

Working with recruitment agencies

Choosing a recruitment agency doesn't have to be a difficult process. The following four steps will ensure you find the right recruiter every time.

Step 1: Decide what kind of job you want

Think about what you want from your next job. Do you want a permanent or temporary role? Do you want to work part-time or full-time, or as a contractor or freelancer?

Step 2: Decide where you want to work

Consider what industry you want to work in, and at what level. If you are only looking for senior management level jobs, it makes sense to approach recruitment consultants who specialise in executive search. If you want to work as an administrator, try agencies who specialise in office based recruitment.

Step 3: Start making contact!

Once you've compiled a list of recruitment companies, start getting in touch. Most will have a website where you can submit your CV, but the best thing to do is to arrange an initial meeting and register your details. That will give you a chance to meet the recruiter face-to-face and explain your situation in more detail.

Working with an agency

It's not enough to register with a recruitment agency and expect work to follow. The most successful job seekers are the most proactive.

Here are some things to bear in mind when working with an agency:

Give your recruiter as much information as possible

Decide what salary you are looking for, what locations you are willing to work in (ie how far you are willing to travel to work), what type of role you want to do and if there are any jobs that you wouldn't do, or any types of organisations you wouldn't work for.

Make sure your CV is accurate and up to date

This will save you and the recruitment agency a lot of time. Consider any advice from your recruitment consultant about improving your CV - remember they are the professionals and they want to help you get a job.

Be proactive!

Keep in regular contact with your recruitment consultant. Call them once a week and let them know you are still looking for work.