

Because recruitment matters



**Do you have  
what it takes  
for a career in  
recruitment?**





## The recruitment industry

The recruitment industry is a dynamic, fast-paced and highly competitive industry which can offer exciting career opportunities to the right people. In the UK, the annual industry turnover is currently around £25 billion and is forecasted to rise considerably over the next few years.

The recruitment industry provides services to all business sectors, working in partnership with organisations from sole traders to multinationals.

Recruitment consultancies attract candidates and match them to jobs in client companies on a temporary or permanent basis. The consultants role is the vital link between candidates and clients. They operate in virtually all sectors of the employment market. There are a number of publicly quoted companies and firms which operate multi-nationally as well as small independent ones.

## What's the role of a recruitment consultant?

The role of the recruitment consultant is fast-paced, demanding and diverse. It's also very challenging and exciting and no two days are ever the same.

The role involves attracting business from client companies by using sales, business development and marketing techniques. This includes building relationships with clients by going out and meeting them, keeping in touch over the phone and in writing. It involves getting to know the client companies, what they do, how they operate and the general culture or atmosphere of the workplace. An important attribute for a recruitment consultant is the confidence to contact prospective clients and win their business.

Recruitment consultants are required to attract candidates by drafting advertising copy and using a wide range of media. It also involves screening candidates, interviewing them and selecting suitable candidates to put forward to client companies. Recruitment consultants are involved in negotiating pay and salary rates and finalising arrangements between client and candidate.

The sense of satisfaction you receive from placing the right candidate in the right job can be significant.

## What opportunities are there for career progression?

Opportunities for progression in recruitment will vary depending on the size and structure of the organisation. A recruitment consultant will generally enter the industry as a trainee consultant working in a branch with a relatively small team. From here a consultant can progress to senior consultant and then to branch manager. An organisation with many branches across the country would provide prospects of further promotions to area and regional management.

## What rewards could a recruitment consultant expect?

Salaries will vary from one company to the next but it is usual for recruitment businesses to pay consultants a basic salary plus some sort of performance-related bonus or commission. This may be individual or team based. For those who work hard and are good at their job the rewards can be substantial. More information on salaries and benefits can be found in the Annual Salary & Benefits Survey at [www.rec.uk.com/about-recruitment/research/bookshop](http://www.rec.uk.com/about-recruitment/research/bookshop).

## What level of education does a recruitment consultant need?

The recruitment industry generally welcomes candidates from a range of educational backgrounds and there is a great future for those with the drive and determination to succeed. Some employers may have dedicated career development programmes for graduates or those wishing to progress quickly.

To build on your academic achievements there are industry specific qualifications for which you can study (see page 5).



## What sort of work experience does a recruitment consultant need?

People who are keen to learn and have the right personal attributes will always be welcomed into the recruitment industry. Candidates who are seeking a second career will find recruitment consultancy offers a stimulating and dynamic role where experience will be rewarded.

A background of work in any of the following disciplines would be useful, although not essential, for starting a career in the recruitment industry:

Sales

Marketing

Customer Service

And, if you have a background knowledge or professional qualifications in a specific market sector this can be very helpful in a specialist recruitment consultancy. For example, an IT, secretarial or engineering qualification can be extremely valuable in a recruitment firm specialising in those sectors of the market.



## What makes a good recruitment consultant?

To be successful in the recruitment industry you must:

- be ambitious and confident
- be goal orientated
- be tenacious
- have good interpersonal and communications skills
- be a good team player
- be able to handle multiple priorities
- be a good listener
- be a problem solver
- be able to work to deadlines and targets
- enjoy responsibility and working in a high-pressure environment

## What professional qualifications can I gain to help further my career?

The Recruitment and Employment Confederation (REC), the professional body for the recruitment industry in the UK, runs two professional qualifications:

**The Certificate in Recruitment Practice (CertRP)**

**The Diploma in Recruitment Practice (DipRP)**

It is also possible to study for a BA/MA in Recruitment Practice. For further details visit [www.rec.uk.com/career-development/qualifications](http://www.rec.uk.com/career-development/qualifications)

The REC also runs a broad range of one and two-day training courses covering all aspects of recruitment practice and aimed at all experience levels from a basic introductory course to advanced interviewing and management development. For further details visit [www.rec.uk.com/career-development/training](http://www.rec.uk.com/career-development/training)

## How do I find my first recruitment job?

Many recruitment consultancies are willing to recruit individuals without recruitment industry experience. Look for recruitment advertisements in local and national press. In specialist recruitment industry magazines particularly you will find advertisements for all levels of recruitment professional. Industry magazines include Recruitment International, Recruiter and Recruitment Consultant.

Some recruitment businesses (known as recruitment to recruitment or R2R) specialise in recruiting for the recruitment industry so it may be worth contacting these companies directly. It's also worthwhile contacting potential employers on a speculative basis.





**Recruitment consultancy** is an exciting career for people of all ages. Almost 100,000 people already work in this important sector of the economy. If you are looking for a challenging and rewarding role which combines sales, people skills and problem solving you may already have what it takes to be a successful recruitment consultant.

**The recruitment industry is going from strength to strength. Why not be part of that success.**

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