

Module 3 – Preparations and Practicalities

Topic 5 – Key Points for Using Recruitment Agencies

Use the right agency

- different agencies have different specialisms
- look on the internet to check out the agencies
- phone and check with the agency if they are suited to your needs
- make sure the agency deals with the type of work you want to do

Build a relationship with the consultant

- they are people too
- when you cross the doorstep of the agency you are immediately being assessed - the basic judgement will be made in the first five minutes
- jeans, t-shirt and headphones are perhaps not the best way to impress
- take care how you interact with the agency staff, even (especially?) the receptionist - they will be asked what they thought of you
- be honest with the consultant - they will be honest with you in return

Have a proper CV / covering letter

- make sure your CV is in chronological order
- have set CV's for set sections of work - tailor and focus
- have a relevant covering letter

Be realistic

- present everything you are good at - don't hold back or "leave stuff for the interview" - the consultant needs all the good information at their fingertips to do the best job for you
- highlight awards etc
- state clearly things you won't do / don't want to do / can't do

Don't depend on agencies

- recruitment agencies place perhaps 4 or 5 jobs per month so
- use your friends
- create and use a network
- look at the job ads

