



A Complete Guide to Securing a PMO Job



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Introduction

Congratulations, someone downloaded your eBook. This introduction is your chance to make sure that they actually read the book from cover to cover.

The purpose of this presentation is to provide you with a complete guide to finding a job and building your career as a project management office (PMO) professional.

New entrants to the job market may find some elements of the job search difficult to navigate, such as writing a CV or resume and how to answer interview questions.

Those who have been working in PMOs for years may not be aware of how the industry has changed and how to harness the power of online job searches and what an application tracking system is.

Whatever your challenges are in finding a PMO role, we've got the information you need, plus further information available after each slide.

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How to secure a role or job in a project management office (PMO)

It's rarely a childhood ambition to work in a project management office (PMO). During your education and early career, it will likely have presented itself as a valid career option, so it's important to understand *how to get a job in a PMO*.

There's no one way to get a job, as anyone will attest. However, landing a role inside a PMO at the seniority to match your experience can be very different to other types of roles.

Whether you've worked in change management for years or are just starting out in your projects career, knowing how recruitment for PMOs works can make all the difference. With that in mind, we're going to explore:

- The job roles that relate to your PMO skills
- Where jobs in PMOs get advertised and recruited for
- How to create a CV that will stand out from your competition
- Ways you can prepare for your interview for a PMO
- Getting ready for a virtual PMO interview
- How to move towards freelance and self-employment in the PMO sphere

What job options are available to a PMO?

As well as being the name of the office where projects are run through, PMO is also a common job title for the person who runs said office.

Not every organisation uses this structure. Historically, there has been data about how fast a PMO can get closed down or be seen as ineffective, which can put off businesses calling a department their "project management office".

Because of this, job titles that include such phrases as:

- Change delivery
- Project co-ordinator
- Organisational transformation

It will likely match your PMO skills. If you're looking to move up towards the C-suite from your PMO, jobs around operations and efficiency will be where to start looking.

Where are PMO jobs listed?

Finding a role as a PMO within a PMO can be challenging. Roles are advertised on job sites such as Indeed, Total Jobs, Monster and Job Site. You can also look for agencies that specialise in project management recruitment or specialist sites such as [Project Manager Jobs](#). You should not overlook checking a companies website as many post open roles.

Head hunters do a similar job to agencies. Although they are more likely to approach you directly, there's no harm in connecting with head hunters in your industry before they get to you.

Social media may not seem like the best place to advance your career. You're right inasmuch as TikTok isn't where COOs go looking for their next PMO. However, LinkedIn and Twitter offer you the chance to connect with professionals.

What's the best format for my PMO CV?

Every job you apply for should have a bespoke CV, particularly when applying for a high-level job within a PMO.

There are lots of considerations when writing your CV for a PMO role, such as:

- Whether to include a photo on your CV
- Choosing a career object or career summary
- What chronology to use for your work experience
- How to present your skills and certifications

As well as the language and data you include to catch the attention of the recruiter.

Understanding automated HR processes and how your CV is processed by computers will also boost your chances of getting to the next recruitment stage.

How can I prepare for an interview at a PMO?

There are some standard tips about job interview preparation that will always come in handy. However, the jobs available in a PMO can be a different beast to other project work so it's worth understanding how a PMO interview might go.

What do I need to do for a virtual PMO interview?

Having an online interview through Zoom or Skype can be more daunting. Some elements of your interview rituals won't apply, such as your first conversation with the receptionist or the first handshake and eye contact.

There are other things to be aware of on a technical level as well as how you present yourself in a Zoom job interview. We'll cover more in a coming post.

How can I use my PMO skills as a freelancer or contractor?

When your personal circumstances change, you might want to move away from the 9-5 in an office setting and move to a self-employed model.

You can potentially move to being a freelancer working across different projects and change transitions. As a contractor, you'll have a different relationship with the company you're producing work for.

The take-home

Finding a new role in a PMO can seem like a daunting task. Knowing ***how to get a job in a PMO*** and the steps you need to take to get there will help immensely. As a person used to working with projects, following a workflow process will already be familiar.

Job roles that match PMO skills (laser focus your job search)

Working in a project management office (PMO) requires a range of skills and qualifications. With that, there are many job roles that match PMO skills within the same area of work.

You **might be looking to move** into project support, advance your current career in a PMO setting, or are looking for a new role in a PMO after redundancy. There are lots of options available with upwards and sideways moves, both holding potential.

In this article, we're going to look at:

- The role and responsibilities of a PMO manager
- Some alternative job titles that match the role of a PMO manager
- How to move away from working in a PMO with your skills

Helping you to take control of your career.

What's the role of PMO manager?

PMO is the name for the office that runs and coordinates projects and will sometimes be used as a shorthand for the person running that office. The PMO manager, or simply PMO, is responsible for the outcome of projects – that they are completed on time, on budget, and meet project requirements.

Other responsibilities of a PMO include:

- Maintaining project standards in line with the business
- Developing new processes and policies to continue project success
- Planning, prioritising and assigning projects
- Analysing performance data and making decisions based off the information

The soft skills of a PMO manager include strong communication, leadership, great organisation, and the ability to perform under pressure.

What are some alternative job roles for a PMO manager?

PMOs have had a bad rap in the past, with some studies saying that an office will only last a couple of years before being disbanded. Because of that, there are lots of organisations that will have a PMO in everything but name.

It's worth knowing what else a PMO manager might get called so you can optimise your searches for jobs and the notifications you'll get from job sites. Your skills and experience are valued and directly transferrable to lots of roles.

Change delivery

Change delivery management has a very similar role to what a PMO manager will do. Put simply, projects are about delivering change and the team that pushes those projects through are doing what a PMO does.

Analysing a range of current change delivery management job opportunities recently, we found that the key responsibilities are:

- Designing processes and policies
- Managing project lifecycles
- Engaging stakeholders during projects
- Providing administrative services to projects

Which all very much align with the work you'll have done or are doing within a PMO already.

Organisational transformation

This type of role may come with a "head of" or "director of" title, and the tasks that need to be completed are very similar to that of a PMO manager. If you want a title bump as much as a salary increase, you can look for this type of role.

Organisational transformation is similar to project management because it's about bringing about change and efficiencies as a company grows and develops. Most business change requires projects, and a PMO manager knows exactly how to run effective projects.

What are the options for career advancement for a PMO manager?

The size of the organisation you work in will determine how far you can go internally. Starting to look at external progression opportunities may be needed if you feel like you're waiting to fill "dead man's shoes".

In a very traditional set up for a PMO, you'd find three levels of project work:

1. Project management office
2. Programme management office
3. Portfolio management office

This would be a natural progression, but not all companies have the need for so many levels of management.

To move up from being a PMO manager, you can look at more general operational roles since your skills are all about efficient and effective processes. You'll have likely been reporting into the COO at your PMO so aiming for that role isn't unreasonable.

If you're in a small company with a small PMO, consider moving to a larger company to find more opportunities and challenges. Moving your career in the direction of freelancing or contracting can also give you the professional change you need.

The take-home

Working as a PMO manager gives you a lot of skills, both hard and soft. Because not every company calls the people overseeing projects a PMO, it's useful to know the ***job roles that match your PMO skills***.

Gravitate towards change delivery and transformational management as key search terms. Look to move from project to portfolio management or from a small to a bigger company to find more opportunities.

Where to discover PMO jobs around the world – recruitment sites you need to know about

When you've got the skills, a job in a PMO can be a super rewarding job, both in financial and professional terms. Knowing *where to find project management office (PMO) jobs* around the world and which recruitment sites to look at will help accomplish this task.

You may be new to the world of project management, with your business administration degree and a few years in projects under your belt. It might be that you've been with your current company so long, the last job you applied for was from your local newspaper.

Whatever reason you find yourself looking for a PMO job, we've got the resources you need. With the advent of global recruitment and online recruitment agencies, there aren't so many niche specific recruiters in many parts of the world. However, we've done some digging and have found:

- PMO recruiter in the UK
- USA job sites aimed at PMO staff
- Recruitment agencies for PMOs in Singapore
- Other sources to find jobs in PMOs

To help you start your PMO job search.

What are the big PMO recruitment agencies in the UK?

In the UK, you'll find most jobs in PMO presented on the standard employment websites. If you've not used them recently, you'll know someone who has or possibly see their adverts on TV. Some of the famous general recruitment sites in the UK advertising PMO roles include:

- Reed
- Indeed
- Monster
- Total Jobs

However, there are more specialised recruitment companies that it's worth looking out for. These agencies will understand more about your skill sets and progression opportunities than generalised agencies.

Some recruitment agencies in the UK that are more PMO and project work focussed include:

- [Technojobs](#) is a website for the tech industry in general, with lots of PMO opportunities
- [CW Jobs](#) is another tech-based recruitment site that has PMO jobs available in the sector
- [Project Manager Jobs](#) – as the name suggests, it's laser-focused on project work, including PMOs
- [Arras People](#) also specialise in project and programme management recruitment

Where do I look for PMO jobs in the USA?

The recruitment environment across the US is even more competitive, with few companies being dedicated to PMO and project recruitment. Most jobs go through the big recruitment sites such as:

- Glassdoor
- Monster
- Ziprecruiter

And plenty more that will aggregate search results for you.

For a more specialist take on project management, you can look at these potential job sites for PMO work in the USA:

- [Project Management Crossing](#) – a site that has PMO and project work that you may not find on other sites
- [The Project Management Institute Jobs Board](#) has a range of resources to find jobs in PMOs in America
- [Lucas Group](#) targets management and executive recruitment specifically, which is the level PMOs sit at, so dive right in
- [PMO Partners](#) offers PMO services, including recruitment and headhunting

Where do I search for PMO jobs in Singapore and South East Asia?

Generally, you'll have more success looking for jobs locally rather than regionally. That's to say, target your search on a country like Malaysia, Thailand, or Singapore rather than looking at the region as a whole.

Singapore is a hub of tech, construction, and finance in the region and does have some, but not a lot of, specialised recruiters. Some that you look for during your search include:

- [Efinancial Careers](#) is a hub of finance, banking, accounting and tech jobs in Singapore and globally
- [Kingsforce](#) has a range of jobs across oil and gas, construction, pharmaceuticals, and services
- [BGC Group](#) is a Singapore-based global executive recruitment company with PMO jobs listed

What other job sites can I use to search for jobs?

In the Middle East region, there are generally good jobs prospects but, as with SE Asia, it's better to narrow your search down to a country. You can look at the following sites for some information, though:

- **Gulf Talent** aggregates lots of high-level jobs from all over the region for you to start your search
- **Headhunters in Dubai** is a database sorted by sector of headhunting companies so you can pick your industry and approach recruiters for Dubai

Other sources to find jobs include Twitter, by following people both in your industry and in your role to build a network, keeping your LinkedIn profile up to date and open to offers whilst also making your network aware that you're searching, and more recently through the dedicated Facebook jobs marketplace.

The take-home

Recruitment, like so many parts of our lives, is now primarily an online task. The internet is where to find ***PMO jobs around the world and these are the recruitment sites you need to know about*** to help find the role that works for you.

How to Use LinkedIn to Find your next Project Management Office (PMO) Job

The power of social networking reaches far beyond cat memes and pictures of your travels – social media could well be the place you find your next project management office (PMO) role. Knowing *how to use LinkedIn to find PMO jobs* will serve your career well.

Owned by Microsoft, LinkedIn is the professional social network that is used the world over for networking, authority building, and importantly, recruitment. It's a powerful tool and a great place to go in your job hunt, alongside using more traditional websites that you'll search on.

Knowing how to get the best from LinkedIn for your PMO job search will make things go a lot smoother. To that end, we'll look at:

- How to make a LinkedIn profile to help get PMO jobs
- How to maximize your chances of getting hired in a PMO through LinkedIn
- Conducting a PMO job search directly through LinkedIn

What makes a good LinkedIn profile for PMO jobs?

There are lots of elements to a *good profile on LinkedIn* which you should be capable of managing yourself. It will take a little time to get set up, or whip into shape if you already have one that needs some attention, and then maintenance every week or so to really make it shine.

Here are the elements that you need to pay attention to.

Profile and cover photo

If you have a professional headshot, use that on your LinkedIn to carry your branding with you. With no professional shot, have a picture taken against a neutral background wearing clothes that suit your industry – if you manage creative projects, you probably don't want to be wearing a suit.

Your banner or cover photo should include your contact details – you can find templates on Canva or Visme for example.

Professional summary

In your "About" section, include a professional summary that highlights your key skills and achievements. Keep it targeted without any fluff. Only the first couple of lines are displayed before you need to click "see more", so use that space to make yourself stand out.

Employment history

This is a little different to writing your CV or resume, which we'll cover in another post. You can list different roles within the same company as different jobs. If you've worked your way up from a PMO analyst and are now a PMO manager, these can be listed as different jobs to illustrate your progression.

Keep your responsibilities active and include facts and figures to back up what you claim, such as % cost reduction or delivery improvements in your PMO under your leadership.

Your network

Once you've got your profile set up, you need to network. It's ok to connect with friends and family, but focus on professional connections such as team members, former colleagues, and contractors or suppliers you work with. Building a network of people in your industry, particularly those working in other PMOs, will help your job hunt.

Engage with your network as you build it, giving and seeking endorsements of skills, and posting relevant articles or questions. This will make sure your contacts are aware of your voice.

How do I search for a PMO job on LinkedIn?

There are lots and lots of recruiters on LinkedIn. Unfortunately, a lot of them can be spammy, so do due diligence on any cold recruitment - sometimes they can be legitimate head hunters but oftentimes, they're not.

You can set your profile as "Open to work" and even keep this setting so that only recruiters will see it. Your boss won't know you're in the market for a new role.

Under the "Jobs" tab at the top of your LinkedIn profile, you can perform a search for jobs with a range of parameters, including keywords and your preferred location. You can also sign up for job alerts as you conduct your searches, which will flag when roles relevant to your experience come up.

Harness the power of the network you've built and boldly post that you're open to offers working in PMOs. Your network will likely jump in with inside knowledge about a pending retirement, restructure, or a role that's not advertised yet.

The take-home

Knowing *how to use LinkedIn to find PMO job opportunities* expands your job search and your reach. You open yourself up to head hunters - mind the spam - and have the chance to collect your professional experience in one place.

How to Write a Great CV for a Project Management Office (PMO) Job

Working in a project management office (PMO), you're going to be great with numbers and analysis, but writing about you and your skills might not come so naturally. To help you get the [job you deserve in a PMO](#), we've put together this guide for **writing a great CV for a PMO job**.

First, let's address language briefly. In the UK, Australia, and many other parts of the world, CV is used to mean the document that outlines your career and education history. In the USA, the word *resume* is commonly used to indicate the same thing. We're going to stick with CV in this article.

You've already got the skills and experience working in one of the [roles within a PMO](#); now you need to know how to communicate that to work up the career ladder. To help, we're covering:

- Whether you need to add a photo to your PMO CV
- Which sections you should include in your CV for a PMO role
- How to optimise the information you include to find success

Does a photo belong on a PMO job CV?

In short, no – you don't need to include your photo on CV for a PMO role, or most roles for that matter. You want your experience to speak for itself – how you look isn't going to affect your job performance.

If you're really proud of your professional-looking headshot, add it to [your LinkedIn profile](#). Many recruiters will hunt you down on the professional social network if they like your CV and will find your image on there.

How do I format my CV to get a PMO job?

There are all kinds of advice available about writing your CV and where to add your information. We say to keep your CV simple and direct – you want your future manager to see that you can communicate effectively, after all.

This is a brief overview of how to handle each CV section for your PMO job application.

Personal details

Be sure to include your full name, or the name you use professionally if it's different. Don't overwhelm the recruiter with contact information – your phone number, email, and link to your LinkedIn should suffice.

No one needs to check out your Instagram account to hire you. However, if you blog about project management and your work in a PMO, a link to that would be useful to show your dedication.

Career summary

Your career summary is a brief description of your career achievements to date. It should be two or three short sentences that highlight your achievements over your years in the industry. Use active words and make sure it's relevant to the job description of the new role.

Work experience

Put your work experience in a PMO front and centre. This is a chance to show what you can do with fact-based statements about what you've achieved in your career.

If you start writing like this:

Responsible for the delivery of all IT projects, ensuring they are on time and on budget

Consider shifting a gear up to something like this:

Implemented new project schedule software, seeing 98% of projects delivered on time and 97% delivered on budget

You will know the statistics for your PMO wins and how you've achieved and exceeded your KPIs. These facts will show the person hiring you that you can bring the same success to their office.

Add your most recent role first, and include relevant jobs working backwards. Do you need to add your work behind a bar when you were at university? Probably not.

Key skills and qualifications

Read the job description that you're applying for carefully and tease out the skills they are looking for. Find examples in your background that show you can meet what they're looking for. If they want someone with leadership skills, consider writing:

Led a team of five analysts and administrators to build a PMO achieving all KPIs

As an example.

Include relevant professional career development certifications you've undertaken, such as short courses and online programmes.

Education

Add the highest academic qualification you have, such as your Master's or Bachelor's. Don't worry about adding your high school. However, make sure you did attain the qualification as organisations will check and require evidence, normally by checking with the awarding body.

The take-home

Writing a great CV for a project management job requires you to follow a template and plug in your variables – a skill you most certainly already have.

Try and cover only one page, but two will be ok if you have an impressive background. Keep your language active and your layout simple – bright colours and funky fonts aren't appealing and won't pass through application tracking software.

How to Create an Effective Project Management Office CV – Using ResumeMaker.online

Getting your CV design just right can feel overwhelming; there are so many tools and templates – which one to choose? We're going to guide you through **how to create an effective project management office (PMO) CV using resumemaker.online**, a simple yet powerful tool.

Whilst we covered details about [the content of your CV](#), or resume for our American readers, getting it to look perfect deserves a more detailed post. Working in a PMO hones your analytical skills and makes your great with process and data; design, not so much.

We're going to walk you through how to use Resume Maker to get the best out of it and create a CV that will make you stand out, as well as easily pass through an [application tracking system \(ATS\)](#). To do that, we'll look at:

- The different settings the tool offers
- How to choose which section to include
- Other formatting tips and tricks you can do

How do I use Resume Maker?

Resume Maker is one of the cleanest and most user-friendly tools for putting your CV together. You don't need to sign up for an account, and there are no fiddly design tools to contend with.

Here are some of the adjustable settings that you can work with.

Colours

You can choose the colour to use for any highlights you want to add, or keep it simple and make all your text black. As long as you make your text black, having a colour for your bullet points and social logos shouldn't affect getting through an ATS.

Typography

There are seven simple fonts for you to choose from. They're all ATS-friendly and will keep your CV looking classic. No Comic Sans in sight!

Text size

You get three settings for your font size, rather than being able to change every section. This means that all your fonts will always be in proportion, whilst you can squeeze in details or cover more space as needed.

What sections should I include in my PMO CV?

One of the handiest features of this tool is that it's optimised for CV standards around the world. It may never have occurred to you to feature your headshot on your CV, but in many European countries, this is standard practice, for example.

In the Sections box, you can select the region to get a standard format. Choose the region where you're applying to, rather than where you're based if you're [looking for PMO jobs internationally](#). You can also pick a custom option if you'd prefer.

We've put together some tips and guidance for each section for you:

- **Profile and Picture** - Include a picture if it's the local standard, and use your profile to write a career objective or summary; explain who you are and what value you can bring to a role.
- **Personal Information** - This information can be very location-specific, and people from European countries may find it unusual to include your marital status - research country-level expectations as best you can to know what to include.
- **Contact** - Add all your relevant social media, but beware of including anything too personal - *LinkedIn is fine*, but if your Instagram is dedicated to cat memes, you're best leaving it off.
- **Work Experience** - Although optional, we'd always recommend including some relevant work experience, even if you volunteered to run an event in your community or interned in a PMO during your university years.
- **Skills** - You can list your skills using different styles. The circles may be useful to illustrate your language skills; bars work well to demonstrate your progress through a certification course, whereas the two simple options work well to list hard and soft skills.
- **Additional Info** - Add information about certifications or professional development you've completed, or relevant hobbies and interests.

How do I list my PMO experience and education?

When adding your work experience, start with your most recent job. As the website advises, focus on your accomplishments and provide examples. This will help your recruiter understand what you can achieve.

Only include relevant work experience; your bar job whilst at university isn't going to make or break your application, unless it's with a brewery.

Keep your education history simple and only include Bachelor's-level education and higher.

You can reorder your work experience and education with a simple drag and drop if you get your chronology mixed up or want to change details.

The image shows a web-based resume builder interface. At the top, there's a navigation bar with buttons for COLOR (a pink circle), TYPOGRAPHY (a dropdown menu showing 'Poppins'), TEXT SIZE (a large 'A' icon), SECTIONS (a list icon), SAVE (a floppy disk icon), LOAD (a folder icon), and a prominent green button labeled 'DOWNLOAD PDF' with a download icon. Below this, a settings modal is open, titled 'Select location' with a dropdown arrow. It contains two columns of toggleable sections. The left column includes 'PICTURE' and 'PROFILE' (both active), followed by 'PERSONAL INFO' (with sub-toggles for ADDRESS, BIRTH DATE, NATIONALITY, and MARITAL STATUS), and 'CONTACT' (with sub-toggles for EMAIL, PHONE NUMBER, WEBSITE, LINKEDIN, FACEBOOK, TWITTER, GITHUB, and INSTAGRAM). The right column includes 'NAME' (active), 'PROFESSION' (active), 'WORK EXPERIENCE' (active), 'EDUCATION' (active), 'SKILLS' (with a description and two style toggles: SIMPLE 1 and SIMPLE 2), and 'ADDITIONAL INFO' (with a description and two list toggles: LIST 1 and LIST 2). The background shows a resume template with a circular profile picture placeholder, a 'PROFILE' section with a text area, a 'PERSONAL DETAILS' section with an 'Address' field, and a 'CONTACT' section with email and phone number fields.

The take-home

Knowing *how to create an effective PMO CV* will make a challenging task easier. With Resume Maker, you get a simple layout with just enough customisation to help you along.

Once you've put together everything within the pre-set layout, you simply download a PDF file. If you share the tool on a social platform, you can download it for free, or you can pay a small fee to get a higher resolution and no watermark.

Application Tracking Software: How to Use an ATS when job seeking

In your work in project management offices (PMOs), you may already have worked with application tracking software. *How to work with an ATS as a jobseeker* may be easier if so, but there are some useful hints and tips that everyone can work with.

In a competitive job market, each position will get hundreds, sometimes thousands of applications. This is why more companies are turning to computer systems to help sift through the CVs that come through.

It's estimated that more than 90% of US Fortune 500 companies use ATS, and its popularity is growing in the UK, Europe, and Asia. To help you understand what this means for you, we're going to look at:

- What an ATS does
- The content that an ATS looks for
- How to [optimise your PMO CV](#) for an ATS

What is an ATS for PMO jobs?

Application tracking software has a range of functions – the one you'll care about when looking for your next PMO job is how it processes your CV. Recruiters will program the system to scan all the applications it receives to scan for keywords, such as:

- Skills
- Competencies
- Qualifications
- Certifications

It's worth knowing that these software systems also handle a range of other recruitment tasks, such as:

- Logging identity and criminal record check documents
- Communicating contracts to new hires
- Automating interview invitations and rejection emails
- Tracking probationary periods

They can also hold your CV on file so you may get a response for a different job at the same company in the future.

You might not know if the company or PMO you're applying to uses ATS. It's better to make your CV compatible with them - you don't want to miss out on **getting an interview** because you assume a small company doesn't have the system in place.



Making an online PMO job application via platform using ATS

What does an ATS system look for on my PMO CV?

An ATS is going to scan your CV for information that's relevant to the role you want. It's down to the recruiter using it to get the most out of it - they will feed in the key terms that they expect to see on a CV.

The system will trawl your document for the words it's been given. You'll probably never know exactly what these words are, but you can be sure most of them will already be in the job description for the role you're applying for.

This is why it's becoming increasingly important to tailor your CV for each role you're aiming for. Have the bare bones of your document, but always go through it and target your language to each company and each job.

Use industry standards on your CV. **Take your job title** – working at a start-up, you may have got a really cool and innovative job title, but it could really miss the mark for an ATS. If your role was the equivalent to a Project Management Office Leader, use that because it's the language that will be searched for.

Add your qualifications logically. For example, when post-graduate education is a requirement, be sure to use the actual letters "MBA". It's more likely that this will be searched for rather than "Master's in Business Administration".

How do I optimise my PMO CV for an ATS system?

There are some general guidelines that will help you get your application through the software and onto the pile the recruiter will eventually look at. To get on to the recruiter's desk:

- **Use simple formatting** – avoid coloured text or backgrounds, graphics, or tables because the system will struggle to scan them.
- **Send the right file format** – double-check the job advertisement, but if nothing is noted, go for a standard .docx or.pdf file type.
- **Header and bullets** – they will make your document clear and easy to scan through, and keep your headers simple such as "Education" and "Work Experience" – don't reinvent the wheel.
- **Stick to standard fonts** – your CV needs to be legible for the computer system so Calibri, Arial, Helvetica, etc. are good standards to go for.

The take-home

It's becoming increasingly common in job markets all over the world for companies of all sizes to use application tracking software. Knowing *how to work with ATS job seeking software* to get through the first hurdle of your application is simple when you understand what is being looked for.

Target your application, keep it looking simple and clear, and don't use jargon that was specific to a previous employer – then let your skills and experience speak for themselves.

Preparing for a PMO Job Interview: Advice, Tips, and Strategies

Have you got an interview for a PMO role? Congratulations! Now you're ready to start *preparing for a project management office (PMO) job interview using our advice, tips, and strategies.*

By this point, you've **found a role** that suits your skills and have produced a stellar CV that has got you invited for an interview. Going for an interview can be a daunting prospect, but you'll have been in plenty of one-on-one situations before, so don't let nerves get the better of you.

Prepare now for your PMO job interview with our guide to:

- Arming yourself with information about your prospective employer
- What questions you can expect to be asked and how to answer them
- The questions you should be asking at a PMO job interview

How do I prepare for a PMO job interview?

Do lots of research about your prospective employer and the role you're applying for before your interview. You'll likely have done some homework when you were considering applying, but now is the time to really get down to brass tacks.

Read through the company website and understand their mission and goals. Are they going through a process of transformation? Have they recently merged or been acquired? This type of information will give you a hint as to why they're looking for a new PMO leader.

On a practical level, be sure you know who you are meeting, what time, and where you need to go. Check your public transport schedules or traffic reports for the time of day you'll be driving. Late isn't the first impression you want to make.

What questions will I be asked at PMO job interview?

There are different types of job interview question you might get asked. Which style of interview the recruiter uses will depend on the company you're applying to.

It's likely you'll be asked questions about your understanding of the role of a PMO. This will help the interviewer know your style of management and explore your past experience. We have a [detailed list of sample PMO interview questions](#) with advice on how to answer them to help you along.

Other interview questions will try to understand how you understand and analyse a situation. There are three main types of questions:

- **Situational** - you'll be asked to describe how you'd handle a specific workplace situation. You're being tested on how well you think on your feet and can analyse factors to make a sound business decision.
- **Competency-based** - the hiring manager wants to understand how your behaviour leads to your success and are less hypothetical than situational questions. The key to answering them is to think through *the Situation, the Task you needed to complete, the Actions you took, and the Results you achieved*.
- **Behavioural** - these questions are asked to understand how you react to challenging situations, so your answers need to be about how you acted rather than everything that went on at the time.

Make sure you listen to the question you get asked. It's ok to ask for the question to be repeated or to ask for clarification. You don't need to answer right away - take some time to think through your answer but don't leave any really long, awkward pauses.

What questions should I be asking at a PMO job interview?

A job interview should be a two-way street, not just you firing out great answers the whole time. Prepare questions that show not only that you've done your research but that you care about the changes you're going to be implementing.

Here are some questions you can consider asking your job interviewer:

- What's your favourite thing about working for this company?
- Tell me about the work culture and environment here.
- How is success measured in the role?
- What does a typical day look like for your PMO manager?
- Where does the company/department aim to be in the next five years?
- Where is the previous PMO manager working now?

Questions like this will help you understand if the business culture is right for the way you operate.

Ask questions that are genuinely important to you, whether that's the software you'll use or what the perks and benefits are. Having questions prepared shows you're engaged in the process.

The take-home

When you're *preparing for a PMO job interview, our advice, tips, and strategies* should help you remain relaxed and show your best self.

Reading through our list of questions you're likely to be asked and how to give a strong answer is a great exercise to get ready to land your next PMO manager job.

How to Prepare a Virtual Interview for a Project Management Office (PMO) Role

Remote working is becoming more commonplace across the globe, including for project management offices (PMOs). Even recruiting is moving online, *so preparing for a virtual interview for a PMO role* is a key element of your PMO job search.

In the new world of recruitment and work, you need to adapt your strong interview skills to being in front of your computer. To help you ace your virtual interview for a PMO role, we're going to cover:

- The practicalities of getting yourself ready for your interview
- How to behave during your virtual PMO interview
- Things not to do in your online interview for a PMO role

How do I prepare for a virtual job interview for a PMO role?

You may not have to jump in your car and do a test run, but you still need to get a lot of things ready for a virtual job interview. Here are the essential things that you need to get prepared ahead of time.

Technology

You don't want your tech to fail during a job interview. You need to check that you have everything ready to go in plenty of time for your meeting:

- Ensure you **have the right software** downloaded on to your phone or computer
- Check that **your sign-in works** for whichever tool you're using, such as Zoom, Skype, or Hangouts
- Do a **test call with friends or family** to check your microphone and camera work well
- Test your **WiFi connection** and have data available on your phone to hotspot as a backup
- Have all your **devices fully charged**, especially if you're in a place that's prone to power outages

Clothing

You may not have been in an office environment for a while, but for an interview, you still need to dress like you're on-site. Wear a button-down shirt or blouse for a more formal company - check out any company headshots on LinkedIn to get a feel for the business style.

Your surroundings

Be sure to have a quiet space to sit in to do your interview. Try and have children out of the house, or at least aware not to disturb you. Put pets out of the room – you don't want cat paws disconnecting your call.

Have a neutral background and be lit from the front or the side. Test your lighting at the same time as the interview but the day before so you know if you need to move across the room.

What do I do during a virtual job interview?

The structure of your online job interview will likely be much the same as a normal one, so prepare for the **same types of questions**. You can consider having documentation available to support you during the call, such as having a folder with your CV, portfolio, certifications etc. handy so you can share on the screen or in the chat.

In terms of body language, it will be a little different without a handshake:

- Stay poised; even if you're sat on your sofa, you should sit up straight
- Maintain eye contact by looking at your webcam rather than your screen
- Don't drink from an old coffee mug or kid's cup – have a glass of water handy if needed
- Make hand gestures to communicate your confidence and wave at the beginning and end

What shouldn't I do in an online interview for a PMO job?

You may never have done a job interview from home before, so it can feel very strange to be in a place you're familiar with but in a challenging position.

Don't get a false sense of security and become too informal. Don't lie back on your sofa or start doodling on your kitchen notepad!

Remember to wear pants. This might sound very obvious, but you may have got into the habit of wearing pyjama bottoms or tracksuit pants and a more formal t-shirt during Zoom meetings, but you should dress formal head to toe during an interview.

Don't set your background to the beach. Do you remember the **lawyer who did a whole court session as a cat**? Funny as it is, it's not professional, and you will come across as not being able to work with standard computer programs.

The take-home

There are lots of things that you can do the same as when you go for a **normal, in-office job interview**. ***Preparing for a virtual interview for a PMO role*** will have a few extra steps like going through your technology and maintaining more awareness about being at home but in a professional capacity.

Where and How to Find a Freelance Project Management Office (PMO) Role

Long commutes and stressful projects to oversee in what feels like a thankless corporate environment can leave you asking where and how do you find a freelance project management office (PMO) role?

Working freelance has its perks, with potentially higher salaries and more control over the work that you do. It can also be less stable, with uncertainty around where the next project may come from.

Once you've made the decision to move into *freelance PMO work*, we're here to help you:

- Figure out the skills you need to focus on
- Understand how to present your skills
- Know where to look for contracts

So you can start your freelance journey with confidence.

How do I get started as a freelance PMO worker?

Before you start looking for your first role as a freelance PMO, you need to be ready to sell yourself to people looking to hire. This means having the skills and evidence to back up your claims.

Having spent a few years in a PMO in a large company, you may have let your certifications and memberships lapse. You will be competing with other talented PMOs across a much wider talent pool as a freelancer so you should consider getting one of these certificates:

- **PMP, or Project Management Professional**
- **CAPM, or Certified Associate in Project Management**
- **PRINCE2 Practitioner, or Projects in Controlled Environments**

Each has its **own merits that you can begin to understand** when choosing where to invest your time and money.

Working towards these or other certifications will give you solid evidence of your skills and make your experience look even more impressive.

How do I present my experience as a PMO to get freelance work?

In a typical job search, **your CV** would be the first thing you work on. However, freelancers rarely hand over their CV at first contact.

Most freelance work can be found online – exactly where is coming up soon – so you need to have your work experiences and qualifications ready to present. This includes having **your LinkedIn** profile bang up to date, including your wins, successes, and statistics.

Create a portfolio to present your wins in a visual way. This can be a hard copy document, an online file, or even a simple website. Include in your portfolio:

- Key wins that you've led a PMO to, such as budgets, deadlines, and client satisfaction
- Examples of your crisis and risk management skills
- Details of how you manage people and communications

What else will I need to be a successful freelance PMO?

As well as your certifications and experience, you need to be prepared for working in a modern PMO. This includes working with technology and tools that you may have never come across.

First, invest in a good laptop. Most freelance roles are now remote, and whilst you may be lucky to get a technology allowance, having a powerful computer – rather than your seven-year-old creaking desktop – will stand you in good stead.

Next, familiarise yourself with the common tools used by PMOs in your particular sector. These could include

- JIRA
- SAP
- Asana
- Celoxis
- Microsoft Project

Or something that's more industry-specific. Research which tools are most used in PMOs you would want to lead – it's as simple as asking your peers – and build your skills to present in your freelance portfolio.

Where do I find freelance PMO roles?

LinkedIn is a great tool for finding freelance as well as full-time work. Connect with people in your industry to build a presence and find out about opportunities as they arise.

There are many websites that are aimed at helping businesses find freelancers. Three of the most popular are:

- **Freelancer** is a useful site to start out on
- **Upwork** has a range of gigs from small companies to multinationals like Microsoft
- **Toptal** has rigorous vetting procedures and higher-budget clients

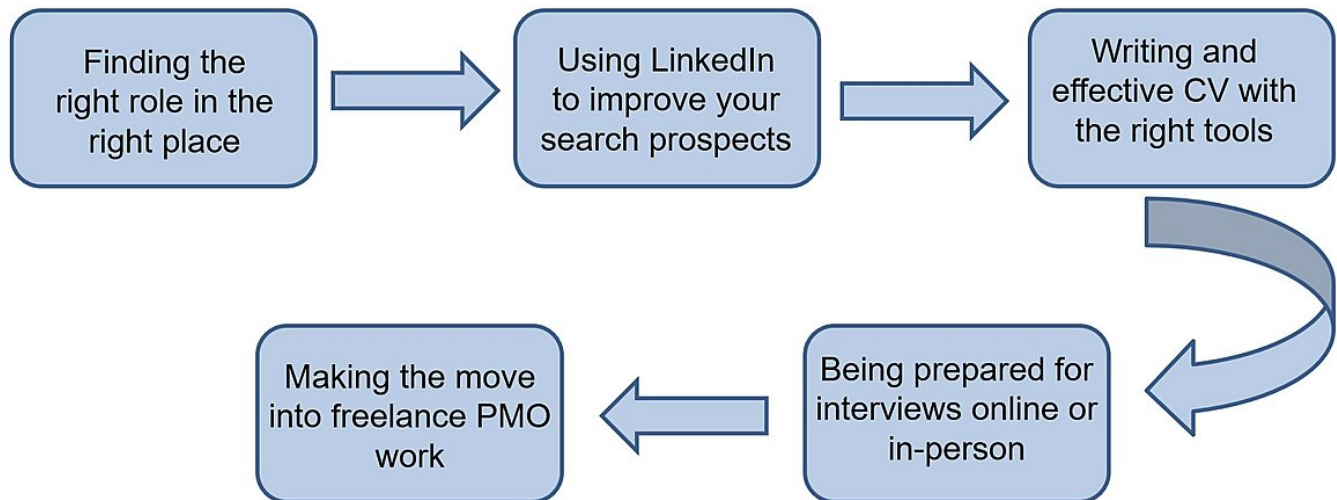
The take-home

To begin your freelance career, you first need to know *where and how to find a freelance PMO role*. Get your skills and knowledge certified, present your previous wins and successes in a way that is easy for a business to understand, and learn the ropes on the most-used software tools for your industry.

Applying for roles on your chosen platform will get much easier with some advanced preparations.

Summary

In this presentation, we've covered the process of getting a job in a project management office from searching to interview and how to get there.



Good luck with the job search!



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