

CANDIDATES.... HOW TO MAKE A RECRUITER WORK FOR YOU!

You give a Recruitment Agency a lot of information about yourself, but how do they use it?

You see a job that you like look of and you contact the recruitment agency that's placed the ad. You may send your resume either before or after you've had a conversation with them but what happens then? There are a number of good or bad things that can happen after that and they can help or hinder your chances of getting your dream job. The protection of your information and reputation in the market place is also equally important.

The following is a description of, what we believe, is the right way for a recruiter to go about things:

1. You apply for a job, usually online and send your resume and contact details, with a covering letter outlining why you should be a suitable candidate. The recruitment consultant reads this along with many other candidate resumes;
2. If the consultant likes what you have written they will give you a call and ask you some probing questions about yourself and you can ask for more details about the job. If the consultant likes the answers you have provided and you want to pursue the opportunity then you will be asked to attend an interview with the recruitment consultant. *(We do not advise that you attend an interview with the potential employer without being interviewed by the recruitment agency first, unless it is difficult to do eg. the consultant is calling you from another State);*
3. When you attend the interview with the recruitment consultant you should sign a Privacy Statement. This is for your protection and binds the recruitment consultancy to respect your privacy. This means that they cannot send your resume to anybody without, at least, your verbal consent;
4. The interview with the recruitment consultant is an opportunity for the consultant to assess your suitability for the role and for you to gain an insight into whether you think the role is right for you. A good consultant will ask you many searching questions about you and your experience and they should have an in-depth knowledge of the role you applied for and the company, so they are then able to answer your questions about the responsibilities of the role, the person you will be reporting to and the culture of the company; *(Be cautious if you suspect that the consultant doesn't know much about the role, or if they are willing to send you for an interview with the company after just a few minutes);*
5. After a good interview the consultant may invite you to attend an interview with the company or they may tell you that they will draw up a short list when they have finished their round of interviews. If it is the latter be sure to get a date from the consultant to notify you whether you have got through to the next round;
6. If you are invited to go for an interview with the company the consultant should be able to coach you on what to expect at the next interview, what the company is looking for and what the interviewer is like so that you can be well prepared for the interview. Please note that there may be more than one interview with the company. A good consultant will try to keep things moving along quickly so that you are not kept waiting for too long and they should always keep you updated with the process;
7. The last stages are usually reference checks, final salary negotiations, "Letter of Offer" and start date, and again, a good consultant should guide both you and your potential new employer through this process as quickly and as painlessly as possible.

8. Lastly be very wary of this scenario: Try not to be pressured into attending an interview that you do not feel comfortable about (i.e. the above steps have not been covered to your satisfaction) and do not allow the consultant, or agency, to send your resume out randomly to lots of organisations in the hope that someone will like the look of it. There's a danger that it may go to someone that you don't want it to or worse, it may be presented to an ideal organisation but from multiple agencies without the proper checks and balances in place. This may lead to your resume being automatically discounted without any consideration. *In short do not let anyone scatter your private information all over the industry that you want to work in;* and
9. If you are not successful in the role that you originally applied for, it is okay for an agency to keep you on their database for any future opportunities. Just bare in mind that they can only do this successfully if they have taken the appropriate amount of time to understand what you are ideally looking for and what your experience is suited to. They ideally need to have conducted and documented a proper interview which will let them know when a job that is right for you comes along. Your recruitment agency should only send your resume out after they have spoken to you about the new opportunity and gained your consent to "put you forward".

We hope that this has provided you with a few helpful hints on how to manage your relationship with a recruitment agency. Good luck with your job hunting!

If any of the above looks a bit daunting then Rusher Rogers Recruiting can help you! We have experienced recruitment consultants who really care about providing the best candidates for the best clients. To find out more please call 03 9682 7044 or email enquiries@rusherrogers.com.au.

