



How to Use a Recruitment Agency

KEY FACTS ABOUT THE RECRUITMENT INDUSTRY

- ✓ 16,000 recruitment agencies in the UK
- ✓ 1.3 million temporary workers employed every week
- ✓ 726,863 permanent workers placed every year
- ✓ The REC is the only body representing all UK's private recruitment agencies

HOW AN AGENCY CAN HELP YOU?

- Using the services of a reputable agency is the best and quickest way to find a job
- A good consultancy will "market" your application and highlight your strengths to your potential employer
- An agency has access to more job opportunities as they have dedicated prospecting teams
- Some agencies specialise in a specific industry sector making it easier for you to find a job in line with your expertise
- A good consultancy will help you with career advice
- An agency can pre-select job roles for you
- A professional consultant would have met your potential employer and can give you valuable advice for your interview

The Recruitment and Employment Confederation (REC) is the award winning trade association which represents and supports the UK's private recruitment and staffing industry.

To help jobseekers make the most of the services of recruitment professionals, the REC in partnership with Jobcentre Plus have developed this guide.

How to make it a JobSafe experience?

Here are a few useful pointers to get the most out of your relationship with your recruitment agency:

- ✓ Keep regular contact with them – make a note to ring them weekly
- ✓ Give them all the information they need to make the job search easy
- ✓ Be honest with the type of job you are looking for and your salary expectations
- ✓ Tell them if there is a particular type of job you don't want
- ✓ Keep your CV accurate and up-to-date
- ✓ Consider any advice from your consultant about improving your CV (remember they are professionals and they want to help you get a job)
- ✓ Talk to your agency if they are not finding you work. It may be because there isn't enough of the type of work you want and you might want to think about other types of work you are willing to do
- ✓ Some REC member agencies specialise in industry sectors, so you might have a better chance of getting your ideal job by registering with one of these. Please visit: www.rec.uk.com/sectors
- ✓ Don't form your opinion of an agency based on their website alone. Check their credentials before sending your CV
- ✓ Be wary of posting your CV onto a website without investigating the agency first
- ✓ Think twice before disclosing personal information (such as your date of birth) that is not relevant to the job
- ✓ Learn to treat your CV as you would your bank cards and PINs
- ✓ Use an REC member agency if possible. To find an agency please visit: www.rec.uk.com/directory



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www.smartguides-recruitment.uk.com



What are the benefits of registering with an REC Member Agency?

- ✓ Member agencies are regularly, independently inspected so you can be sure that the way they operate has been approved as safe, legal and ethical.
- ✓ Member agencies sign up to a Code of Professional Practice, adhering to the following principles:
 - Respect for the Law
 - Respect for Honesty and Transparency
 - Respect for Work Relationships
 - Respect for Diversity
 - Respect for Safety
 - Respect for Professional Knowledge
 - Respect for Certainty of Engagement
 - Respect for Prompt and Accurate Payment
 - Respect for Ethical International Recruitment
 - Respect for Confidentiality and Privacy
- ✓ Access to the REC's Complaints and Disciplinary Procedure. This provides you with a route through which you can take action if the agency fails to live up to its promise under the Code.
- ✓ Your agency receives regular briefings and updates on changes to the legislation and best practices in recruitment, so you can be assured their knowledge is up to speed with the changing environment.

What obligations does the Agency have towards the Jobseeker?

The agency must agree with you:

- The terms & 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
- Details of any paid holiday
- That you are happy for them to put your CV forward for a job

The agency must:

- Make sure that you have the skills and qualifications you need for the job
- Make sure that you are not breaking any laws by doing this work
- Tell you in writing about any changes to your agreement
- Ask you for a proof of identity as this is a legal obligation

The 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
- Share your information with any other organisation for no other purpose than to find you work or for legal reasons

The agency must give you all the information they have about:

- The employer you will be working for
- The type or work you will do
- The hours you will work
- How much you will be paid

WHERE CAN I GET MORE INFORMATION OR ADVICE ABOUT RECRUITMENT AGENCIES?

If you need more advice about looking for work, please contact your nearest Job Centre. www.jobcentreplus.gov.uk.

The REC is recruitment's biggest lobbying voice. To attain this, the REC is in regular contact and dialogue with Government, MPS, MEPs and many other leading stakeholders in order to promote and defend the industry's interests. The goal is to influence the formation of legislation, policies and regulations both nationally and in Europe that will protect the rights and needs of the UK workforce. All REC members must follow their Code of Professional Practice.

This leaflet only covers some of the key rules that agencies have to follow to meet their obligations towards job seekers. If you would like to know more, please visit www.rec.uk.com/jobseeker



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