



**Are you having problems with your
Recruitment Consultant?
Why use a Recruitment Consultant?
What should you expect from a
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Candidates

Why use a Recruitment Consultant?

- ✓ If you send your CV to a reputable Consultancy, who is honest, has integrity and is trusted by the client, probably have a better chance of your CV being read by the recruiter than if you submit your own
- ✓ The good consultancy will not waste their time, the client's time or your time by submitting candidates who are not suited to the position.
Clients know this and will almost certainly read the CV.
- ✓ A Consultancy will have active assignments which may extend beyond the geography in which you are searching
- ✓ Many assignments are not advertised so you will not otherwise be aware of the vacancies
- ✓ Once you are known to the Consultancy, you may be submitted to several clients and will have more job options

Candidates

What you should expect from a Recruitment Consultant?

- ✓ Not to waste your time
- ✓ Job Description of vacancy
- ✓ Met the client and know the style and culture of the Company
- ✓ Insight as to what the client is looking for in a candidate
- ✓ Meet with you and discuss your suitability for the position
- ✓ Discuss your aspirations
- ✓ Keep you advised
- ✓ Contactable
- ✓ Submit details to other clients
- ✓ Manage the interview and appointment process
- ✓ Treat you with respect, not just another number
- ✓ Will not submit a CV without your permission

Employers

Recruitment

- ✓ Recruitment is a most important activity in any business but is often not very well done, even though everybody would agree that bringing the right calibre people into a team is fundamental to the successful running of a business.
- ✓ Most company managers find recruitment an unrewarding task. It is time-consuming, it can be tedious and it can be difficult to get right.
- ✓ So, what options does H.R or a Manager have when it comes to finding new recruits?

Employers

Advertising

- ✓ Advertising in the newspaper is still the preferred and obvious choice but beware of the pitfalls.
Ensure that you direct your advert at the correct target audience, otherwise you may drown in paperwork from totally unsuitable applicants.
- ✓ Advertise in specific periodicals or membership journals that are likely to be read by your potential candidates, especially if this is a specialist position. This will ensure that you minimise the receipt of speculative CVs from unsuitable candidates.
- ✓ Can be expensive, especially if suitable candidates are not found
- ✓ Internet job boards offer a much quicker opportunity
You have to prepare adverts yourself but details can be uplifted fairly quickly, costs can be reasonable but again ensure you can manage responses and make sure you choose the right board to avoid receiving superfluous CVs

Job Centre

High Street Agency

- ✓ Useful if the position is a more junior grade.

Recruitment Consultant

If you are not able to handle a large number of CVs, consider a specialist recruitment agency who can carry out advertising, evaluation and selection on your behalf.

Employers

Why use a Recruitment Consultant?

- ✓ A good Consultancy will have a large database of active candidates, covering a wide geographical area, who otherwise may not be aware of the vacancy

- ✓ Consultants' websites will reach a larger number of applicants

- ✓ A good Consultancy, in the unlikely event of not having suitable candidates, will not send CVs to a client if the candidates are not suitable, eliminating wasted time

- ✓ Discretion is ensured where the vacancy is sensitive and is not for public consumption

- ✓ There are no hidden costs and Managers' time is freed up for them to do their job
Average hidden costs of recruiting a new employee is £5k
(AM International – Secretarial)

Employers

Choosing a Recruitment Consultant

✓ A good Consultancy will have met with the client to fully understand their needs and will conduct a face to face interview with every shortlisted candidate.

This ensures that only suitably qualified candidates for the role are submitted to the client and will minimise paperwork

✓ Beware the agencies who play the numbers game, who have not interviewed the candidate and have no proper understanding of the client's needs

✓ When selecting a Consultancy, ensure they specialise in the specific area of expertise for the vacancy you are trying to fill, so only suitable candidates are presented for interview

✓ A good Consultancy will filter unsuitable applications and will only submit a limited number of suitable candidates

✓ Do the Consultants have operational experience

✓ Ensure they give a money back guarantee if the candidate leaves