

Why might you use a Recruitment Agency?

- They have specialist understanding of their market
- They have exposure to a range of clients and often have access to exclusive positions
- Their full time job is finding people like you employment, so they can provide expert advice

There are numerous recruitment consultants in the market and appropriate consultants in your field and salary range can be identified by scanning national and specialist press. If you do decide to register with an agency:

DO	DON'T
<ul style="list-style-type: none"> • Remember that you will need to manage your agency contact • Be specific about what you are looking for • Use your consultant to practise and improve techniques with regard to CV or interview • Use this excellent opportunity to get constructive expert feedback. • Get in touch on a regular basis, as they are more likely to remember you and promote your skills • Take note of each position they are putting you forward for • Check what they have put forward as sometimes recruitment agencies may change your CV to fit what is on offer. Always ask for a copy if this is the case to ensure you are happy with it • Build a relationship with your consultant (teams of consultants) • Honour your arrangements (agency meeting appointments, interviews etc.) • Remember you are representing your recruitment agency and consultant at every interview you attend. • Show flexibility. In this market, we cannot always have the perfect role, but exploring opportunities is often the best way to find an unexpectedly good job • Make sure you know what they are putting you forward for and make sure they provide you with a Job Description (and Person Specification if available) for the role 	<ul style="list-style-type: none"> • Give your representation for one role to multiple agencies. Be clear with other agencies when your CV has already been submitted for another role. • Forget that recruitment agents WANT to find you work as their jobs depend on it. • Mess them around. • Feel bullied. Consultants are sales people who benefit from finding you work. • Do not let them pressure you into going forward for something that does not fit your criteria

Relevant websites

- <https://www.hays.co.uk/>
- <http://www.reed.co.uk/recruiterdirectory/agencies>