



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.

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.'

Help us understand your relevance

Your CV does not need to replicate every requirement in a job description, but it should make the experience most relevant to the appointment easy to identify.

If your suitability depends on experience that isn't immediately apparent from your job title or recent positions, make sure that context is included. This is particularly important where your experience spans different sectors, products, markets or functions.

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.

Your LinkedIn profile

LinkedIn is often one of the first places a recruiter or hiring manager will look when considering a potential candidate. It does not need to replicate your CV, but it should give an accurate and current picture of your professional experience and expertise.

Make it easy to understand what you do

Your job title alone may not explain the breadth of your experience. Consider whether your headline and profile make your sector, functional expertise, markets and areas of specialism clear.

Recruiters frequently search LinkedIn using combinations of job titles, sectors, markets, products, technical expertise and locations. If important experience isn't mentioned anywhere on your profile, you may be less likely to appear in a relevant search.

For example: a profile that simply states “**Sales Director**” may tell a recruiter very little.

If you have spent 15 years selling specialty chemicals across EMEA, leading commercial teams, managing key accounts or holding P&L responsibility, make sure that experience is visible somewhere within your profile.

A recruiter looking for that specific combination of sector, market and commercial experience may be searching using those terms. If your profile doesn't reflect them, they may never know you have the experience they are looking for.

The aim isn't to fill your profile with keywords. It is simply to make sure your LinkedIn profile accurately represents what you actually do and the experience you have built.

Give your career some context

A short About section can provide useful context that job titles alone cannot, particularly if your career spans different markets, functions or geographies.

Similarly, consider including some detail beneath each of your positions. You don't need to reproduce your CV, but a job title and company name alone may not demonstrate the scale, scope or relevance of your experience.

Review your Skills section periodically too. It should reflect your current expertise and the areas in which you would genuinely want to be identified, rather than simply retaining skills accumulated much earlier in your career.

Keep your LinkedIn profile and CV aligned

Your LinkedIn profile and CV don't need to be identical, but your employment dates, job titles and overall career history should be consistent.

If you update your CV, it is worth reviewing your LinkedIn profile at the same time. An outdated profile can unintentionally create questions or fail to reflect experience you have subsequently developed.

Open to opportunities?

If you are actively or discreetly considering a move, LinkedIn allows you to indicate that you are open to hearing about opportunities.

Selecting “**Recruiters only**” allows this information to be visible to users of LinkedIn Recruiter without adding the public **#OpenToWork** frame to your profile.

LinkedIn takes steps to prevent recruiters associated with your current employer and related companies from seeing this information. However, it does not guarantee complete privacy, so consider this before enabling the setting.

You can also specify the types of roles, locations, working arrangements and employment types you would consider. Keeping these preferences accurate can help recruiters determine whether an opportunity is genuinely relevant before approaching you.

Think about your profile from the recruiter's perspective

You don't need to be actively looking for a new position to keep your LinkedIn profile current.

Ask yourself:

If somebody who knew nothing about me found my profile today, would they understand what I do, where my expertise lies and the type and level of opportunity for which I might be relevant?

If the answer isn't immediately clear, your profile may not be representing the full value of your experience.

The initial application

Applying for a position should start with considering whether your experience and circumstances align with the requirements of the appointment.

We review every application we receive. However, due to the volume of applications for some positions, it is not always possible to provide individual feedback where an application is not progressed beyond the initial review.

Consider the essential criteria

Some appointments have specific essential criteria set by our clients. These may include:

- Relevant industry, market or product experience
- Technical or professional qualifications
- Language proficiency
- Location or willingness to relocate
- Right to work in the country where the position is based
- Particular functional, commercial or leadership experience

Before applying, please consider the essential criteria outlined in the position. These requirements are set by our clients and, where specified as essential, cannot be waived by Laborare.

If you do not meet the essential criteria for an appointment, we will be unable to progress your application.

Where your CV or application does not make a particular requirement clear, we may contact you for clarification before making a decision.

What happens next?

Where there appears to be a potential alignment, we will normally contact you for an initial conversation. This gives us an opportunity to understand your experience and circumstances in greater detail and allows you to learn more about the appointment before deciding whether you would like to progress.

An application is the beginning of that assessment rather than a commitment from either side.

Our aim is to identify genuine alignment between the individual, the opportunity and the requirements set by our client.

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.
- 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.

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.

Interviewing experience and professional capability are not the same thing. Some highly experienced professionals interview infrequently, particularly those who have built long, successful careers within a small number of organisations. The same can be true at leadership level, where someone may be highly experienced in assessing and interviewing others but less accustomed to being on the other side of the conversation.

Preparation is therefore not about scripting answers. It is about helping you identify and articulate the experience, judgement and achievements that are most relevant to the appointment.

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. We will keep you informed throughout the process, including when we are awaiting further information or feedback from the client.

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 open, honest feedback whenever this is available to us.
- Respect for your time, privacy and professional reputation.
- Ongoing communication through every stage of the appointment.

If the process becomes unclear, contact us. Even where we are awaiting information ourselves, we will always be open about 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. Consider whether the underlying reasons for leaving have genuinely changed, what has prompted the counteroffer and how accepting it may affect your progression and 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.