

Working with Recruiters



Do your homework first

- Ask family and friends about their experiences
- Ask people in jobs similar to what you want how they got them
- Look at paper and internet to see which agencies/ recruiters are working with which companies/ roles

Ensure your CV looks professional

- See if the recruiter website has hints on how to design a CV
- Make sure the content of your CV is relevant to the role

Making Contact

- Leave a message – just one!
- Get their email address and send in your CV
- Find out the best time to contact them
- Find out their details from the receptionist

During the Interview

- Dress and act professionally
- Let them know what kind of roles you are looking for
- Let them know what kind of company you would like to work for
- Set up a contact schedule that suits them
- Confirm which verbal referee(s) to use

Afterwards

- Ask for feedback – be open to constructive criticism
- Confirm they contacted your referees
- Keep to your contact schedule
- Always thank them for their help

Key Points to Working with Recruiters

- Build your relationship with the recruiter who is going to help you the most in your job search
- Don't take lack of contact personally
- Keep to the contact schedule
- Be prepared to be proactive and manage the relationship
- Become a friend not a stalker
- Don't assume because they have your CV that they will automatically put you forward for all roles – let them know when you see a job you want to be considered for.