

How to use recruitment agencies?

We asked 3 recruitment agencies some of the most frequently asked questions about using a recruitment agency.....

What do recruitment agencies do?

- Provide advice on the vacancies (temporary, permanent and contract) available and the skills required
- Meet with employers on a regular basis to check staffing needs and check up to date company information, such as business size and culture
- Represent you and make applications to vacancies that interest you and set up interviews for you
- Provide guidance on writing a CV and interview skills

How do I register with an agency?

- Call/Email the agency or register online through their websites to arrange a confidential appointment (in person or on the phone) with one of the recruitment consultants for an informal chat to discuss CV, qualifications, interests and career.

Do I have to pay anything to use a recruitment agency?

- No, it is completely free to register and to use an agency to help you find a job.

What happens once I am registered?

- Once you have been in for a chat with one of the consultants, they search the vacancy database to match you up to any suitable vacancies. They will give you the job description and information about what type of person the company is looking for. Once you have reviewed these, the consultant will make an application on your behalf. They always ask your permission before sending your CV to a company. You may not get an interview from your first application but the consultant will review with you why you did not reach interview.
- If you do get an interview, the consultant will set up the date, time and location. You can ask the consultant any questions prior to the interview and check interview tips and techniques. Following the interview you will need to liaise with the consultant to provide feedback on how it went. Further interviews may be required.
- Agencies keep in contact with you on a regular basis to let you know of any suitable vacancies.

What happens if I get offered a job through an agency?

- If you are successful at interview the agency will provide you with the verbal offer which includes basic salary and all the benefits that the company offers. You can then consider the offer and go back to the agency with any questions you might have. If you have several offers you are considering, the agency can help you weigh up the pros and cons to make a carefully considered decision.

- If you want to accept the offer, the agency will contact the company and a written contract will be sent to you. A start date will be agreed and your new employer will get in touch a week before to confirm start times etc.
- The agency will normally contact you within the first week and during your probation to check how things are going.

Do I have a commitment with the agency after starting my job?

- Not at all, they will not contact you again unless you ask them to.
- Only for temporary contracts as normally you will be employed by the agency and not the company where you are working.

Can I use more than one agency at a time?

- Of course, there are no restrictions on how many agencies you can use. However, you need to check that your CV is not being submitted for the same opportunity by all the agencies. You will realise this as the agency will check each opportunity with you before they submit your CV.
- Some employers use certain agencies as their 'preferred agency' so will go to them first with any new agencies. You may want to ask about this with the agency.