

USING A RECRUITMENT AGENCY

Jobseekers have many different ways of applying for jobs including approaching; employers directly, networking, and use of social media, amongst others.

Registering with a recruitment agency is another way in which jobseekers can get access to more job opportunities. Recruitment agencies can put jobseekers in touch with temporary jobs as well as permanent ones, and can offer out-of-work jobseekers an opportunity to re-enter the jobs market in a fast way.

1. HOW TO CHOOSE AN AGENCY

Choosing an agency to work with can present a challenge in itself. Here are our tips:

- Get recommendations from family and friends. As you would with any other service-based industry – recommendations can often point you in the right direction of a decent recruiter.
- If you specialise in a certain field – look for an agency that specialises in your area. Once you speak to a recruiter, you will soon find out if they understand your industry and can connect you to the employers you are interested in.
- Try to register with only a couple of agencies at first, otherwise managing relationships with multiple recruiters may eat up too much of your job seeking time.
- Look for recruiters that are registered with the REC – they have worked hard to achieve the high standards needed for this accreditation, and are bound to the professional code of conduct of the organisation.

2. HOW TO GET THE BEST OUT OF WORKING WITH A RECRUITMENT AGENCY

Working with a recruitment agency will only benefit you if you provide them with the information they need to help you into work. Here are our recommendations:

- Provide them with an accurate and up to date CV, as well as up to date contact information.
- Be clear about your job requirements – what you can and can't consider and what your requirements are in terms of location, commuting and salary.
- Listen to any advice they provide about improving your CV –remember they deal with hundreds of CV's a week and have your best interests at heart.
- Notify them of any changes in your circumstances – if you are no longer looking for work or if your requirements have changed.
- Be honest with the agency – if a job they present isn't appealing to you, explain why and don't be afraid to tell them about other job applications you are making independently.
- Be professional in your dealings with them and listen to any feedback they provide if you have attended interviews.

If you're not finding work through your agency – talk to them. It could be that there are no jobs available or that your expectations are unrealistic. You could think about how you might adapt to the local jobs market and consider other opportunities.