



Do's and Don'ts When Working with Recruiters

Recruitment consultants are a valuable free service, providing expert advice, putting you in touch with decision-makers and ensuring you are presented in the best possible way.

Do **- register with the right agencies**

Most recruiters specialise in a specific market area and will have a tough time providing a high level of service to every candidate that registers. The closer your background matches the recruiter's specialist area of business the better the level of service you will receive.

Do **- be realistic**

A recruitment consultant will only put you forward for roles that they think you have a chance of getting. Don't be offended if they don't put you forward for your dream job if it involves a skill you have no experience of. If they are not putting your details forward for a position you are sure you could do, it is likely either that you have not fully communicated your relevant achievements and experience or that you do not match the client's precise requirements.

Do **- only apply for a small number of jobs that specifically match your skills**

Nothing tells a recruiter that you haven't read their job ads quicker than applying for a large number of vacancies. You might feel you are giving yourself the best chance by applying for multiple vacancies but experience tells us that candidates who do this ("serial applicants") are usually the least qualified.

Don't **- work with recruiters who send your CV to employers without informing you**

Apart from the obvious danger of your CV landing up in the wrong hands, it could spoil your relationship with more ethical recruiters. If a recruiter calls a client to discuss a vacancy you have expressed an interest in, only to find your CV has already been sent, not only will it their time, it will make you and them appear unprofessional. At best they'll be reluctant to spend more time on your case unless you can give assurances that it won't happen again!

Do **- keep in contact**

Communication is a two-way street. Don't forget that recruiters work on behalf of their employer clients and it is their job to assess both your suitability and your level of interest. Always call before and immediately after any interviews to report your feedback. Failure to report back demonstrates a lack of interest and may lead a recruiter and the client to favour another candidate.

Do **- let your consultant know about other applications**

Everybody wants what they can't have. If you have other applications ongoing elsewhere, then your consultant needs to keep clients informed if there is a chance that you will be snapped up by somebody else.

Don't **- forget to go to interviews**

Setting this interview up may have been easy for you (your recruiter made it that way) but a lot of work went on 'behind the scenes'. A 'no-show' against your name is likely to be terminal for your relationship with this recruiter.

Do **- prepare thoroughly before interviews**

Good recruiters are preparing candidates for interview on a daily basis and knows what their clients are looking for. Listen to and act upon their advice! That way, even if you don't get this job they'll be happy to arrange further interviews for you.

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