

WHAT IS A RECRUITMENT AGENCY?

What Do Recruitment Agencies Do?

- A recruitment agency can help you by submitting you for vacancies notified to the agency by employers.
- Employers use recruitment agencies in order to recruit for a new type of post for which they have no expertise
- Minimise publicity when recruiting in one area of work while losing staff in another
- Conceal recruitment activities from competitors
- Get help with the recruitment process - e.g. if they don't have enough staff to deal with it
- Many agencies specialise in certain types of work, within certain sectors or in particular geographical areas. The employer pays the agency to assist them in filling a particular job. You should not be asked to pay the agency for finding you work - although there will normally be a charge for additional services such as personality testing or preparing a CV. On filling the post, the employer will pay the agency a fee (normally a percentage of the first year's salary). Frequently, the advert will not name the employer.
- When registering with agencies remember that the employer is the agency's primary client and not you.

What To Look For In A Recruitment Agency

- Recruitment agencies must meet the standards set by the Employment Agencies Act 1973.
- If you're looking for temporary work, the agency must agree with you:
 - the terms and conditions of the work you will do
 - the type of work you will do
 - how much you will be paid
 - how and when you will be paid
 - how much notice you will have to give (if any)
 - details of any paid holiday
- An agency must not:
 - refuse to pay you because they have not been paid by the person you work for
 - charge you for finding or trying to find you work (there are some exceptions, mainly with entertainment and modeling jobs)
- You do not have to use any of the services that an agency charges for, for example, training courses and getting help with your CV.
- Agencies must give you all the information they have about:
 - the employer you are working for
 - the type of work you will do
 - the hours you will work
 - how much you will be paid

- The agency will make sure that you have the skills and qualifications you need for the job. They'll also make sure that you are not breaking any laws by doing this work. They must tell you in writing about any changes to your agreement.
- When you register with an agency they will ask you for information about yourself so they can find you a suitable placement or job. Information may include proof of your identity (such as your birth certificate or driving licence), your experience and any training or qualifications you have. They will also make sure that you are willing to do the job before putting you in it.
- An agency won't give your information to any other organisations unless they are trying to find you work or they need to for legal reasons. They must get your permission before they do this.
- An agency can offer you a job at short notice. They can also finish temporary work at short notice without being responsible for any unfair dismissal or redundancy pay. Always make sure you understand your contract.

General Rules For Using Recruitment Agencies

- Supply the agencies with a CV that is targeted towards a particular work sector
- Tell the agency about any important factors - Are there any constraints?
- Tell the agency if you don't want them to send your CV to particular companies such as your present employer!
- Keep chasing the agency for progress - ring or call in on a regular basis
- Don't rely on agencies as your only means of finding a job

What Are The Advantages Of Using Agencies?

- If you're working full-time, the recruitment agency can be working on your behalf while you apply for jobs directly.
- Specialist agencies may be able to offer advice about their sector.
- You can work through staffing and contracts agencies to gain varied short-term experience with several employers.
- You may be able to set up work in advance of arrival in a new town.
- Supply us with your CV and tell us what type of job you are looking for and we will help you find it.
- You can use us as a 'stop gap' in between jobs or education.
- Work flexible hours which suit your situation and needs.
- We can set up work for you in advance (i.e. after relocation, after education or once your current job has finished.)
- We can offer advice about different employment sectors.

Online Recruitment Agencies

- These online agencies enable you to post your application form on the site for employers to view. You need to check the security of the site, as you are supplying personal information. To find graduate recruitment agencies, use a web search engine to search for 'graduate jobs' or similar.

Staffing And Contract Agencies

- The agency compiles a pool of candidates with qualifications, skills and experience and will supply staff to an organisation for a specific contract (anything from one day to several months). You will be paid by the agency for the hours that you actually work - you are not paid sick pay. Employers might use staffing or contract agencies in order to:
- find staff to cover sickness and holidays
- tackle specific projects such as computer system reorganisation
- avoid having unnecessary staff

Job Hunting Websites

- Monster Jobs
- Jobsite
- Reed
- CV Library
- Job Centre Plus
- Careers in Design
- Vivastreet
- Job Tube
- Top Jobs Britain
- Facebook
- Twitter

Newspapers And Magazines

- Friday Ad
- Observer
- Yellow Pages
- Thompson Directory
- Stage
- Telephone Book
- National Newspapers
- Shop Windows
- Notice Boards

