THE
DOCUMENT CONTROL TRIBUNE

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Winning the Job Race

When looking for a new job, one of the key elements is to have a good resume/CV. Having experience, degrees and certifications is one thing, but being able to communicate well about it is another thing.

Most Document Controllers have learnt the discipline "on-the-job"

A typical difficulty that Document Control professionals encounter while looking for a new job is to stand-out from other resumes/CVs. This is an issue especially as most document controllers have been trained "on-the-job", with no formal Document Control education.

Another element is that, in Document Control, the number of years of experience is one thing, but it does not say a lot about what you can actually do: having twenty years experience working in the same company is not the same as having 5 years experience, but having worked in different companies. Simply because part of our job in Document Control is to adapt to different requirements, procedures, softwares or tools.

Stand out from the pile of resumes/CVs

On average, a recruiter receives over a hundred resumes for each job posting.

It is all about getting through what is called the "hiring funnel": As per a study run by the Talent Function Group, for each online job posting, on average:

- 1,000 individuals will see a job post,
- 200 of these 1,000 will begin the application process,
- 100 of these 200 will complete the application,
- 75 of those 100 resumes will be screened out by a recruiter
- 25 resumes of these 100 will be seen by the hiring manager
- Only 4 to 6 will be invited for an interview,
- 1 to 3 of them will be invited back for final interview
- 1 will be offered that job
- and 80 percent of those receiving an offer will accept it

So the challenge is then to be selected in the short-listed CVs. How to get there?

How does a recruiter work?

Several studies found that, initially, the recruiter spends on average 5 to 7 seconds reviewing a resume. This means that the first review is merely a quick scan and not a thorough read.

Studies also show that most of these 5 to 7 seconds is spent looking at the main areas of your resume: job titles, companies, start and end dates, and education.
This means that any applicant has to focus on these areas and make them extremely easy to find and to scan through.

So, the recruiter will first make an initial review of the CVs based on high level criteria, such as: they requested 20 years experience, and you have 12? You are out. They said that it was mandatory to speak Spanish and you do not? You are out. And so on. The screening is even now sometimes done by a computer and not by a human being… which gives even less room for a second chance…

Did you know?

5 to 7 seconds

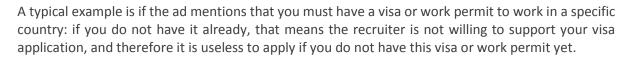That is the average time a recruiter will spend on any CV at the screening stage!

Once this first high-level screening is done, the recruiters may start looking a bit more into the resumes/CVs. But at this stage, they will not fully read your CV in detail yet. They are going to read through it, and browse for "magic keywords". In the ad, they said that it would be an advantage if you have knowledge of Sharepoint? If they see "Sharepoint" somewhere in your CV, that may catch their attention and they might give your CV a little more read.

Finally, they will shortlist just a few CVs out of these hundreds of applications that they received. The number of CVs shortlisted depends on the recruiter, but they will usually keep 4 to 6 CVs, to be called in for interviews.

Target your job applications

The recruitment process is ruthless: if the job ad mentions something as mandatory, and if you do not have it on your CV, it is probably a waste of your time to apply for this job, as you are sure of the negative outcome.

A typical example is if the ad mentions that you must have a visa or work permit to work in a specific country: if you do not have it already, that means the recruiter is not willing to support your visa application, and therefore it is useless to apply if you do not have this visa or work permit yet.

The only exception to this statement is when you are in a very tense market, where there are more job offers than candidates. In this case, recruiters have to be more flexible to get candidates. But let's face it: in our profession, there are only a very few places in the world where this is the case.

So in most cases, this means that if you want to be successful in your job search, you have to take a proper first step, and that is to screen the ads and to apply only for the ones where you have the requested profile.

Which job ads?

In most job ads, you will have a section with the mandatory requirements. For example:

> Key requirements include:
>
> - Fluent English
> - Minimum of 8 years hands-on experience in project document control activities during Concept Optimization, Front End Engineering Design (FEED) and Engineering, Procurement, Installation and Commissioning (EPIC) projects within Oil and Gas industry.
> - Adequate exposure to computerised systems on project documentation.

As these are mandatory, do not waste your time and the recruiter's by applying if you do not fulfil these mandatory requirements.

A study published by the Wall Street Journal shows that recruiters report that over **50 percent of applicants** for a typical job fail to meet the basic qualifications for that job.

You also have a nice-to-have section, recognizable by the words "preferably", "the ideal candidate would", etc. For example:

> We are looking for a Document Controller to assist in the completion of rail projects. Candidates will ideally have previous experience in a document control environment.

Here, it is a little less black-or-white: Provided you fulfil the mandatory requirements, you can still apply if your CV does not tick all the "nice-to-have" boxes.

At this point in the article you are probably thinking that this reduces enormously the number of ads to which you can apply. That is absolutely true, but this is not necessarily a bad thing. That is even a good thing because, by applying only to job ads on which you have a chance to stand out, you will be able to concentrate better on these ads, and on these applications. Ultimately, you will have a much higher rate of positive responses from recruiters, which is good for your morale!

Boost your CV

How to improve your CV

We have explained earlier that most of the recruiter's time on your CV is actually a high-level screening. This means that you have to make your CV "screening-friendly".

We have established earlier that a recruiter would visually scan your CV over, more than actually reading it. And that they would not usually spend more than 5-7 seconds scanning through your CV…

This means that the format of your CV has to be "scannable": failing that means your CV might be discarded at first sight.

Studies show that you can improve your odds of getting through the first screen by 60% if you have a clear, professionally organized resume/CV format that presents relevant information where recruiters expect it.

Creating a « screening-friendly » CV

First of all, it is always a good idea to have a **profile summary** at the top of the CV: that is a succinct statement that tells the reader who you are and what you have to offer:

> Accomplished, quality-oriented Document Controller with more than 10 years of experience in the Oil & Gas sector, looking for Document Control opportunities. Highly organized, able to effectively coordinate tasks to accomplish projects with timeliness and compliance.

Did you know?

Characteristics of a good CV

- Clean, easy-to-read format
- As concise as possible, straight-to-the-point
- Contains sections appropriately labelled
- Perfect formatting: no typo, no formatting issues, consistent text alignments and bullet point types, etc.
- Includes a profile summary
- Tailored to the role
- Includes references

Avoid however in this section, all the subjective stereotypes such as 'excellent self-starter', 'good team player', 'natural leader and good communicator'.

You can complete it by a **key skills** section:

> - Extensive experience of controlling documents in an Oil and Gas operating company
> - 8 years experience as a Project Document Controller: good knowledge of Projects lifecycle and requirements
> - Good working knowledge of [XXX] EDMS (Electronic Document Management System)

Next item on your list: Ensure that you have **clearly labelled categories**: Contact Details, Work Experience, Education, Skills, Technical Knowledge, References, etc.
Use the same formatting throughout the categories: same font, size, bullet point types, and paragraph characteristics.

Within each category, show a **consistent format** to give the details. For example:

```
01-2007 to 09-2009    Document Controller
                      Company XYZ
                      In charge of……..
                      The position involved…..

01-2005 to 12-2006    Junior Document Controller
                      Company XYZ
                      In charge of……..
                      The position involved…..
```

To help with the CV screening, some **key elements** have to stand out:

- Names of Companies & Projects you have worked on
- Start and Finish Dates for each job
- Job Title
- Any key achievements you have had during this experience
- Any "magic keywords" you think the recruiter might look for

Research your "competition"

Having a look at other Document Controllers CVs or profiles on Linkedin for example, can tell you a lot on your competition, and also these little things that you have and others do not… these little things are precious to you and to recruiters and they can give you ideas about your "differentiators".

A differentiator is: anything that makes you stand out from other candidates for the same job ads.

When you research your "competitors", ensure that you compare like for like: same geographical location, same type of experience (junior, senior, lead, manager, etc.), and if possible same industry. Otherwise the results might be skewed, inaccurate or inconclusive.

Manage your career

You can also make improvements to your CV along the way and target to improve your areas of weakness. For example: You are lacking formal education in Document Control? Why not go to a training course, or a certification exam. Or else: You have worked all of your career on the Client side on a project? Why not target Engineering Companies or Contractors for your next job? This will enrich your profile and you will improve it along the way.

Proof-read your CV

One element that is too often missed out by candidates is that a resume is only as good as the biggest typo you have inside. Especially when you are recruiting a Document Controller, who is supposed to have attention to detail.

So if you want to avoid having your CV thrown to the bin for a silly typo, just proof-read it as many times as necessary to eradicate all typos, formatting errors, etc.
You can also ask the help of others (family members, colleagues) to help you go through this thorough check.

Also make sure that your formatting is perfect: justified paragraphs, aligned bullet points, consistent fonts, consistent sizes, etc.

Did you know?

- **61%** of recruiters will dismiss a resume that contains typo or spelling errors
(source: Careerbuilder)

- **76%** will reject a CV because of the use of an unprofessional / inadequate email address
(source: BeHiring)

Formatting DOs	Formatting DON'Ts

SUMMARY OF SKILLS:
 	
• Skill 1
• Skill 2
• Skill 3
 	
WORK EXPERIENCE :
 	
01-2007 to 09-2009   Document Controller
       Company XYZ
       In charge of........
       The position involved.....
 	
01-2005 to 12-2006   Junior Document Controller
       Company XYZ
       In charge of........
       The position involved.....
	SUMMARY OF SKILLS:
	
	• Skill 1
	   • Skill 2
	• Skill 3
	
	WORK EXPERIENCE :
	
	01-2007 to 09-2009 Document Controller
	       Company XYZ
	       In charge of........
	       The position involved.....
	
	01-2005 to 12-2006 Junior Document Controller
	       Company XYZ
	       In charge of........
	       The position involved.....

We hope that these articles help you in your job search and in the management of your competencies!

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2016 Salary Survey

Survey runs from the 5th of November to the 15th of December 2015 – Results published in January 2016

Every year, Consepsys runs a salary survey. This is an important exercise to identify salary levels, trends and other fundamental topics. Document Control professionals from **all countries and industries** are invited to take part in the survey.

Last year we gathered 285 complete contributions from 42 countries.

This year we would like to gather **more results to ensure accurate and representative results**. To do that, we will need everyone's help to fill out the survey as well as **spread the word throughout the Document Control community**: the more results we get, the more accurate the study will be, and the more **you** can learn from it!

What is it?
- The survey will be a **benchmark of Document Control professionals' remunerations**, throughout the world and a study of factors impacting remuneration (experience, role, environment, industry, etc.).

When is it?
- The survey will run from the 5th of November to the 15th of December 2015
- The summary report will be published in January 2016
- Deadline: Survey closes on the 15th of December 2015

How long will it take?
- The salary survey will take approximately 10 minutes

What about my data?
- Survey can be done anonymously
- All individual results are confidential
- Individual data will not be disclosed to any third party
- Data will be used for statistical analysis purposes only

PARTICIPATE IN THE SURVEY NOW!

What's in it for me?
- Participants will receive a copy of the summary report when it is published in January 2016
- Participants will be entered into a draw to win a 3-hour online course module on Document Control topics
- The summary report will provide information about salary range and other benefits which can be useful to all Document Control professionals

Coming soon!

in the Document Control Tribune

Our new comics strip series

"Hanging in there"

with our brave character **D. Ceecee** – the Document Controller

Hanging in there
with D. Ceecee - the Document Controller

Portrait of a Document Controller

Claire Nicholson

Document Controller in Newcastle upon Tyne, United Kingdom

Can you tell us a bit about you?

My name is Claire Nicholson, I am 34 years old and I live and work in Newcastle upon Tyne.

I met my husband whilst working at Newcastle United F.C. in 2001 and we have been happily married for 10 years now. We have a son aged 5 and a daughter who is 2.5 years old.

I also like to spend time learning new crafts (candle making, sewing handbags, kiln glass art, jewellery and card making).

What is your current role?

I'm a Document Controller at Arup – a global firm of designers, planners, engineers and technical specialists with over 90 offices spanning across 40 countries.

Can you describe your professional experience?

I have a HNC in Business and of course my newly achieved Lead Document Control Certification. I have worked in a small number of businesses since leaving school at the age of 16 and my background has always been in administration.

Claire Nicholson, Document Controller with Arup, attended the Certified Lead Document Controller Course with Consepsys in London in June 2015

I started working at Arup in 2007 as a PA and Team Secretary to our Buildings Group and I thoroughly enjoyed it.

In January 2013 I returned from maternity leave to a brand new role, as a full time Document Controller which required me to take a big leap of faith. I'm very pleased to say since I've committed to it I've never looked back.

Which Consepsys course did you attend and when?

In June 2015, I attended the Lead Document Controller course in London. When I came across the course with Consepsys I discussed with my manager the possibility of attending and after reading the course content together carefully, we both agreed this was going to be a very positive experience for me.

What did you think about the course? How did it help you in your current role and career development?

I remember coming home from the course with bags of enthusiasm and a toolbox of ideas to implement in my role. I asked my manager for a catch up on my return and we spent an hour or so happily chatting and agreeing all of the ideas I was keen to start putting into place.

Since attending the course, I feel my confidence as a Document Controller has increased to no end. I feel that I am operating differently now, perhaps more strategically maybe and I'm always looking for ways to improve on quality. I now hold document control reviews with our project managers to ensure we are adhering to our project plans.

I took part in the course with several other Document Controllers from around the world and we all supported one another by openly sharing our experiences - even now, six months down the line, we still keep in touch.

The course was fantastic, the content was very relevant and the hand-outs and training facilities were first-class. The exam at the end of the course was challenging but it made it all the more rewarding when I got home and received the good news of the results and the certificate in the post. The course was a sound investment for our business and it did not disappoint. The next step for me is the online 'Document Control Audit' module and I can't wait to get started on it!

To read the full interview on our website:
Click here

The 2016 Course Catalogue is out!

Consepsys runs a wide range of training courses, certification programmes and seminars.

Our catalogue includes:

- **Certified Document Controller Course**
  A comprehensive and hands-on document control training course, covering all aspects of document control tasks.

- **Certified Lead Document Controller Course**
  A managerial course where you can learn how to lead teams, manage interfaces, implement, improve or run DC systems (procedures, resources, software, etc.)

- **Certification Programmes**
  Certify your experience through a formal three-hour examination

- **Online Short Modules** on selected subjects
  Web-based, self-paced and fully flexible

- **New in 2016**:
  - A new course, the "Advanced Document Controller Course"
  - And new course locations

Download the 2016 Catalogue