

Approaching recruitment agencies

Recruitment agencies play an important role in some sectors of the New Zealand job market. Good consultants understand their industry and the market well. However, agencies may not operate in the same way as in your home country. Before you approach them or apply for their listed jobs, try to understand their role and what you can expect from them.

FAQs

Will a recruitment agency help me find a job?

- » Not necessarily. Recruitment agencies are not active in all job sectors or role types in New Zealand.
- » The employer is the recruitment consultant's primary client – not you. You will only find work through a recruitment agency if you have the skills and experience that their client needs.

What skills and experience are recruitment consultants looking for?

- » They want candidates with work experience, skills that match the job and a 'can do' attitude. If you don't have New Zealand work experience, make sure you clearly outline how your skills and experience match the job.

How many agencies should I approach?

- » New Zealand is a small country and all the consultants know each other. Flooding the market by going to all the recruitment agents could be considered unprofessional, especially if they all send your CV to the same employer. Do your research (see flow chart over the page) to identify the best agencies for you.

What is the difference between the permanent and temporary desks?

- » Agencies commonly have two areas of their business, one that looks after permanent hires and another that focuses on fixed-term or temporary work. As fixed-term/temporary work is common in New Zealand, the temporary desk can be a good place to start.



Key tips

- » Research recruitment agents and their involvement in your industry before you approach them.
- » Be patient, proactive and polite.

Is it better to email or phone first?

- » It is personal preference. However, recruitment consultants can be difficult to get hold of on the phone so you may need to try various approaches.

What if they don't reply to me?

- » Wait for a week, then follow up by email or phone. If they don't get back to you, try one more time and record it in your job search diary. This will help you track your contacts. You could also try other agencies.

What should I do when I meet a recruitment consultant for the first time?

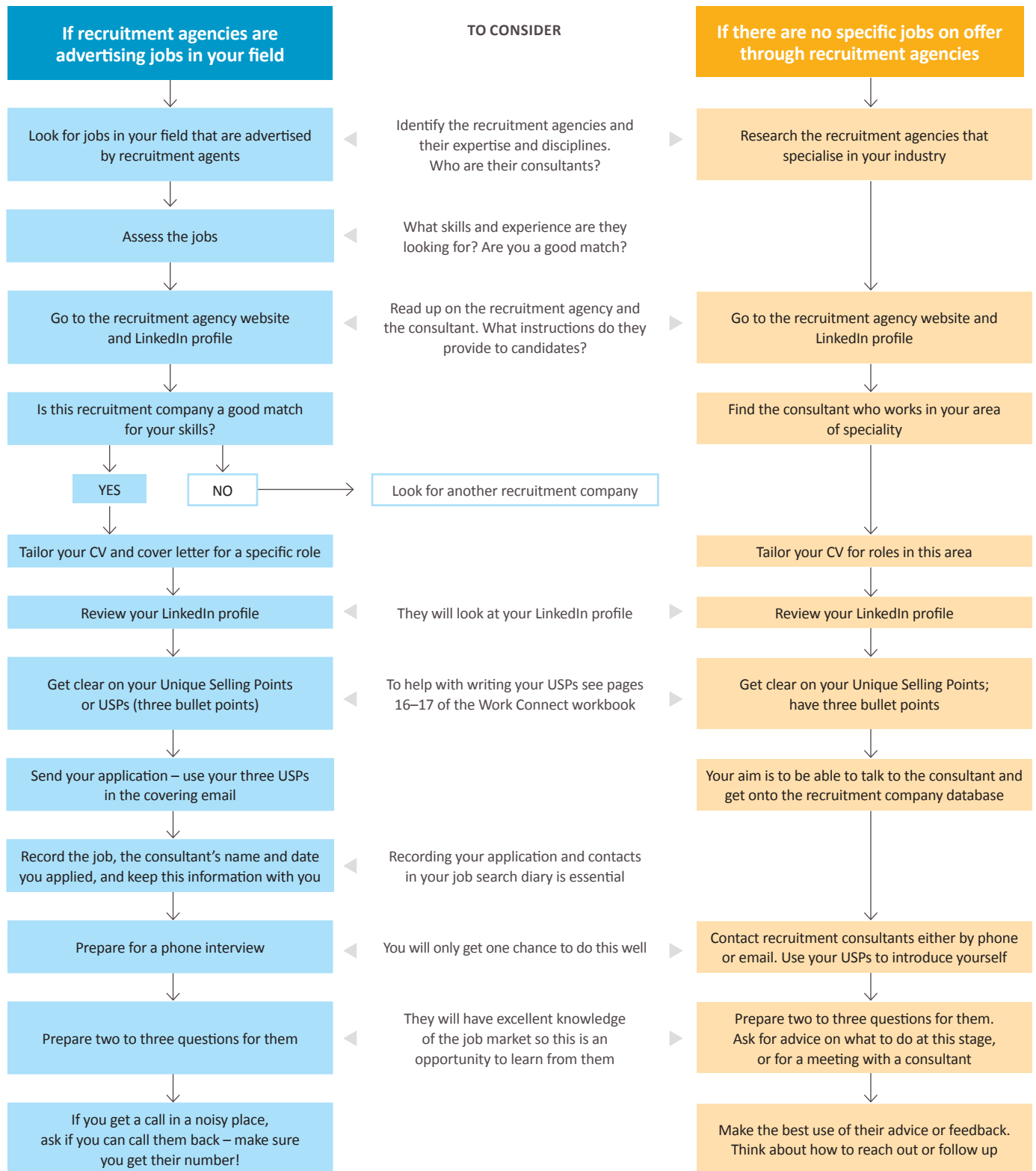
- » Be well prepared and trust yourself. Answer their questions with integrity and confidence.
- » Respect and use their time wisely.
- » Prepare some questions for them beforehand.
- » Be friendly and proactive, but not pushy. Aim to build a relationship.

They have asked me to sign an agreement. Should I do this?

- » Yes. However, before signing make sure you read the fine print so you understand what your commitment is. Ask the consultant to contact you before they send your CV to a company.



How to approach recruitment agencies



Questions you could ask a recruitment consultant

- » What is happening in my industry?
- » What skills and experience do you particularly look for?
- » What career paths do people working in my industry/occupation usually take?
- » What qualifications and certifications do employers in this industry prefer candidates to have?
- » Do you have any tips for video interviews?



Make sure you research and prepare before you contact a recruitment agency. Remember, different agencies have different ways of doing things.