

Top 10 tips on approaching Recruitment Companies

- 1. Research and approach recruitment companies that work in the segment of the market that matches the skills, knowledge and experience you have to offer.** Refer to the RCSA 'Index of Member Companies' for a full list of professionally accredited recruitment companies in Australia and NZ: http://www.membershipcentre.rcsa.com.au/RCSAWebGen/Company_Listing.aspx
- 2. Tailor your CV.** Research your sector/industry and tailor your CV to match the requirements of the industry. Take note of any CV guidelines on specific recruitment company websites.
- 3. Plan your approach to a recruitment company.** Think about how you will introduce yourself. If you are going to their office, dress professionally. Consider what your availability is for work in terms of hours and location.
- 4. Use the opportunity to ask questions about the job opportunities in your sector:**
 - a. What is happening in this employment sector at present?
 - b. What major companies do you deal with who have job opportunities in this sector?
 - c. What types of roles do you have at the moment?
 - d. As a graduate, is someone of my experience of interest to you?
 - e. What steps would you recommend I take at this point?
- 5. Approach targeted recruitment companies with the view to being logged on their candidate database.** Each recruitment company will have a database of potential candidates which they will actively use when approached by a company looking for an employee. As recruitment companies may be able to find a candidate that meets the needs of their client through their database, they may or may not further advertise roles.
- 6. Become familiar with the avenues recruitment companies use to advertise jobs in your sector.** Some companies will use the



- services of a recruitment company and also advertise the job themselves. An emerging trend is the use of social networking sites to advertise jobs.
- 7. Work with the recruitment company if they wish to put your name forward as a candidate.** Be honest with them if you have put an application in for the role on your own behalf. Take their advice and prepare well for interviews.
 - 8. Consider temporary work as an interim measure.** Temporary work is available in some sectors of the market. The recruitment company is likely to assess your skills prior to assigning you a temporary role and you will only secure work if you have the skills and/or experience for the job. Recruitment companies may trial candidates by offering 1–2 days work to start with. Permanent placements sometimes are gained from temporary work assignments.
 - 9. Do not pay a recruitment company.** If they intend to charge you for a service, find out exactly why and what this is for. Job seekers are not usually charged a fee.
 - 10. Actively work to secure a job through a variety of channels.** As recruitment companies are paid by the company with

the vacancy, they can only put you forward as a candidate if they consider you to have the skills and experience that matches one of the jobs on offer. Therefore, make sure you use a wide range of job search strategies in looking for work.

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