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Willco, as used by FreePint, ResourceShelf, VIP, Jinfo, and many other communities, networks and publications.

10 ways to charm a Recruitment Consultant

How to get the most out of agencies and increase your chances of success

Prickly by nature, recruitment consultants are not the easiest people in the world to cajole. However, a positive relationship with an agency can be just as important when it comes to being submitted for a job as any skills, experience or qualifications you possess.

As an agency specialising exclusively in the Library and Information sector, Sue Hill Recruitment is fortunate to deal with a large majority of reliable candidates. Our specialist status within such a tight-knit community means that it is in our candidates' interests to stay in touch, take a positive and proactive approach to their job-search, and ensure that we receive positive feedback from our clients when we place them in a job. Conversely, there are always candidates who continue to amaze us by their approach to job hunting, which can be at best, naive; at worst, self-destructive!

Far from being a consultant's bitter protest against the annoying habits of unreliable candidates, this article is designed to give current and future candidates a small insight into recruitment practice from a consultant's standpoint and, hopefully, some of the confidence that accompanies a bit of inside "nouse".

So, here are our top ten Dos and Don'ts, gathered in feedback from Sue Hill consultants:

Do:

Prepare for your registration interview

Our best candidates have clear goals, have clearly thought about what sort of job they want to move to, have thought about what skills they've gained and what they have to offer to a new employer, and are able to communicate this effectively at registration. Vague candidates cannot expect an agency to hand them a new job on a plate that will somehow be "just right" for them.

Get online!

Hard copy CVs are a thing of the past. Email it in Microsoft Word format and make sure you update it regularly. Checking your email account regularly will ensure you don't miss opportunities. If you don't have access to the Internet at home, use your local library!

Keep in touch

Keep us updated with your situation: let your agency know if you find work, move house, or if you are planning an expedition to South America. Keeping agencies informed means that you are more likely to be contacted about the right jobs.

Be truthful

Claiming to have a PhD when you don't occupies the disputed borderlands between the potentially fatal realms of Dumb and Dangerous. Make sure your CV is accurate, truthful and up-to-date. If you are concerned about the quality of your CV, consultants can often provide good advice on the layout and content.

Remember that you are not our only candidate

At Sue Hill Recruitment, we have well over 10,000 candidates registered on our database, around 2,000 of whom are actively seeking work at any one time. It is therefore a good idea to make it obvious when you get in touch exactly who you are. An email bearing the legend "Any jobs?" is not likely to have the desired effect if it is unsigned, with only the handle "stardustpixie@hotmail.com" as a means to ascertain your identity.

Continued ...

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Don't:

Contact our clients directly

One of the reasons that employers use a recruitment agency is to avoid the hassle of dealing with candidates direct. Most respectable agencies do their utmost to obtain feedback from the client regarding your interview performance, and are usually happy to address any other concerns as appropriate, particularly if you are at interview stage.

Agree to interview for a position to "practice your technique"

At Sue Hill we provide our candidates with detailed information about the roles they interview for. Candidates who go to an interview with no intention of accepting the job if offered, or who try and push up the offered salary, simply appear arrogant.

Agree to go for an interview, and then don't turn up

It's not a problem if you have been offered another job, or if something else prevents you from attending, but a phone call is a basic professional courtesy that, if overlooked, will not reflect well on you the next time you're interested in a vacancy. Agencies can have long memories.

Agree to be put forward for the same job through more than one agency

Candidates who do this in the hope that several copies of their CV being sent to the client from different sources will increase their chances of getting an interview could not be more wrong. Doing this actually tends to make a candidate look less discriminating and more desperate.

Abuse the job that you have been given

Getting good feedback about you from an employer is paramount to you being submitted for future jobs. Even if the job is temporary, and perhaps not all that close to what you want to do long term, it is never a good idea to adopt a slack attitude. It reflects poorly on you and the agency, and may result in you not being put forward for that "perfect" job in the future.

Consultants know that it's easy to feel vulnerable as a candidate, particularly if you're not working, and a good agency is there to help you. Sue Hill Recruitment strongly believes in the value of each of our candidates, whatever their earning potential. However, our best candidates help us to help them.

Sean Duffy joined Sue Hill Recruitment in 2004 as a Recruitment Consultant.

He graduated in Music from Royal Holloway, University of London in 2003 and, in his spare time, enjoys attending arts events and exhibitions.

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Latest Job Listings - 1 of 3

Legal Knowledge Manager

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4607>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Financial Information Officer

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4606>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Part Time Library Manager (Birmingham)

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4605>
Recruiter: Glen Recruitment
Location: Birmingham, United Kingdom

Head of Information (Bristol)

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4604>
Recruiter: Glen Recruitment
Location: Bristol, United Kingdom

Information Officer (Healthcare)

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4603>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Legal Information Officer (Maternity Leave)

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4602>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Saturday Library Supervisor

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4601>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Surrey, United Kingdom

Support Assistant

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4600>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Cataloguer (added 11th November 2005)

URL: <http://www.jinfo.com/go/j4599>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Liverpool, United Kingdom

Information Officer

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4598>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Newcastle, United Kingdom

Data Analyst (added 11th November 2005)

URL: <http://www.jinfo.com/go/j4597>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Information Officer

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4596>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Manchester, United Kingdom

Researcher and Information Manager

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4595>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - Central, United Kingdom

Senior Information Officer

(added 11th November 2005)
URL: <http://www.jinfo.com/go/j4594>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Assistant Learning Resource Centre

Manager (added 9th November 2005)
URL: <http://www.jinfo.com/go/j4593>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - South, United Kingdom

Archives Assistant

(added 9th November 2005)
URL: <http://www.jinfo.com/go/j4592>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - South West, United Kingdom

Student Support & Information Resource Manager (added 9th November 2005)

URL: <http://www.jinfo.com/go/j4591>
Recruiter: Sue Hill Recruitment and Services Limited
Location: West Midlands, United Kingdom

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Senior Support Officer

(added 9th November 2005)
URL: <http://www.jinfo.com/go/j4590>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City, United Kingdom

Information Scientist/Analyst

(added 8th November 2005)
URL: <http://www.jinfo.com/go/j4589>
Recruiter: Astrazeneca
Location: Canada, Sweden, UK or US

Information Scientists, Bioscience (added 8th November 2005)

URL: <http://www.jinfo.com/go/j4588>
Recruiter: Astrazeneca
Location: Alderley Park, South Manchester, United Kingdom

Information Science, Chemistry

(added 8th November 2005)
URL: <http://www.jinfo.com/go/j4587>
Recruiter: Astrazeneca
Location: Alderley Park, South Manchester, United Kingdom

Research and Information Analyst

(added 7th November 2005)
URL: <http://www.jinfo.com/go/j4586>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - Central, United Kingdom

Information Officer

(added 7th November 2005)
URL: <http://www.jinfo.com/go/j4585>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London, United Kingdom

Learning Resources Advisor

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4584>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Perth, United Kingdom

Information Architect

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4582>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London, United Kingdom

Assistant Librarian

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4581>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - North East, United Kingdom

Part-time Branch Librarian

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4580>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - North East, United Kingdom

Collection Editor / Cataloguer

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4579>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Surrey, United Kingdom

Deputy Learning Resource Centre Manager

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4578>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - East, United Kingdom

Student Support and Learning Resource

Centre Mgr (added 4th November 2005)
URL: <http://www.jinfo.com/go/j4577>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - West, United Kingdom

Researcher / Business Pitch Expert

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4576>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Researcher (with Italian or Swedish)

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4575>
Recruiter: Glen Recruitment
Location: London, United Kingdom

Library Asst. (Graduate Trainee) - One year

(added 4th November 2005)
URL: <http://www.jinfo.com/go/j4574>
Recruiter: Glen Recruitment
Location: London, United Kingdom

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Information Officer (Cambridge)

(added 4th November 2005)

URL: <http://www.jinfo.com/go/j4573>

Recruiter: Glen Recruitment

Location: London, United Kingdom

Contract Researcher (12 - 8)

(added 4th November 2005)

URL: <http://www.jinfo.com/go/j4572>

Recruiter: Glen Recruitment

Location: London, United Kingdom

Researcher (added 3rd November 2005)

URL: <http://www.jinfo.com/go/j4567>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - City, United Kingdom

Customer Services Manager

(added 3rd November 2005)

URL: <http://www.jinfo.com/go/j4566>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - North, United Kingdom

Information Services Manager

(added 3rd November 2005)

URL: <http://www.jinfo.com/go/j4565>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Cardiff, United Kingdom

Reference Librarian

(added 3rd November 2005)

URL: <http://www.jinfo.com/go/j4564>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Wiltshire, United Kingdom

Law firm information service - trainee post (added 1st November 2005)

URL: <http://www.jinfo.com/go/j4563>

Location: London, United Kingdom