



CANDIDATE GUIDANCE

Preparing for your next opportunity

Practical guidance for navigating a recruitment process with clarity and confidence.

CHEMICAL TALENT. INTERNATIONAL REACH.

A considered approach to your career

A career move deserves more than a vacancy description. This guide is designed to help you consider an opportunity properly, prepare with purpose and communicate your experience with confidence.

Laborare works exclusively within the global chemical and specialty ingredients industries. We support technical, commercial, operational and leadership professionals across manufacturers, ingredient suppliers and distributors worldwide.

Our role is not simply to introduce a CV. We take time to understand your experience, aspirations and the environment in which you are most likely to succeed. Every conversation is handled personally and discreetly.

How to use this guide

You do not need to follow every point mechanically. Use the sections that are relevant to your stage in the process, and speak openly with your Laborare consultant whenever you need further context or preparation.

A successful appointment should make sense for both you and the organisation - professionally, personally and over the longer term.

Before you begin

- Be clear about what would make a move worthwhile, rather than beginning with job title alone.
- Consider the work you want to do, the contribution you want to make and the environment in which you perform at your best.
- Be honest about practical considerations including location, travel, flexibility, remuneration and timing.
- Before expressing an interest in an opportunity, establish whether you have the legal right to work in the country where the position is based. If you would require employer sponsorship now or in the future, you must disclose this at the outset. Sponsorship and relocation support should not be assumed unless they are expressly stated as available.

The initial conversation

The first discussion is an opportunity to explore whether there is genuine alignment. It is not an interview, and you are not expected to make an immediate decision.

We may have contacted you about a particular appointment, or you may have approached us to understand the market. In either case, the most useful conversation is an open one.

Be ready to discuss

- Your current responsibilities, reporting line and the scope of your role.
- The products, technologies, customers, markets and territories you know well.
- The achievements that best demonstrate your impact.
- What you enjoy, what you would like to change and what progression means to you.
- The remuneration range for the opportunity and whether it aligns with your expectations, together with your notice period or earliest available start date and any restrictions or practical considerations that may affect a move.
- Your current location, right-to-work status for the country in which the role is based and whether you would require employer sponsorship now or in the future.

Questions worth asking

- Why has the position arisen, and what does the organisation need this person to accomplish?
- How is the team structured, and where does the role sit within the wider business?
- What are the principal opportunities and challenges?
- What experience matters most to the hiring team?

You are not committing to a process by having an initial conversation. The purpose is to establish whether it is worth exploring further.

Presenting your experience

A strong CV or resume should help the reader understand the scale, relevance and impact of your experience quickly. It should support the conversation, not attempt to contain your entire career history.

What to include

- A concise profile explaining your specialism, sector experience and professional scope.
- Clear employment dates, job titles and a short description of each organisation where context may not be obvious.
- Responsibilities that show scale: team size, geography, customer base, product portfolio, budget or operational remit.
- Specific achievements supported by appropriate evidence, such as revenue growth, margin improvement, successful launches, efficiency gains or capability built.
- Relevant qualifications, professional memberships, languages and international experience.

Keep the emphasis on impact

Responsibilities explain what you were accountable for. Achievements demonstrate how well you did it. Wherever possible, connect an action to an outcome and make your own contribution clear.

Instead of: 'Responsible for key accounts.'

Consider: 'Developed three strategic European accounts, increasing annual revenue by 18% while improving product mix and margin.'

Final checks

- Tailor emphasis to the appointment without overstating or changing your experience.
- Remove unexplained acronyms and internal terminology.
- Check accuracy, formatting and contact details before submitting.
- Tell us if any information must be treated with particular sensitivity.

Preparing for interview

Good preparation is not about rehearsing perfect answers. It is about understanding the requirement, selecting relevant evidence and arriving ready for a purposeful discussion.

Understanding the process

Recruitment processes vary according to the organisation and appointment. Many involve several interviews with different stakeholders before an offer can be made and may also include presentations, case studies, technical assessments or psychometric assessments.

Laborare will explain the anticipated stages, interview format, participants, timescales and any specific preparation required as early as possible. If the process or timings change, we will keep you informed.

Understand the context

- Review the organisation, its markets, products, customers, competitors and recent developments.
- Revisit the position brief and identify the three or four priorities behind the appointment.
- Consider why your experience is relevant and where you may need to address a gap directly.

Prepare evidence

Choose examples that demonstrate the capabilities the role requires. A simple structure can help: explain the situation, your responsibility, the action you personally took and the result. Be ready for follow-up questions about decisions, obstacles and lessons learned.

During the conversation

- Answer the question asked and give enough context for your contribution to be understood.
- Use clear, specific examples rather than relying on broad claims.
- Listen carefully and treat the interview as a two-way professional discussion.
- Ask thoughtful questions that help you understand expectations, culture and decision-making.
- If you do not know something, say so. Credibility matters more than forcing an answer.

Technical credibility may open the conversation. Clear evidence of judgement, influence and impact often determines what happens next.

Evaluating the opportunity

A new position should be assessed on more than salary or title. Consider what the appointment offers, what it asks of you and whether the wider setting supports your success.

The role

- Is the mandate clear, and will you have the authority and resources to deliver it?
- Will the work use your strengths while giving you meaningful room to develop?
- How will success be measured in the first year?

The organisation

- Do its direction, pace, values and decision-making style suit you?
- What is the quality of the leadership, team and internal support around the role?
- Are expectations and business conditions realistic?

The practical fit

- Consider location, travel, working pattern, remuneration, benefits and family implications together.
- Understand any probationary period, where applicable, together with bonus, equity, relocation or restrictive covenant provisions before accepting.

The longer-term view

- What could you learn, build or become known for?
- Does the move strengthen the direction of your career, even if the title is not the only step forward?

If something matters to your decision, raise it early enough for it to be explored properly. Late surprises rarely help either party.

Communication throughout the process

Clear communication allows everyone to make informed decisions and helps us represent your position accurately. You should always know what is happening and why.

Keep us informed

- Tell us promptly if your interest changes or another process begins to move quickly.
- Share feedback openly after each conversation, including reservations as well as positives.
- Let us know about changes to availability, travel, notice period or remuneration expectations.
- Do not feel pressured to continue if the opportunity is no longer right for you; an early, honest conversation is always preferable.

Confidentiality

Many appointments are confidential or commercially sensitive. We will explain any restrictions that apply and will not submit your details to an organisation without discussing the opportunity with you and obtaining your agreement.

What you can expect from Laborare

- Relevant contact based on considered alignment, not mass outreach.
- Clear information about the role, organisation and process wherever it can be shared.
- Constructive preparation before interviews and honest feedback afterwards.
- Respect for your time, privacy and professional reputation.
- Ongoing communication through every stage of the appointment.

If the process becomes unclear, contact us. You should never feel that you have to guess where matters stand.

Offer, resignation and counteroffers

An offer is an important point in the process, but it should confirm a decision that has been properly considered rather than create pressure to make one quickly.

Reviewing an offer

- Consider the complete package alongside the role, leadership, culture, location and longer-term opportunity.
- Check that the written terms reflect what has been discussed, including title, reporting line, start date, remuneration and any conditions.
- Raise questions before accepting. A careful clarification is better than an assumption.

Resigning professionally

- Wait until the written offer is final and any essential conditions are understood.
- Keep your resignation concise, respectful and unambiguous.
- Avoid turning the conversation into a list of grievances; protect the relationships and reputation you have built.
- Agree a responsible handover and continue performing professionally throughout your notice period.

Considering a counteroffer

A counteroffer can feel reassuring, particularly when it addresses remuneration immediately. Return to the reasons you considered leaving. Ask whether the underlying issues have genuinely changed, why the improvement was not available earlier and how accepting may affect trust, progression and your longer-term position.

There is no universally correct response to a counteroffer. Make the decision from evidence and longer-term alignment, not from the discomfort of resigning.

A final thought

The right career decision is rarely based on one factor. Take the time to understand the opportunity, ask the questions that matter and make a decision you can explain confidently to yourself.

Laborare Group

Specialist recruitment across the global chemical and specialty ingredients industries.

For further guidance, speak directly with your Laborare consultant or visit the Laborare Group website.