

A quick guide to Recruitment Agencies.

Recruitment companies and employment agencies are the same thing. They operate in what is known as the service industry and are in business to make money for the recruitment company or share holder, which is quite different from your local job centre. However there are different types of recruitment agencies that cover every single aspect of the job market and can be an excellent ally in helping you into the right position as quick as possible. Remember if a recruiter gets you into a job they will earn revenue which in effect can be a win win situation.

When dealing with a recruitment agency it is a great advantage to know what type they are. And what sector they are professional in. It will be no use going to an agent that specialises in accounts to look for Web design positions and vice versa. Here's a quick break down of the different types.

1. Office support.

Companies use this type of agency to fill office and secretarial positions from data entry to PA positions on a short term (temporary) or contract basis.

2. Industrial Agencies

Like the office support agents these recruiters work on filling contract and temporary positions for companies that require warehouse staff, general labour, order pickers and Fork Lift Truck Drivers etc. Like office support They pay weekly wages and charge companies per hour for running payroll, control and the flexibility they can offer a company i.e. when a company is busy (which could last months) they have a workforce on tap and likewise when a company is quiet they can reduce the workforce through the agency.

(A very important point to mention is if you work within a company at what ever level you should receive the same or very similar wages and benefits of a person working in the same role on a permanent basis. And if the company is looking to recruit permanent staff they will do so FROM THE TEMPORARY WORKERS) so this is very often seen as the back door into a company.

3. Permanent Placement Companies

These recruiters work for a particular number of companies often working within a specific specialism such as automotive or IT. They have a close relationship with the companies in there sector to get to know the politics and working environment of what their client requires from its employees. If you work closely with a recruiter in this way they can help immensely prior to your interview on what traits a company looks for when employing personnel. The positions they work on are often middle management and technical positions in the £25,000 – £50,000 salary band. There income comes from charging their client a % of the annual salary with various roll back payments to help make sure they help their client recruit the right personnel.

4. Executive Search and Selection

This type of recruiter will work on high salary positions of £50,000 plus. The market sector is often working on hidden positions for senior management and senior executives. This recruiter will often be called a 'head hunter' meaning they will contact prospective personnel that are currently working in similar positions and entice them to leave their current company to work for added benefits and salaries for their client. A recruiter working in this field will often spend months working on 1 or 2 positions. Because of the complexity and confidential information these recruiters work under they will earn their revenue before, during and on successful placement of a senior candidate.

All recruitment companies whether small or large see themselves as an extension of their client's personnel department and in some cases the client's entire recruitment process can be outsourced to recruitment agencies.

Getting the Best out of a Recruiter.

By getting a basic understanding of what a recruiter does will go some way to help you help them to help you. Remember that recruiters can be a valuable tool to help you either change job or get back into employment.

Below are a few pointers recruiters want jobseekers to know.

1. Who Recruiters work for

The recruiter's allegiance is to the hiring organization. Therefore he or she will be spending their time and resources on scouting CV's and candidates that will fit the hiring organization specifications. They are not there to push you into work like *job centre plus*.

2. What recruiters do?

Good recruiters will work with you when they have a position with you in mind. They will recommend changes to your CV and the way you should approach an interview. It is always a good idea to heed their advice as they will have insider information on the specifications the hiring organization is looking for and the clues they provide can be valuable at interview stage.

3. What a recruiter looks for in a CV

Due to the sheer volume of CV's and candidate information a recruiter looks through daily you only have on average 5 – 10 seconds to GRAB your recruiter's attention. Be sure your CV effectively and clearly communicates your background; make sure you have the most recent job first with the intuitive BUZZ words. Save all your anecdotes for your social meets. If a recruiter needs you to change your CV wording for a particular opening DO IT STRAIGHT AWAY as an unnecessary delay can make you miss a window of opportunity.

Remember the more marketable content in your CV will get you more attention.

4. Sell yourself to a recruiter

During your job search sell your skills and experience to recruiters. By giving them a sales pitch on how you can fit a particular role can push you through. Never assume that the recruiter has an intimate knowledge of your industry. Don't be afraid to clarify a few aspects of your industry as this little bit of education will help them help you.

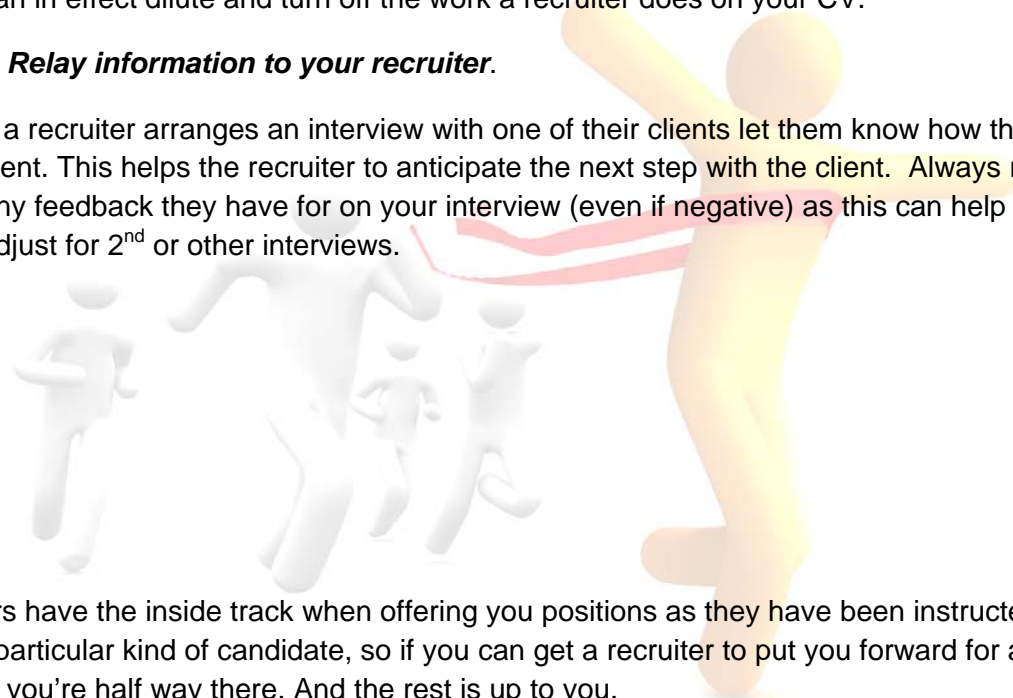
5. **Contact your recruiter.**

Reach out to your recruiter on a regular basis. Pay attention to what companies the agency submits your CV. Too often candidates can get impatient and submit their CV directly to the hiring company or tell other agencies to submit their CV to the same job, and it wrecks havoc on the hiring process. It is a myth that the more exposure you have to a company the better, when in fact it can work against you.

When you email your CV don't make the mistake of cc lots of other recruiters as this can in effect dilute and turn off the work a recruiter does on your CV.

6. **Relay information to your recruiter.**

If a recruiter arranges an interview with one of their clients let them know how things went. This helps the recruiter to anticipate the next step with the client. Always request any feedback they have for on your interview (even if negative) as this can help you adjust for 2nd or other interviews.



Recruiters have the inside track when offering you positions as they have been instructed to source a particular kind of candidate, so if you can get a recruiter to put you forward for a job interview you're half way there. And the rest is up to you.

Choosing the right recruitment or employment Agency.

It is common sense to understand that there are a lot of recruitment agencies all after the same business. So it's pretty fair to say that the better ones have more success in placing more candidates more often, whether in temporary, contract or permanent positions.

So here are a few things to help in choosing one that won't waste your time or theirs.

1. **What associations are do they belong to**

The main professional body is the REC (recruitment and employment confederation)
This means the recruiter will work to an ethical code of conduct.

2. Find out what they specialise in.

Find out if they have recruiters who specialize in your field. You don't want a recruiter who specializes in the "healthcare" field, representing you, as a programmer. Odds are they won't understand half the "jargon" or technical terms that your CV contains. How can someone like that represent you to a client? Answer is they can't. When it comes down to evaluating apples to apples, an industry-relative recruiter is much more valuable to their client, than one that simply forwards on a CV based on a few relevant keywords.

Finding a good recruiter is all about good customer service; something that has been lacking among the majority of today's recruiting force. A good recruiter understands that the better they know you, the better they can represent you. If you are happy, then you are less likely to submit your CV to a competitor. Also, if you are a contractor, you are far more likely to continue working with a Recruiter who you feel treated you well, than you would one that maintained a blasé relationship at best.

Granted, the best recruiters probably have more candidates than they can manage right now, however, a good one should tell you so and refer you somewhere else. It's a seller's market out there. While you may not have much control over the actual hiring process, you can at least make sure you're working with the best agent on the market.

