.

# Career History

- > **Don't sell yourself short** – you have never been “just” anything – there are skills in which you will have become unconsciously competent
- > **Role History** – write down every relevant role you have had, responsibilities, what training you had and what you learnt from it
- > **Mention the newest Role first**
- > **How Far Back?** – Focus on the last 10 years unless there are key roles to highlight
- > **Key Responsibilities And Achievements** – Draw out the key responsibilities and achievements for each position
- > **Metrics** – Try and use metrics to show achievement – e.g. budget efficiencies, number of pf people managed etc.
- > **Relevant Previous Roles to Military Service**
- > **Volunteer roles** – charities, school board of governors, and sports teams are relevant and should be listed as a separate section



# Example Job Description

## Senior Process Engineer

We are looking for a talented water or wastewater **process engineer** to join our growing team. As an experienced **process engineer for MMB** you will be working in a **creative and challenging environment**. Your role will involve **working collaboratively** within a design and build team with responsibility for **leading and delivering the process design** of multiple water and/or wastewater projects across our Northumbrian Water framework. This role will provide you with the opportunity to **develop your technical and management skills**, **grow your professional network**, and provide you with **excellent long-term potential to advance your career**. Our **flexible working environment** will allow you to work from home, office and on site to suit your needs and the needs of your projects, and we will provide you with the support you require to develop personally and professionally in a **dynamic design-and-construct environment**.

Responsibilities: Work collaboratively with members of the MMB and client project teams and contribute to creating a **positive and engaging work environment**. **Supervise the work of more junior process engineers**, providing technical and professional guidance to aid their development. Contribute to **driving an excellence** and **'right first time' culture in the team**, including identifying and helping to address any competency gaps in the process design. **Manage design quality control processes and checking and reviewing the work of others**.

Support the Project Leader and Design Lead in **technical meetings with our clients to achieve acceptances**. Positively **engage with our clients to develop relationships and influence**, and to enhance our reputation and develop a point of difference. **Identify opportunities to innovate and develop** the client's standards to achieve value and efficiencies. Engage with the appropriate Mott MacDonald Practices and **develop relationships** with the wider Group to enhance yours and MMB's performance.

### Industry role profiles v cv v job applications

The key to success is to write the CV and application **using the language** used in the advert or the role profile. Make sure this is clearly reflected in the application and your CV that you draft for that application.

### Example on the left:

Look at the role profile and **identify the phrases and terminologies** that CV reviewers will look for.

If these are not included in your application and CV, your CV may not pass the first stage.

# Military Speak

As a rule, do not use acronyms and do not use Military Speak in a CV

## Examples:

- > Joint Logistic Support Group HQ under Full Operating Capability (FOC)
- > Completed and passed the 8-week Heavy Weapons course
- > Regimental Sergeant Major
- > Combat Service Support Group (CSSG)
- > Telecommunications Operator using BOWMAN equipment
- > Quartermaster
- > Led team operating from the AS90 and light gun platforms
- > Successfully prepared 39 TacCIS platforms for current deployments

A civilian HR Department would **NOT recognise** these terms nor comprehend what their relevance to a civilian role. Therefore, if applying to anyone else other than a defence contractor, **DO NOT use Military Jargon, acronyms, ranks, or phrases.**

Instead change it to terms like:

- > AS90 and light gun platforms as an example = Complex asset systems or multiple technology designs
- > Regimental Sergeant Major = Senior Manager

# Small Points but Meaningful

- > **Different Meanings** – RAMS in Civilian world means Risk Assessment and Method Statement whereas in the military it can mean reliability, availability, maintainability, and safety (RAMS). So don't assume a term has the same meaning – look it up in Google and be clear on the terminology used.
- > **Professional Development** – Employers look to see what you have personally done to improve your professional development.
- > **Qualifications** – Split these into
  - (1) Management and Leadership
  - (2) Technical
  - (3) Health, Safety and Environmental
  - (4) General Educationthen group all of your qualifications under these and put the date and the awarding body.
- > **Personal Details** – Never put your age but end with something interesting such as Married, children, hobbies. Also mention UK Driving Licences. Hobbies often trigger the reader and show who the person is.

*\*I know someone who got an interview on the basis he was going into the “bin” pile from the shortlist but was a Youth Football Coach and so was the recruiting manager. He was put into the “interview” pile and got the job following the interview.*

# Use SWOT Analysis

## Strengths

- Low salary & Benefits overhead
- Quick to respond to market changes
- Light weight & flat hierarchy resulting quicker decision making

## Weaknesses

- Existing workload too high
- No previous project planning experiences
- Missing expertise in some areas

## Opportunities

- Need to increase market share
- Could convert existing products for new markets

## Threats

- Business partners has little loyalty
- Larger competitors get majority of market share and more famous brand name
- Cost of technology investment

- > SWOT (**strengths, weaknesses, opportunities, and threats**) analysis is a method for identifying and analysing **internal strengths and weaknesses**, as well as **external opportunities and threats** that shape current and future operations and help develop strategic goals.
- > SWOT analyses are **not limited to companies**. Individuals can also use SWOT analysis to engage in constructive introspection and form personal improvement goals.
- > It is useful when **evaluating future and industries**
- > When applying to yourself, understanding where you are, your strengths and weaknesses, opportunities, and threats is important
- > This can also be applied to industries and be used to decide if you want to pursue a career in the industry or not

# Qualifications v Skills

## Remember that:

- > Skills are the abilities you have learned.
- > Qualifications are the skills you've been taught.
- > Behaviours are the way you act or respond.

i.e. Qualifications do NOT make the person

*For example, a software engineer may need technical skills like programming and technical qualifications like a bachelor's degree in computer engineering*

**Skills Identification** – think about your skills and their relevance to an industry or role you are considering.

Is there anything you know you'll definitely need to learn before starting your new career, or skills you'll know you need to master quickly to progress?



# Make connections. Start networking.

- > Starting a new career is an exciting journey, but **make sure you don't forget about the people you meet along the way.**
- > Whether you've joined an online course with others, or you're volunteering somewhere, **don't lose contact once it's over.**
- > Keep an eye out for **networking events in your local area** as well.
- > Don't be afraid to reach out to like-minded people either.
- > **LinkedIn is a powerful tool** : <https://www.linkedin.com/pulse/power-networking-linkedin-how-build-meaningful-your-career-meyerzon/>
- > LinkedIn allows you to view **'degrees of separation,'** or how you **connect with third parties** that you don't currently know.
- > Asking business colleagues to **introduce you to their own contacts** is a reliable and fast way of building new relationships
- > People that help others get better engagement - recommending your connections when they've done a good job for you, sharing useful content, promoting great suppliers and getting involved in group discussions are all ways to build empathy with your network.

# Do Your Research?

- > The more research you do, the more you will **uncover new ideas** and **new career paths**.
- > Use your **connections and LinkedIn** to find out the reality of what a role involves
- > Examine the **current job outlook** in or around your area or the desired industry. Identify what **positively or negatively impacts** the companies or industries
- > Understand **industry pay scales** through research and networking. Consider the cost of living when determining the minimum you can accept?
- > Ignore the myths, plan your pay, and approach people



# Interview

There are 4 main formats for interview:

- 1. Face-to face** - The traditional and still most common form of interview. You'll attend the employer's office and be questioned by an individual or panel. These interviews usually last 45 minutes to two hours and may include tests and exercises. Questions may be strength-based or competency-based.
- 2. Telephone** - Often used by employers early in the application process to filter large numbers of applicants. If successful, you'll typically be invited to a face-to-face interview or assessment centre. Telephone interviews typically last around half an hour.
- 3. Video** - Increasingly popular among large employers, particularly for applications to graduate schemes. Video interviews can be live or pre-recorded and tend to last around half an hour.
- 4. Assessment centres** - Lasting a full day they enable employers to compare the performance of lots of candidates at the same time. You'll attend an assessment centre with other applicants and take part in tasks such as presentations, team exercises and psychometric tests.



# Interview research

Your performance in an interview depends, to a significant extent, on how well you prepare. Don't leave this until the last minute. In the days leading up to the interview, focus your research on the:

- > **Employer** - Show that you understand the business. What sector does it operate in? What challenges does it face? Who are its competitors? What major projects has it recently completed? What are its culture and values? This kind of knowledge demonstrates a genuine interest.
- > **Role** - Review the job description and your application, if you completed one, to refresh your memory of how your skills and qualifications match the job. It's vital that you can explain why you want the job, that you understand the role and, even more importantly, why the employer should choose you over other candidates.
- > **Interview panel** - Try to find out who will be interviewing you. The email inviting you to the interview may include this information. Use LinkedIn and the 'About us' section of the company website to find out more about their professional background. This may help you to connect with them and create a positive impression during the interview.
- > **Questions** - Consider how you'll answer common interview questions, as well as preparing some questions you'd like to ask the interviewer.

# Practice job interviews

- > It's a good idea to do at least one mock interview before the real thing.
- > Google proactive questions and watch YouTube techniques.
- > Prepare questions have someone to ask them while filming yourself answering. Review the recording to evaluate your responses.
- > It's also worth testing your telephone connection and making sure that your laptop, microphone and any other technical equipment you need is working, and you know how to use them.

## Two Types of Interview Questions:

### Strength-based interview questions

- > What do you like to do in your spare time?
- > What energises you?
- > How would your close friends describe you?
- > Do you most like starting tasks or finishing them?
- > Do you prefer the big picture or the small details?
- > Describe a successful day. ...
- > What are you good at?
- > What are your weaknesses?

### Competency-based interview questions

- > Describe a situation in which you led a team.
- > Give an example of a time you handled conflict in the workplace.
- > How do you maintain good working relationships with your colleagues?
- > Tell me about a big decision you've made recently. ...
- > What has been your biggest achievement to date?

Try and use examples to illustrate the answer

An aerial photograph of a coastline with green and brown vegetation. Overlaid on the image are several parallel, wavy blue lines that curve across the frame from the top right towards the bottom left. The text 'RWE' is positioned at the top center, and 'Our energy for a sustainable life' is centered in the middle of the image.

**RWE**

**Our energy for a sustainable life**