

Recruitment agencies

Not every vacant position is advertised through newspapers and on the internet - often employers that don't want to go through a lengthy advertising process use a recruitment agency to search for appropriate candidates. The fundamental role of recruitment agencies is to source candidates and new staff for their client organisations.

Advantages of a using a recruitment agency

- You can register with one or more recruitment agencies, and let them do the work of finding jobs for you.
- Some specialise in particular industry areas such as IT, management, science and technology, although some large agencies have sectors covering all industries. Some focus on levels within an organisation (e.g. executive search firms), while others provide for specific geographic areas.
- They are aware of the recruitment trends, demand areas and skills shortages in their area of specialisation. Many offer a range of additional services to their clients and to job seekers.
- Even if there are no current job vacancies that suit your background, some agencies will interview you if they like the look of your resume then contact you if a suitable job comes up.

Disadvantages of using an agency

- While some people may have had a bad experience with an agency, this is not usual and if it happens to you do not give up! They are not all the same and your persistence and enthusiasm will be noted, if not for the first job, then for another.
- There are fees attached to many of these services, but it is illegal to charge a candidate to register or to apply for a particular job.

Tips for establishing a relationship with recruitment agencies

- Research the agencies with the networks that are useful to you. Do you want to work in a particular geographical area or in a specific industry sector?
- Check out the Member Directory on the Recruitment and Consulting Services Association (RCSA) webpage www.rcsa.com.au.
- Don't apply for a lot of different roles with a recruiting agency - Identify the best person to talk with, make contact and arrange an appointment.
- Prepare your resume and a list of roles you are interested in. Make sure to document your skills. Email this before your meeting.
- Some agencies may use software to search through resumes, so make sure you are using appropriate keywords so it will be located through an automated search.
- Ask what you can do to improve your chances of employment in your area. Ask about the current job market trends, where your best chances for employment might be and what improvements could you make to your resume.
- Make regular contact (e.g. every couple of weeks) to check on opportunities coming up. Those who are successful are the ones who have made a positive impression and shown a commitment to their careers.
- You are more likely to be considered for positions if you keep in contact, so they know you are still interested and keen.

General and temporary work

www.adecco.com.au

www.hays.com.au

www.hoban.com.au

www.chandlermacleod.com

www.linkrecruitment.com.au

Arts

www.artshub.com.au

Accounting and Finance

www.accountancyoptions.com.au

www.accountantschoice.com.au

www.barberbunton.com.au

www.hudsonresourcing.com.au

Education

www.selecteducation.com.au

<http://eslemployment.com>

www.teachers.on.net

www.classprofessionals.com.au

www.primaryed.com.au

www.standbystaff.com.au

Health

www.aushealthcare.com.au

www.health.vic.gov.au/jobs

www.healthstaffrecruitment.com.au/index.php

IT

www.peoplebank.com.au

www.paxus.com.au

<http://it2.com.au>

www.iconrec.com.au

www.ask.com.au

www.candlerecruit.com

Science

www.kellyservices.com.au

www.sciencepeople.com.au

www.baysidegrp.com.au

www.principalconsulting.com.au

www.safesearch.com.au

www.environmentaljobs.com.au

General job search websites

www.seek.com.au

<http://mycareer.com.au>

www.careerone.com.au