

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

X: @CIPD

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Statistics

Employment Status : Not available this career.

Past Unemployment - Scotland

No Claimant statistics available for Scotland.

Predicted Employment Statistics : Not available this career.