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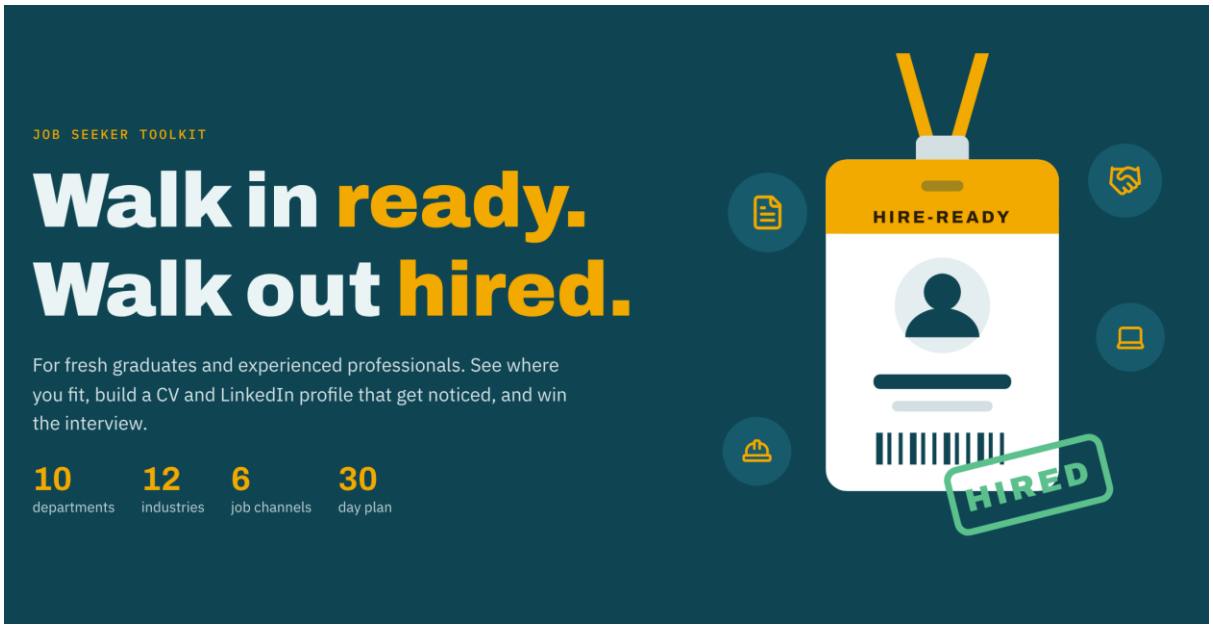
Hire-Ready Toolkit

A practical, visual guide for fresh graduates and experienced job seekers

Prepared and reviewed by

Abdullah Alwaheed, Assoc CIPD



Hire-Ready Toolkit

A practical, visual guide for fresh graduates and experienced job seekers

Prepared and reviewed by	**Abdullah Alwaheed, Assoc CIPD** Senior Recruitment & HR Specialist
Version	1.0
Date	November 2026
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Inside Your path · Departments · Industries · CV · LinkedIn · Interview · Where to apply · 30-day plan · Checklist and tracker

Document control

Document title	Hire-Ready Toolkit
Purpose	Help job seekers target the right roles, present their evidence and achievements, and perform well at interview.
Audience	Job seekers at community career events: fresh graduates and experienced professionals.
Version and date	1.0, November 2026
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How to use this toolkit

- Prefer pictures? Each section opens with an infographic that stands on its own.
- Prefer reading? The tables under each infographic hold the detail.
- Ready to act? Appendix B gives you a checklist and an application tracker.

Toolkit at a glance (trainers can follow any order that suits their session)

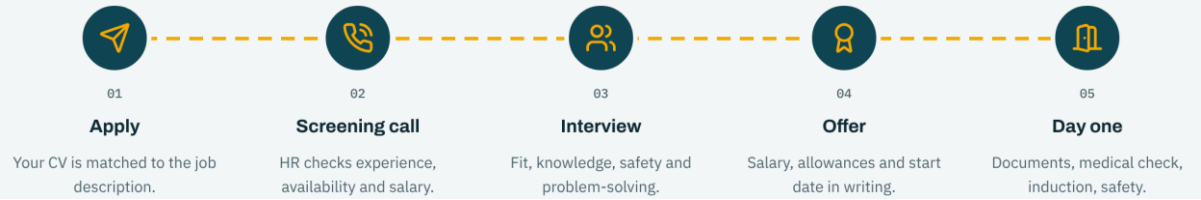
Theme	Sections	What it covers
Know the market	1–4	The hiring journey, the two starting points, departments and industries
Present yourself	5–6	CV structure and a complete LinkedIn profile
Perform at interview	7–8	Self-introduction, STAR, scenario questions and interview-day essentials
Search with a plan	9–10	Job channels, national programmes, staying safe and a 30-day plan
Questions and practice	11, Appendices	Common questions, sample role deep-dives, checklist and application tracker

Contents

1	Five stops to your first day	8	On the day
2	Where do you start?	9	Where to apply
3	Which department fits you?	10	Your 30-day plan
4	Where will you work?	11	Ask a recruiter
5	A CV that gets read		Appendix A: Sample role deep-dives
6	LinkedIn: your second CV		Appendix B: Checklist and application tracker
7	Win the interview		Sources

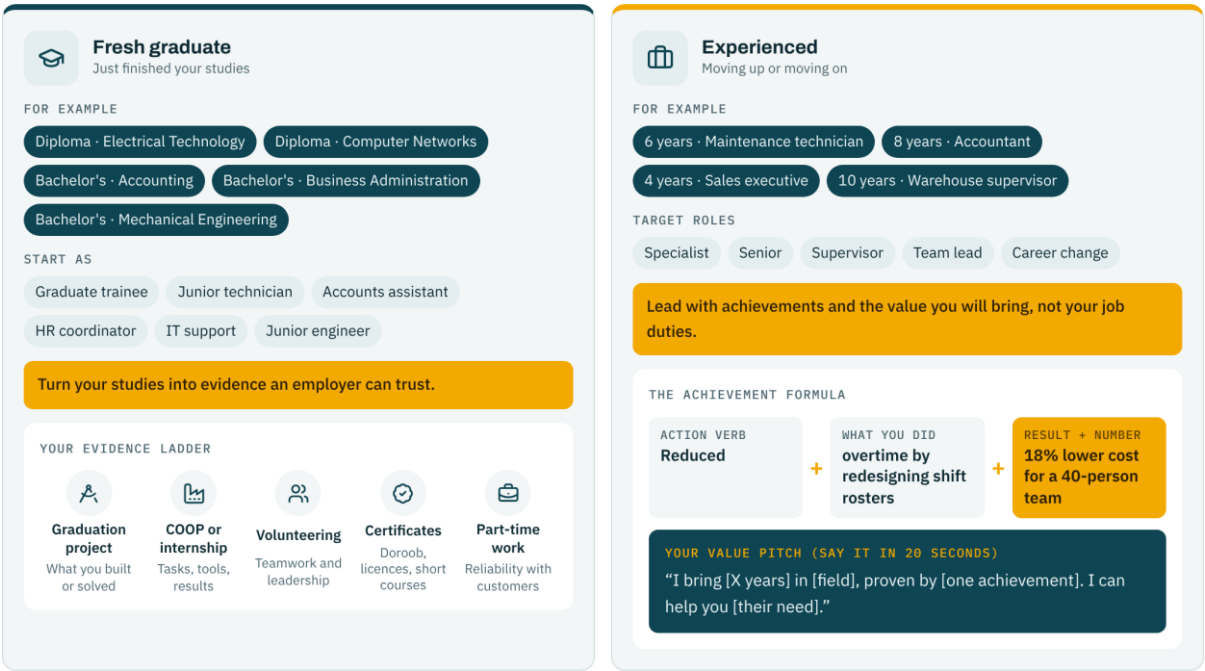
1 Five stops to your first day

Each stop tests something different. Know what it is.



2 Where do you start?

Two starting points. Find yours and play to its strengths.



Profile	Employers look for	Build your profile	CV focus	Interview focus
Fresh graduate	Knowledge of your field, willingness to learn, communication in Arabic and English, digital skills and a reliable attitude.	– Apply for graduate programmes and Tamheer – Add a Doroob certificate linked to your target role – Start your professional path: SCE, SCFHS, SOCPA, CIPD or SHRM – Complete your LinkedIn profile today	One page: summary, education with major, graduation project, COOP, skills, certificates.	STAR stories from study, COOP and volunteering; why this field; short scenario questions.
Experienced	Results with numbers, the scale you handled, systems you used, and how fast you can add value.	– Rewrite every duty as an achievement – List 3 achievements that match the new job – Changing field? Add a course and show transferable skills – Prepare references; know your market value	Two pages max: summary, core competencies, systems, achievement bullets with numbers.	Scale, decisions you made yourself, leadership, and what you will improve in the first 90 days.

3 Which department fits you?

Find roles for fresh graduates and experienced candidates, and a question you will hear.



Department	Fresh graduate roles	Experienced roles	Skills that help	You may be asked
HR & Admin	HR officer, recruitment coordinator, HR assistant	HR specialist, recruiter, payroll lead, HR business partner	MS Office, confidentiality, Labor Law basics, Qiwa, GOSI; CIPD or SHRM	Which HR systems or government portals do you know?
Finance	Junior accountant, accounts assistant, billing officer	Accountant, financial analyst, auditor, finance supervisor	Excel, ERP, accuracy, VAT basics; SOCPA, CMA, ACCA	How do you make sure your entries are accurate?
IT & Digital	IT support, help desk, junior developer	Systems admin, developer, data or cyber analyst, IT lead	Troubleshooting, networks, cloud and data tools; CompTIA, Cisco, AWS	A user can't connect to the network. How do you troubleshoot?
Operations	Production trainee, machine operator, junior engineer	Shift supervisor, production engineer, planner	Safety, shifts, SOPs; Lean or Six Sigma	A machine stops during your shift. What do you do?
Technical	Junior technician, maintenance trainee	Senior technician, maintenance or reliability engineer, planner	Hands-on skills, permits, LOTO, drawings; trade licences	How do you isolate equipment before work?
Supply chain	Storekeeper, logistics coordinator, purchasing assistant	Buyer, inventory controller, logistics or warehouse supervisor	ERP or WMS, stock accuracy, documents; CIPS	A delivery is late. What do you do?
Sales & service	Sales associate, customer service agent, marketing assistant	Account manager, marketing specialist, sales supervisor	Communication, CRM, social media, targets	How do you handle an angry customer?
HSE	HSE trainee, safety officer	HSE engineer, safety or environmental specialist	Risk awareness, first aid; NEBOSH, IOSH, OSHA	A colleague is working without PPE. What do you do?
Quality	Quality inspector, lab technician	Quality engineer, QA/QC specialist, auditor	Detail, testing, documentation; ISO 9001	A batch fails inspection before shipping. What do you do?
Engineering	Junior engineer, drafter	Project, design or process engineer	Design tools, projects; SCE registration	Walk us through your graduation project.

4 Where will you work?

The same department exists in every sector. Pick the sector whose language you want to speak.

Oil, gas & petrochemicals
Operators, technicians, HSE, engineers

Manufacturing
Operators, maintenance, quality, warehouse

Construction & real estate
Site technicians, planners, HSE, engineers

Logistics, ports & transport
Warehouse, drivers, shipping, customs

Utilities & renewables
Technicians, operators, engineers

Retail & e-commerce
Sales, cashiers, supervisors, service

Banking & insurance
Service, tellers, accountants, analysts

Healthcare
Nurses, technicians, pharmacists, admin

Telecom & technology
Service, IT support, developers, sales

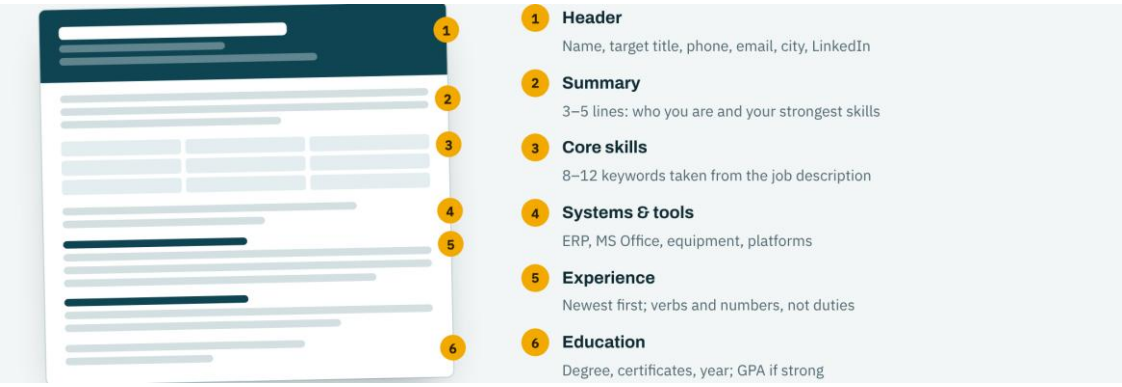
Tourism & hospitality
Front office, guest relations, events

Government
Admin, specialists, engineers, IT

Education & training
Teachers, trainers, admin, IT

5 A CV that gets read

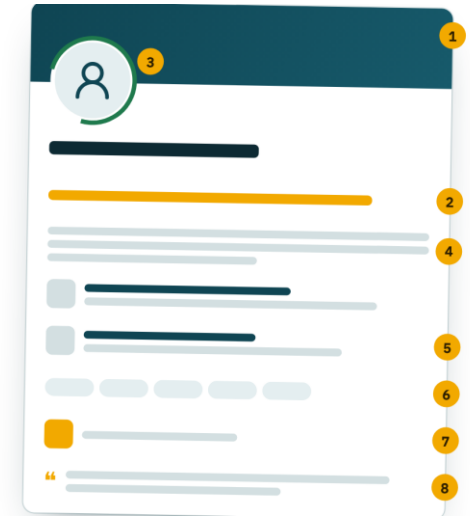
Recruiters scan before they read. Use six blocks, in this order.



Do	Avoid
✓ Start bullets with action verbs	✕ Spelling mistakes and unexplained gaps
✓ Add numbers: team size, volumes, results	✕ Tables and graphics screening software can't read
✓ Use the JD's own keywords	✕ Skills or systems you haven't used
✓ Save as PDF: Firstname-Lastname-CV.pdf	✕ One CV sent unchanged to every job

6 LinkedIn: your second CV

Recruiters search LinkedIn by keywords every day, often before a job is even advertised. A complete, current profile is how they find you.



1. **Photo & banner** — Recent, professional, plain background
2. **Headline** — Target role + 2–3 key skills, not just "job seeker"
3. **Open to Work** — Choose "recruiters only" if you are still employed
4. **About** — 3–5 lines: who you are, strengths, what you want next
5. **Experience** — Same as your CV, with achievements and numbers
6. **Skills** — Top 10 keywords from the jobs you want
7. **Certificates** — Doroob, licences, professional courses
8. **Recommendations** — Ask a supervisor, trainer or professor

Why it matters

- Recruiters filter candidates by keywords, location and skills
- Many employers check your profile after reading your CV
- An empty or outdated profile looks like an inactive candidate

Update it the same day you

finish a course · earn a certificate · change role · achieve a result · start your job search

> **Example headline:** Electrical Technician | Preventive Maintenance | LOTO Certified | Open to opportunities in the Eastern Province

7 Win the interview

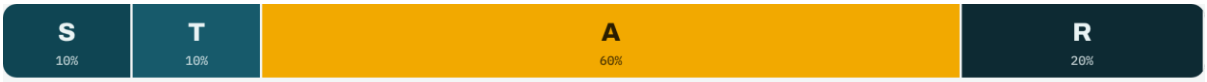
Three tools cover almost every question.

"Tell me about yourself" in 90 seconds

Personal	+	Education	+	Experience	+	Why this role	=	90
2–3 qualities that fit the job		Qualification, training, certificates		Tasks that match the JD + one result		One closing line		seconds, then stop

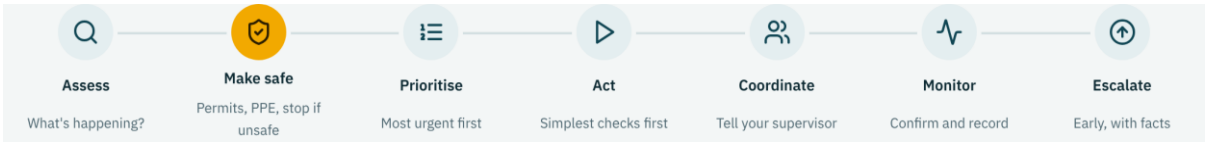
> **Tip:** No experience yet? Use training, your graduation project, COOP, volunteering or part-time work.

Answer “Tell me about a time…” with STAR



Action · What you did. Say “I”, not “we”.
Example: Isolated under permit, found a failed contactor, replaced and tested it.

Answer “What would you do if…?” step by step



Don't know? Say so, then explain how you'd find out safely. It beats guessing.

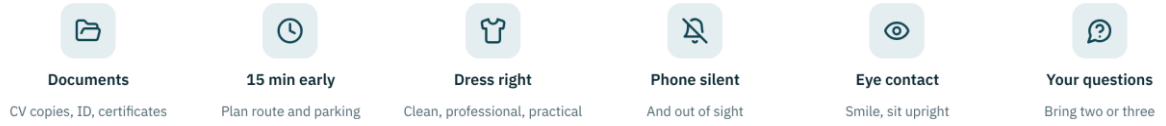
Questions you will hear

1. Tell me about yourself. 2. Why this company and this role? 3. Your strengths? A weakness you're improving? 4. A problem you solved at work or study. 5. A time you worked under pressure. 6. What are your salary expectations?	7. A mistake you made and what you learned. 8. How you handle disagreement with a colleague. 9. A time you followed a safety rule that slowed the work. 10. Why are you leaving, or why did you leave? 11. Where do you see yourself in 3–5 years? 12. When can you start?

Ask them back: What does a typical day look like? · What does success look like in 3 months? · What training is provided? · What are the next steps?

8 On the day

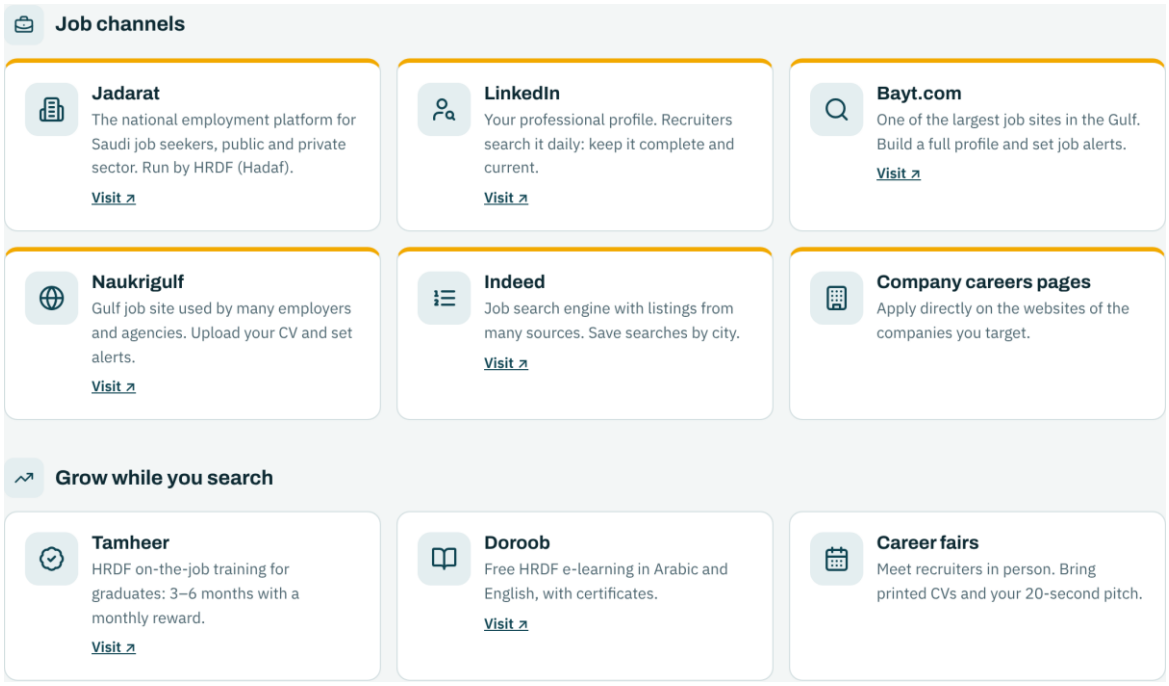
Small things interviewers notice first.



Online? Quiet room, plain background, light in front, camera at eye level, join 5 minutes early.

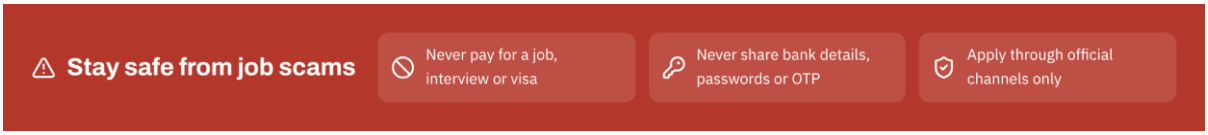
9 Where to apply

Use several channels at once. Register on Jadarat first, then keep your LinkedIn, Bayt.com and Naukrigulf profiles current.



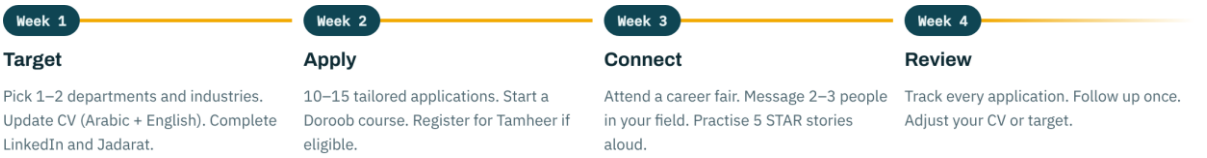
> **Tip:** use the same job title, dates and achievements on every channel. Recruiters notice when they don't match.

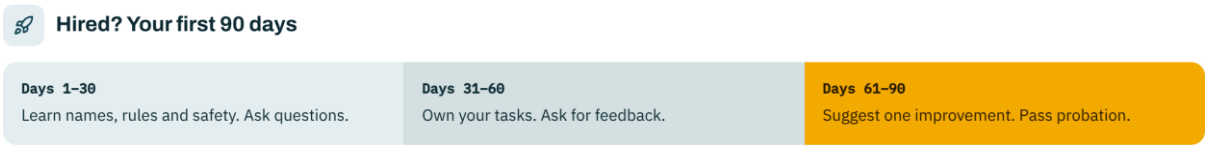
Stay safe from job scams



10 Your 30-day plan

Treat the search like a job: a few focused hours every day.





11 Ask a recruiter

The questions we hear at every career event.

I have no experience. Who will hire me?

Many employers hire for attitude and train the skills. Use training, projects, COOP, volunteering and part-time work. Programmes like Tamheer exist for your first experience.

Should I apply outside my major?

Yes, if your skills fit. A business graduate can start in HR, procurement or sales; a diploma holder in production, warehousing or customer service.

How many jobs should I apply to?

10–15 tailored applications a week beat 100 identical ones.

Why don't companies reply?

Most only contact shortlisted candidates. Missing keywords or an unclear target are the usual reasons. Fix the CV, follow up once.

Arabic or English CV?

Prepare both. Send the language the job advert is written in.

What salary should I ask for?

Research similar roles and give a realistic range. In a first job, training and growth matter as much as pay.

Photo on my CV?

Not required. If you add one, keep it recent and professional.

How do I explain a gap?

Briefly and honestly, then show what you did to stay ready.

Should I accept a training programme or a lower-paid first job?

Often yes. The experience unlocks better offers later.

Appendix A: Sample role deep-dives

Four samples show the full preparation method. Use the same pattern for any job description.

Electrical Technician | Power Plant & ETP

Key responsibilities	Know these	Practise these
– Operate and maintain panels, motors, MCCs, transformers, switchgear – Preventive and predictive maintenance – Troubleshoot faults to cut downtime – Support pumps, blowers and dosing systems – Follow electrical safety rules; record all work	MCC · Transformers · Motors · Switchgear · LOTO · Permits · Relays · Breakers	1. Preventive checks on an induction motor? 2. A motor trips on overload repeatedly: how do you investigate? 3. What is an MCC for? 4. How do you isolate equipment safely? 5. Abnormal transformer reading: what do you do?

A/C Technician | HVAC

Key responsibilities	Know these	Practise these
– Install, maintain and repair split, package and central systems – Diagnose compressor, condenser, fan and electrical faults – Preventive maintenance and records – Refrigerant charging, vacuuming and leak testing safely – Support commissioning; respond to breakdowns	Refrigeration cycle · Compressor · Condenser · Evaporator · Expansion valve · Brazing · Leak test · Wiring diagrams	1. Walk through a PM visit on a split unit. 2. How and why do you vacuum before charging? 3. How do you find a refrigerant leak? 4. Safety steps before electrical work on an A/C?

> **“Running but not cooling. What do you check?”** Thermostat → compressor and fans → airflow and filters → refrigerant charge → leaks → electrical controls → fix safely → escalate if major.

Shipping & Expediting Coordinator | Logistics

Key responsibilities	Know these	Practise these
– Coordinate international shipments on time – Expedite POs with suppliers, forwarders, customs brokers – Prepare and check commercial invoice, packing list, bill of lading – Track shipments and update stakeholders – Resolve delays and discrepancies	Purchase order · Supplier · Forwarder · Customs · ETA · Bill of lading · Packing list · ERP	1. Which ERP have you used? 2. Have you handled international shipments? 3. A shipment you recovered from delay. 4. A documentation error you caught.

> **“A shipment is delayed. What do you do?”** Check the reason → contact the forwarder → confirm the new ETA → look for solutions → update stakeholders.

FG Warehouse Officer | Supervisory

Key responsibilities	Know these	Practise these
– Lead daily FG operations and shift handover – Control receiving, storage, staging, loading, dispatch – Plan manpower by workload and absences – Monitor capacity, trucks and backlog; escalate early – Keep inventory and ERP transactions accurate	FIFO · Cycle count · Staging · Loading sequence · WMS · KPIs · Shift handover · HSE	1. How many people have you supervised? 2. ERP shows 500 rolls, count is 470: what do you do? 3. 8 trucks waiting, limited manpower: how do you prioritise? 4. Which KPIs do you monitor?

Structure every scenario answer: Assess → Prioritise → Act → Coordinate → Monitor → Escalate. Say what you controlled, not “my team handled it”.

Appendix B: Checklist and application tracker

Job seeker checklist

☐ CV updated in Arabic and English, saved as PDF

☐ CV tailored to each job description

☐ LinkedIn: photo, headline, About, skills, Open to Work

☐ Jadarat profile complete

☐ Bayt.com and Naukrigulf profiles complete, alerts on

☐ One Doroob course started

☐ 90-second introduction practised aloud

☐ Five STAR stories ready (experienced: three achievements with numbers)

☐ Interview folder ready: CV copies, ID, certificates

☐ 10–15 tailored applications sent this week

Application tracker

Company	Role	Channel	Date applied	Follow-up	Status

Sources

Jadarat, Human Resources Development Fund
https://www.hrdf.org.sa/en/products-and-services/programs/individuals/other/jadarat/

Tamheer on-the-job training, Saudipedia
https://saudipedia.com/en/article/2012/economy-and-business/on-the-job-training-program-tamheer

Doroob national e-training platform, Saudipedia
https://saudipedia.com/en/article/1828/government-and-politics/education-and-training/doroob-platform

HRDF programs guide for individuals 2025
https://www.hrdf.org.sa/media/gigbhczf/programs-guide-for-individuals-2025-en.pdf

Programme terms (eligibility, duration, rewards) change from time to time. Check the official HRDF website before advising applicants.

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Noon Horizons Training Institute

Old School

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أبو حسين

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AL EZDIHAR ACADEMY
أكاديمية الإزدهار للغات

شركة أساس الواجهات للصناعة
ASAS AL-WAJIHAT FOR MANUFACTURING
تنفيذ أعمال الألمنيوم والزجاج

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مصنع التميز