

## Recruitment Consultant

Recruitment consultants match suitable job seekers to temporary and permanent vacancies in their client companies.

### The Work

You could be:

- interviewing job seekers, face to face, to build up a pool of people to fill jobs advertised by employers
- placing adverts in various media, such as job websites, magazines, newspapers or journals
- selecting and vetting possible staff to fill job vacancies
- sending details of suitable candidates to employers and then sending selected candidates for interview
- finding staff for an employer at very short notice
- building good relationships with clients, keeping in touch by phone or visits
- contacting new employers to generate new business and meet targets of vacancies collected or vacancies filled
- keeping records of clients, employers and vacancies
- specialising in recruitment for a particular sector, such as IT or engineering.

### Pay

The figures below are only a guide. Actual pay rates may vary depending on:

- where you work
- the company or organisation you work for
- the demand for the job.

Salaries for recruitment consultants are normally paid as a basic wage plus commission. Basic salaries start in the range of £22,000 to £25,000 a year. Jobs are sometimes advertised with a basic salary and OTE (on target earnings). Experienced and senior staff can earn up to £40,000 a year or more. Earnings can exceed £60,000 with additional performance-related bonuses and benefits.

### Conditions

- You usually work in agency offices but may also travel to visit employers.
- Hours are usually regular, Monday to Friday, but you may have to do some evening work, contacting potential clients or candidates.
- This is a fast-paced profession that can be demanding and challenging.

### Getting In

Some agencies specialise in recruiting for one type of employment, such as legal work, ICT, accountancy, sales, catering, scientific work or clerical work. Others deal with a wide range of jobs.

- You need a good general education.
- Most agencies now prefer applicants with either sales experience or a degree, which can be in any subject.
- Relevant experience and personality are more important than qualifications.
- You might move into this work from personnel, marketing, sales, customer service or administration work.

Vacancies are usually advertised online and in jobcentres.

## What Does It Take

You need to be:

- confident
- good at selling and negotiating
- determined and persuasive
- able to work under pressure to meet deadlines and targets
- able to enjoy working in a competitive environment
- proactive, to find new business
- able to work alone.

You need to have:

- excellent communication skills
- time management and organisational skills
- good networking skills
- a professional manner
- a smart appearance.

## Training

- Training is partly on the job.
- You could also take professional courses run by the [Recruitment and Employment Confederation](#) (REC), such as the Level 2 Certificate in Recruitment Resourcing (CertRR), the Level 3 Certificate in Recruitment Practice (CertRP)(QCF) and the Level 4 Diploma in Recruitment Management (DipRM).

## Getting On

- With experience, and possibly after taking the professional qualifications, you may be able to become a manager.
- REC also offers a range of recruitment courses for all levels in the industry including operational, management and sales courses.
- You could also move into training or specialise in a specific industry.
- You could become self-employed and set up your own employment consultancy – the REC can give you help and advice to do this.

## Contacts

**Chartered Institute of Personnel and Development (CIPD)**

Tel: 020 8612 6200

Website: [www.cipd.co.uk](http://www.cipd.co.uk)

X: @CIPD

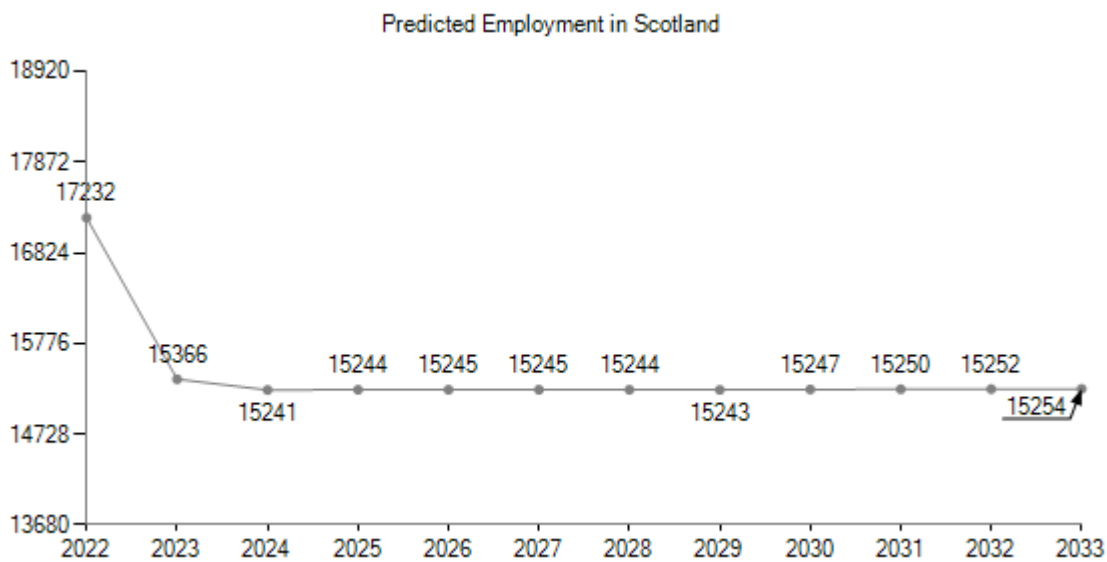
Facebook: [www.facebook.com/CIPDUK](https://www.facebook.com/CIPDUK)

## Statistics

Employment Status : Not available this career.

### Past Unemployment - Scotland

No Claimant statistics available for Scotland.



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