

# **Recruitment Consultants**

**Careers & Employability Service**

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**[www.mmu.ac.uk/careers](http://www.mmu.ac.uk/careers)**



**Manchester  
Metropolitan  
University**

This document is available in alternative formats – Please contact [careers@mmu.ac.uk](mailto:careers@mmu.ac.uk) for details.

## **Recruitment Consultants**

Below is a list of recruitment consultants who have contacted MMU Careers & Employability Service with graduate vacancies. Appearance on this list does not mean that the Careers & Employability Service recommends the consultancy but hopefully the list gives a starting point for students and graduates who use recruitment consultants as part of their job seeking strategy.

Where possible we have tried to divide the consultants into work area. Inevitably some consultants work in a variety of sectors so please look at any additional notes with each entry. Many of the consultancies will offer a mixture of senior and graduate level positions. All the information provided is based on that given to us by the consultancy.

In addition we also have specialist handouts for recruitment consultants in the Art & Design, Education and Fashion & Textile Sectors, plus recruitment consultants specializing in vacancies for candidates with Language Skills. Please see <http://www.mmu.ac.uk/careers/guides> for the full range of handouts.

Of course there are many more consultants out there and you can search for these by location and type of work at [www.rec.uk.com](http://www.rec.uk.com)

At the end of the list there are some brief notes on how consultancies work and some tips on negotiating salary and terms and conditions.

<b><u>Agency</u></b>	<b><u>Additional Information</u></b>
<b>Business (general)</b>	
<b>Advance Personnel Ltd</b> Wistaston Road Crewe Cheshire CW2 7RL Tel 01270 213113 Email <a href="mailto:info@advancepersonnel.co.uk">info@advancepersonnel.co.uk</a> Web <a href="http://www.advancepersonnel.co.uk">www.advancepersonnel.co.uk</a>	
<b>Angela Mortimer Plc</b> 37-38 Golden Square London, W1F 9LA Tel 020 7287 7788 Email <a href="mailto:kerri.vinall@angelamortimer.com">kerri.vinall@angelamortimer.com</a> Web <a href="http://www.angelamortimer.com">www.angelamortimer.com</a>	Opportunities in a range of commercial functions in a range of sectors including Banking & Finance, Retail, Media etc
<b>Aston Recruitment &amp; Training</b> 47/49 Gold Street, Northampton NN1 1RA Tel 01604 230371 Email <a href="mailto:information@aston-recruitment.co.uk">information@aston-recruitment.co.uk</a> Web <a href="http://www.aston-recruitment.co.uk">www.aston-recruitment.co.uk</a>	

<p><b>Michael Page International</b>  Page House,  39-41 Parker Street,  London, WC2B 5LN  Tel 020 7831 2000  Web <a href="http://www.michaelpage.co.uk">www.michaelpage.co.uk</a></p>	<p>Opportunities in a wide range of commercial functions including Finance, Human Resources, Voluntary &amp; Public Sector, Legal etc. Offices throughout the UK including Manchester.</p>
<p><b>Meridian Business services</b>  Roberts House  Manchester Road  Altrincham WA 14 4PL  Tel 0161 929 3849  Email <a href="mailto:info@meridianbs.co.uk">info@meridianbs.co.uk</a>  Web <a href="http://www.meridianbs.co.uk">www.meridianbs.co.uk</a></p>	<p>Opportunities in Commercial, Sales and Leisure plus Health, Education, Construction and International.</p>
<p>Sellick Partnership Limited  Queens Court  24 Queen Street,  Manchester,  M2 5AH    Tel: 0161 834 1642  <a href="http://www.sellickpartnership.co.uk">www.sellickpartnership.co.uk</a></p>	<p>A recruitment agency for the finance, legal and education sectors across the UK.  They provide career advice, including interview &amp; CV tips, as well as a comprehensive job search to help graduates take the next step in their career.</p>
<p><b>Tudor Appointments</b>  Mitre House,  9-15 High Street,  Sutton  Surrey SM1 1DF  Tel 020 8661 7047  Email <a href="mailto:info@tudorap.co.uk">info@tudorap.co.uk</a>  Web <a href="http://www.tudorap.co.uk">www.tudorap.co.uk</a></p>	<p>Specialists in Buying and Procurement roles across all sectors</p>
<p><b>Pareto</b>  Barfield House  Alderley Road  Wilmslow  SK9 1PL  Tel 01625 255 255  Email: <a href="mailto:graduate@pareto.co.uk">graduate@pareto.co.uk</a>  Web: <a href="http://www.pareto.co.uk">www.pareto.co.uk</a></p>	<p>Recruit for graduate sales positions, in a variety of sectors. Positions are available throughout the UK</p>
<b><u>Construction</u></b>	
<p><b>Argent Recruitment</b>  PO Box 150, Highbridge  Somerset, TA8 9BB  Tel 01278 782662  Email <a href="mailto:info@argent-recruitment.co.uk">info@argent-recruitment.co.uk</a>  Web <a href="http://www.argent-recruitment.co.uk">www.argent-recruitment.co.uk</a></p>	<p>Vacancies throughout the UK including Architecture</p>
<p><b>Hill McGlynn</b>  Prospect House  Meridians Cross  Ocean Way</p>	<p>Offices throughout the UK including Manchester</p>

<p>Southampton SO14 3TJ  Tel 023 8023 2212  Email <a href="mailto:management@hillmcglynn.com">management@hillmcglynn.com</a>  Web <a href="http://www.hillmcglynn.com">www.hillmcglynn.com</a></p>	
<p><b>Niyaa People</b>  Keys Court  82-84 Moseley Street  Birmingham B12 0RT  Tel 0121 622 5399  Email <a href="mailto:info@niyaapeople.co.uk">info@niyaapeople.co.uk</a>  Web <a href="http://www.niyaapeople.co.uk">www.niyaapeople.co.uk</a></p>	<p>Vacancies throughout the UK including Architecture</p>
<b>Engineering</b>	
<p><b>ARRK Technical Services Ltd</b>  Endeavour Drive  Festival Business Park  Basildon  Essex SS14 3WF  Tel: 01268 245 000  Fax: 01268 245 100  Email: <a href="mailto:recruitment@arrktechnical.com">recruitment@arrktechnical.com</a>  Web: <a href="http://www.arrkreruitment.com">www.arrkreruitment.com</a></p>	<p>Recruit for the following sectors:  Aerospace, Automotive, Civil Engineering, Construction, Engineering, Industrial, Nuclear, Oil and Gas, Structural Engineering and more...</p>
<p><b>Meta-Morphose International</b>  Ullenwood Court  Ullenwood  Nr Cheltenham  Gloucestershire GL53 9QS  Tel 01242 253253  Email <a href="mailto:recruitment@meta-morphose.co.uk">recruitment@meta-morphose.co.uk</a>  Web <a href="http://www.meta-morphose.co.uk">www.meta-morphose.co.uk</a></p>	<p>Opportunities also in the IT, Finance, Telecoms, Sales and Pharmaceutical Sectors</p>
<p><b>RSD Technology Ltd</b>  134 Nantwich Road,  Crewe  Cheshire CW2 6AX  Tel 01270 215910  Email <a href="mailto:recruitment@rsd.uk.com">recruitment@rsd.uk.com</a>  Web <a href="http://www.rsd.uk.com">www.rsd.uk.com</a></p>	
<p><b>TPA Recruitment</b>  Chapel House  Congleton  Cheshire CW12 4AB  Tel 01260 299945  Email <a href="mailto:mail@tpa.co.uk">mail@tpa.co.uk</a>  Web <a href="http://www.tpa.co.uk">www.tpa.co.uk</a></p>	<p>Opportunities also in IT &amp; Construction</p>
<p><b>Taylor Associates</b>  38 Bell Street  Reigate  Surrey RH2 7BA Tel 01737 234000</p>	

Email <a href="mailto:info@taylor-recruit.co.uk">info@taylor-recruit.co.uk</a> Web <a href="http://www.taylor-recruit.co.uk">www.taylor-recruit.co.uk</a>	
<b><u>Financial Sector</u></b>	
<b>ABPM Financial Recruitment</b> South Central, 11 Peter Street, Manchester M2 5QR Tel 0161 831 6100 Email <a href="mailto:Manchester@abpm.co.uk">Manchester@abpm.co.uk</a> Web <a href="http://www.abpm.co.uk">www.abpm.co.uk</a>	Offices also in Leeds, Birmingham and Nottingham. Additional opportunities in other commercial areas and manufacturing.
<b>Finance Professionals</b> 26 – 28 Bedford Row London, WC1R 4HE Tel 020 7845 4200 Email <a href="mailto:katherineball@prosolutions.org.uk">katherineball@prosolutions.org.uk</a> Web <a href="http://www.financeprofessionals.com">www.financeprofessionals.com</a>	
<b><u>Food Industry</u></b>	
<b>Jarvis Johnson</b> 2 Church Walk Bawtry South Yorks DN10 6JD Tel 01302 714368 Email <a href="mailto:info@jarvisjohnson.co.uk">info@jarvisjohnson.co.uk</a> Web <a href="http://www.jarvisjohnson.co.uk">www.jarvisjohnson.co.uk</a>	
<b>Tailor Made Resources Ltd</b> The Office, 3 Stone Cross Green Rede Road, Whepstead, Bury St Edmunds Suffolk, IP29 4SD Tel 01284 735577 Email <a href="mailto:aimi@tmresources.co.uk">aimi@tmresources.co.uk</a> Web <a href="http://www.tailormaderesources.co.uk">www.tailormaderesources.co.uk</a>	
<b><u>Graduate (General)</u></b> <b>All in this section promote graduate opportunities in a wide range of sectors</b>	
<b>Best Graduates</b> Droitwich House 125 High Street, Henley in Arden West Midlands B95 5AU Tel 01564 794101 Email <a href="mailto:recruitment@best-graduates.co.uk">recruitment@best-graduates.co.uk</a> Web <a href="http://www.best-graduates.co.uk">www.best-graduates.co.uk</a>	
<b>Discovery Recruitment and Training</b> 30 Ludgate Hill, Birmingham, B3 1EH Tel 0121 212 3111	

<p>Email <a href="mailto:grads@discovery-recruitment.com">grads@discovery-recruitment.com</a>  Web <a href="http://www.discovery-recruitment.com">www.discovery-recruitment.com</a></p>	
<p><b>Fledglings</b>  455 London Road  Davenham,  Cheshire CW9 8NE  Tel 0870 240 4712  Email <a href="mailto:info@fledglings.net">info@fledglings.net</a>  Web <a href="http://www.fledglings.net">www.fledglings.net</a></p>	<p>Work placement specialists</p>
<p><b>Get on with Graduates</b>  Tel 0800 083 5691  Web <a href="http://www.getonwithgraduates.org.uk">www.getonwithgraduates.org.uk</a></p>	<p>Graduate placement service in the East Midlands covering Nottinghamshire, Lincolnshire, Leicestershire, Derbyshire and Northamptonshire.</p>
<p><b>Graduate Appointments</b>  26 King Street,  London WC2E 8JE  Tel 020 7447 5500  Email <a href="mailto:info@gradapps.co.uk">info@gradapps.co.uk</a>  Web <a href="http://www.graduateappointments.com">www.graduateappointments.com</a></p>	
<p><b>GIEU  (Graduates into Employment Unit)</b>  The University of Liverpool  Cathedral Precinct  Mount Pleasant  Liverpool L3 5TQ  Tel 0151 709 1760  Email <a href="mailto:j.ohara@gieu.co.uk">j.ohara@gieu.co.uk</a>  Web <a href="http://www.gieu.co.uk">www.gieu.co.uk</a></p>	<p>Provide job seeking skills and six month placements.</p>
<p><b>Graduate Recruitment Bureau</b>  Cornelius House  178 – 180 Church Road  Hove  East Sussex BN3 2DJ  Tel 01273 325003  Email <a href="mailto:info@grb.uk.com">info@grb.uk.com</a>  Web <a href="http://www.grb.uk.com">www.grb.uk.com</a></p>	
<p><a href="http://www.graduate-fasttrack.co.uk">www.graduate-fasttrack.co.uk</a></p>	<p>Financial Services - Front office.  Advertising - sales and agency side  Recruitment and Headhunting  General Sales roles  Project Management positions</p>
<p><b>Graduate Recruitment Company</b>  3<sup>rd</sup> Floor, Threeways House  40 – 44 Clipstone Street  London W1W 5DW  Tel 020 7854 8800  Email <a href="mailto:grcenquiries@pfj.co.uk">grcenquiries@pfj.co.uk</a>  Web <a href="http://www.graduate-recruitment.co.uk">www.graduate-recruitment.co.uk</a></p>	

<p><b>Hayes</b>  <a href="http://www.hays.com">www.hays.com</a></p> <p><b>Humtons</b>  <a href="http://www.humtons.com">www.humtons.com</a></p>	<p>Financial/construction and other areas.  Offices all over UK.</p> <p>Wide range of vacancies based in Leeds.</p>
<p><b>A Recruitment</b>  Blackfriars House  The Parsonage  Manchester M3 2LA  Tel 0161 839 5346  Email <a href="mailto:Manchester@j-p-a.co.uk">Manchester@j-p-a.co.uk</a>  Web <a href="http://www.j-p-a.co.uk">www.j-p-a.co.uk</a></p>	<p>Offices throughout the UK</p>
<p><b>Joslin Rowe</b>  Bell Court House  11 Blomfield Street  London EC2M 7AY  Tel 020 7786 6900  Email <a href="mailto:London@joslinrowe.com">London@joslinrowe.com</a>  Web <a href="http://www.joslinrowe.com">www.joslinrowe.com</a></p>	
<p><b>Joyce Guinness Partnership</b>  1 Cromwell Place  South Kensington  London SW7 2JE  Tel 020 7589 8807  Email <a href="mailto:perm@joyceguinness.co.uk">perm@joyceguinness.co.uk</a>  <a href="mailto:temp@joyceguinness.co.uk">temp@joyceguinness.co.uk</a>  Web <a href="http://www.joyceguinness.co.uk">www.joyceguinness.co.uk</a></p>	
<p><b>Moloney Search</b>  4 Kensington Cloisters  5 Kensington Church Street,  London W8 4LD  Tel 020 7368 5160  Email <a href="mailto:grad@moloneysearch.com">grad@moloneysearch.com</a>  Web <a href="http://www.moloneysearch.com">www.moloneysearch.com</a></p>	
<p><b>Prosper Recruitment</b>  Innovation Centre,  University of Wales Swansea  Singleton Park  Swansea SA2 8PP  Tel 01792 295909  Email <a href="mailto:prosperec@swan.ac.uk">prosperec@swan.ac.uk</a>  Web <a href="http://www.prosperec.co.uk">www.prosperec.co.uk</a></p>	
<p><b>Reed Graduates</b>  6<sup>th</sup> Floor, Kiln House  210 New Kings Road,  London, SW6 4NZ  Tel 020 7384 7330  Email <a href="mailto:graduate@reed.co.uk">graduate@reed.co.uk</a>  Web <a href="http://www.reed.co.uk/graduates">www.reed.co.uk/graduates</a></p>	

<p><b>Resource Bank</b> RBR House, Hawksworth Road, Central Park, Telford TF2 9TU Tel 01952 281900 Email <a href="mailto:jobs@resourcebank.co.uk">jobs@resourcebank.co.uk</a> Web <a href="http://www.resourcebank.co.uk">www.resourcebank.co.uk</a></p>	
<p><b>Search Consultancy</b> 1 Central Street Manchester M2 5WR Tel 0161 835 8600 Email <a href="mailto:Manchester@search.co.uk">Manchester@search.co.uk</a> Web <a href="http://www.searchconsultancy.co.uk">www.searchconsultancy.co.uk</a></p>	<p>Wide range of divisions and opportunities at a variety of levels. Offices throughout the UK.</p>
<p><b>Student Employment Services Ltd</b> 4 York Place Leeds LS1 2DR Tel 0845 131 3131 Email <a href="mailto:employ@sesltd.co.uk">employ@sesltd.co.uk</a> Web <a href="http://www.studentemploymentservices.co.uk">www.studentemploymentservices.co.uk</a></p>	<p>Work placement specialists</p>
<b><u>Healthcare</u></b>	
<p><b>Ashfield Healthcare Ltd</b> Ashfield House Resolution Road Ashby-de-la-Zouch Leicestershire Le65 1HW Tel 0870 850 1234 Email <a href="mailto:enquiries@ashfieldhealthcare.com">enquiries@ashfieldhealthcare.com</a> Web <a href="http://www.ashfieldin2focus.com">www.ashfieldin2focus.com</a></p>	<p>Work closely with the pharmaceutical industry providing opportunities in Medical Sales, Management, Training &amp; Development and Nurse Advisors.</p>
<p><b>Reed Health Group</b> 4<sup>th</sup> Floor, 55 Spring Gardens Manchester M2 2BY Tel 0161 228 2421 Web <a href="http://www.reedhealth.com">www.reedhealth.com</a></p>	<p>Opportunities also in Social Care and Education</p>
<b><u>Hospitality</u></b>	
<p><b>Action Recruitment Europe</b> Action Court Coleman Street South Yorkshire S62 6EL Tel 08700 852020 Email <a href="mailto:jobs@actionrecruitment.co.uk">jobs@actionrecruitment.co.uk</a> Web <a href="http://www.hotjobsonline.co.uk">www.hotjobsonline.co.uk</a></p>	
<p><b>PitchBlue International</b> Web <a href="http://www.pitchblueinternational.com">www.pitchblueinternational.com</a></p>	<p>Provide vacancy listings, online registration and applications for the spa, leisure and hotel industries worldwide.</p>

<p><b>Yummy Jobs</b>  30A Hatherley Road  London E17 6SF  Tel 020 8521 9615  Email <a href="mailto:Jason@yummyjobs.com">Jason@yummyjobs.com</a>  Web <a href="http://www.yummyjobs.com">www.yummyjobs.com</a></p>	<p>Opportunities in North America particularly in Florida through Walt Disney International Programmes</p>
<b>Information Management</b>	
<p><b><u>Jobsforinfopros.com</u></b>  64 Charlotte Street  London W1T 4QD  Tel 0845 620 312  Email <a href="mailto:info@jobsforinfopros.com">info@jobsforinfopros.com</a>  <a href="http://www.jobsforinfopros.com">www.jobsforinfopros.com</a></p>	<p>Information Management, Archives, Web Design, Library etc.....</p>
<b>Information Technology</b>	
<p><b>iTraineeship.com</b></p>	<p>International graduate recruitment: providing practical insights into international traineeships, internships and business courses.</p>
<p><b>Lorien</b>  30 Brindley Road  City Park  Manchester M16 9HQ  Tel 0161 877 0313  Email <a href="mailto:askfor@lorien.co.uk">askfor@lorien.co.uk</a>  Web <a href="http://www.lorien.co.uk">www.lorien.co.uk</a></p>	<p>Opportunities also in Engineering.</p>
<p><b>Mayfield Curzon Associates</b>  3 Acorn Business Park  Heaton Lane  Stockport SK4 1AS  Tel 0161 475 7000  Email <a href="mailto:info@mayfieldcurzon.com">info@mayfieldcurzon.com</a>  Web <a href="http://www.mayfieldcurzon.com">www.mayfieldcurzon.com</a></p>	
<p><b>Monarch Recruitment Ltd</b>  The Business Exchange  John Dalton House  121 Deansgate  Manchester M3 2BX  Tel 0870 603 9073  Email <a href="mailto:jobs@monarchrecruitment.co.uk">jobs@monarchrecruitment.co.uk</a>  Web <a href="http://www.monarchrecruitment.co.uk">www.monarchrecruitment.co.uk</a></p>	<p>Opportunities also in Telecoms</p>
<p><b>Right Step Recruitment Ltd</b>  Lee House  6a Highfield Road  Edgbaston  Birmingham B15 3ED  Tel 0121 454 6700  Web <a href="http://www.rightstep.co.uk">www.rightstep.co.uk</a></p>	<p>Opportunities throughout the UK</p>

<p><b>IT Jobs for Graduates</b>  Job Board Enterprises Ltd  1st Floor  3-5 Rathbone Place  London  W1T 1HJ  United Kingdom  Web <a href="http://www.itjobsforgraduates.com">www.itjobsforgraduates.com</a></p>	<p>UK wide IT jobs for graduates includes NW</p>
<b>Marketing</b>	
<p><b>Jobs in Marketing</b>  35 Dale Street,  Manchester M1 2HF  Tel 0161 950 8901  Email <a href="mailto:info@jobs-in-marketing.co.uk">info@jobs-in-marketing.co.uk</a>  Web <a href="http://www.jobs-in-marketing.co.uk">www.jobs-in-marketing.co.uk</a></p>	
<b>Media</b>	
<p><b>Hamblyn Selection</b>  Gainsborough House  81 Oxford Street  London W1D 2EU  Tel 020 7903 5121  Email <a href="mailto:grads@hamblynselection.com">grads@hamblynselection.com</a>  Web <a href="http://www.hamblynselection.com">www.hamblynselection.com</a></p>	
<p><b>Media Contacts</b>  The Windsor Centre  Windsor Street,  Islington  London N1 8QG  Tel 020 7359 8244  Email <a href="mailto:careers@media-contacts.co.uk">careers@media-contacts.co.uk</a>  Web <a href="http://www.media-contacts.co.uk">www.media-contacts.co.uk</a></p>	
<p><b>The Stevens Company Limited</b>  Regent House,  4<sup>th</sup> Floor, 235-241 Regent Street  London W1B 2EH  Tel 020 7629 2939  Email <a href="mailto:graduates@thestevenesco.com">graduates@thestevenesco.com</a>  Web <a href="http://www.thestevenesco.com">www.thestevenesco.com</a></p>	
<p><b>Brand Republic</b>  <a href="http://www.brandrepublic.com">www.brandrepublic.com</a></p>	<p>Not an agency but a useful site with vacancies in media, PR, Events, Advertising etc.....</p>
<b>Science</b>	
<p><b>Chase Recruitment</b>  Suite A, 6 Quayside Mills  Edinburgh EH6 6EX  Tel 0131 553 6644</p>	<p>Pharmaceutical specialists.</p>

<p>Email <a href="mailto:Catherine@chasepharmajobs.com">Catherine@chasepharmajobs.com</a>  Web <a href="http://www.chasepharmajobs.com">www.chasepharmajobs.com</a></p>	
<p><b>Kelly Scientific</b>  1<sup>st</sup> Floor St Johns House  2 – 10 Queens Street  Manchester M2 5JB  Tel 0161 839 2400  Email <a href="mailto:ksrcvmanchester@kellyservices.co.uk">ksrcvmanchester@kellyservices.co.uk</a>  Web <a href="http://www.kellyscientific.com">www.kellyscientific.com</a></p>	<p>Opportunities also in the Food, Consumer Products and Pharmaceutical Sectors.</p>
<p><b>Lab Support UK</b>  Cinnamon House  Crab Lane  Fearnhead  Warrington  Cheshire WA2 0XP  Tel 01925 665445  Email <a href="mailto:warrington@labsupport.co.uk">warrington@labsupport.co.uk</a>  Web <a href="http://www.labsupport.co.uk">www.labsupport.co.uk</a></p>	<p>Opportunities also in Pharmaceutical, Environmental and Food Sectors. Offices throughout the UK</p>
<b>Social Care</b>	
<p><b>Amicus Recruit</b>  Regent House  Mitre Way  Station Approach  Battle  East Sussex, TN33 0BQ  Tel 0845 450 7479  Email <a href="mailto:info@amicusrecruit.com">info@amicusrecruit.com</a>  Web <a href="http://www.amicusrecruit.com">www.amicusrecruit.com</a></p>	<p>Opportunities throughout the UK and Australia</p>
<p><b>Tribal Resourcing</b>  Byron House  10 Kennedy Street  Manchester M2 4BY  Tel 0161 236 3450  Email <a href="mailto:info@tribalresourcing.com">info@tribalresourcing.com</a>  Web <a href="http://www.tribalresourcing.com">www.tribalresourcing.com</a></p>	<p>Offices throughout the UK. Specialists in a range of public sector opportunities.</p>
<p><b>Great Social Care.co.uk</b>  <a href="http://www.greatsocialcare.co.uk">www.greatsocialcare.co.uk</a></p>	<p>A social care jobs website, allowing recruitment agencies and employers to post jobs and social care candidates to search and apply for jobs directly, register to receive jobs by email and to find and register directly with recruitment agencies relevant to their skills and experience.</p>
<p><b>E Quality Youth</b>  Waterfront Studios  Suite S1  1 Dock Road  London  E16 1AG</p>	<p>Opportunities within youth work, social work, mentoring, A1 assessors and trainers.</p>

Tel: 0845 459 8903 Email: <a href="mailto:info@e-qualityyouth.org.uk">info@e-qualityyouth.org.uk</a> Web: <a href="http://www.e-qualityyouth.org.uk">www.e-qualityyouth.org.uk</a>	
<b><u>Statistics and Operational Research</u></b>	
<b>Datatech</b> The Barn, Bartons Lane, Old Basing, Basingstoke, Hants RG24 8AE Tel 01256 314660 Email <a href="mailto:admin@datatech.org.uk">admin@datatech.org.uk</a> Web <a href="http://www.datatech.org.uk">www.datatech.org.uk</a>	Opportunities also in the pharmaceutical sector
<b><u>Tourism</u></b>	
<b>New Frontiers</b> Suite 317, The Triangle Exchange Square, Manchester M4 3TR Tel 0161 838 5800 Email <a href="mailto:north@newfrontiers.co.uk">north@newfrontiers.co.uk</a> Web <a href="http://www.newfrontiers.co.uk">www.newfrontiers.co.uk</a>	Offices also in London, Crawley & Newcastle. Additional opportunities in the hospitality sector
<b>Travel World Selection</b> 6 <sup>th</sup> Floor, 8 Exchange Quay Salford, Manchester M5 3EJ Tel 0161 932 1151 Email <a href="mailto:recruit@travelworldselection.co.uk">recruit@travelworldselection.co.uk</a> Web <a href="http://www.travelworldselection.co.uk">www.travelworldselection.co.uk</a>	Additional offices in Solihull.

### **Recruitment Agencies and Recruitment Consultancies**

These businesses earn money by charging the client (employer) for each successful placement or a percentage of the hourly rate if temporary. You should never be requested to pay a fee for someone to find you employment.

There are two distinct types of recruitment business; agencies or consultancies.

#### **Agencies**

Tend to focus on generalist administrative or manual labour and be of more use to the temporary or part time job hunters. They will also have a high street presence, many being household names.

Unlike the University Careers Service they are not employed to support and guide you – their role is to provide the ‘temp’ that their client needs for a specific task. Good ones will help give advice on your CV and be clear about the progression and opportunities in the future; i.e. take this job data inputting which is minimum wage, but if you do well you could

get involved with creating monthly reports on excel and liaise with accounts. Because of the fast pace of the temping market the more flexible and quick you are to make decisions, the more useful you are to your agencies.

Once you have started temping you will be able to use temping to work within the sector you aspire to for your career. Although you will not be in the role or salary you want from a 'career'. Make the most of the culture you go into by finding out what other people do and how they reached their position but don't lose sight of why you are there – the company is paying both you and the agency to get a task done, however menial it may be.

### **Consultancies**

Focus on specific professional areas such as PR, marketing, accountancy, engineering etc. These will be more likely to advertise on specific job boards (websites) and tend to be of use to candidates who have relevant experience. There are specialist graduate recruitment consultancies (see above). You should always endeavor to meet recruitment consultants as this forms a stronger relationship (which is important for them to understand your career aspirations) and helps them to remember you, as they will meet many people over the course of a week.

For many, recruitment consultants become very important as their career progresses, and in some sectors e.g. Fashion & Textiles they are major sources of vacancies.

### **Negotiation**

Occasionally graduates need to negotiate their salary, or aspects of a package offered by the employer. This is rare because most graduate entry roles sit within a salary structure, especially within large commercial companies and all public sector roles. A situation where you are most likely to have to negotiate your package will be with commercial, Small Medium Enterprises (SME).

If you are without work experience you may not have much to negotiate with the employer – they hold most of the cards. As your career progresses negotiation will become more a part of each move as your experience and knowledge enhance your competitive edge against other candidates.

Negotiation occurs at the offer stage or during the final interview.

- Commercial roles, such as sales have very different rules. As part of your job will be negotiation, demonstrating your business acumen is an opportunity to 'sell yourself' as well as establish what you want from the employer.
- Negotiation is not just about salary. A package is made up of many benefits, as well as salary and in some cases bonus and commission structures. Researching this is delicate – questions regarding holidays, salary, company cars etc should never be asked by the candidate. It gives the wrong impression and shows lack of interview etiquette.
- Establishing package details can be done calling the HR department before or after your interview. Asking the question 'how can I find out details of the package offered with this role?' sounds more positive than 'what is the salary, holiday allowance and company car?' How they answer will give you an insight into the company's culture. At this point you may be told that salary and package is

negotiated on an individual basis. If so ask what the ball park salary range is and what criteria are applied when deciding.

### **Tips on How to Negotiate**

- If asked what salary you would accept in an interview situation, avoid giving a specific figure as this could either price you out of the job, or sell yourself short of a higher salary. There are a number of ways to tackle this;
  - Explain you have researched the market rate for the role as being between £X.000 and £Y.000 and would be happy to discuss it in the wider context of the package if successful.
  - The job and progression are more important and you want to discuss that in more detail.
- The better your research into the company, culture and sector, the stronger your facts will be in supporting your case. For instance, highlighting the same job at different companies and their pros and cons shows how serious you are about career priorities.
- If you are at a similar stage with another employer (perhaps one of their competitors), you may end up with a timing issue. Should you need to delay accepting an offer while waiting for an interview with the other employer, what you have said at interview will support asking employer number one to delay. Don't feel pressured into accepting the package and job – how they handle this will tell you about them as employers [See 'Offers' in AGCAS Going for Interviews]

Examples of items for negotiation:

Start date

Study support (financial)

Study/exam leave

Basic Salary

Salary Progression

Commission guarantee / commission structure

### **Using Employment Agencies**

Employment agencies, like service providers, are obliged not to treat disabled people less favourably than others. This includes making reasonable changes to practices, policies or procedures.

Employment agencies are also increasingly being asked by employers to ensure a disability-friendly environment. An agency must have to:

- Provide auxiliary aids or services

**Example:** providing sign language interpreters and/or text phone for a deaf candidate

- Offer an alternative if physical features make the premises difficult to access.

**Example:** changing the interview venue to one with ramps if a candidate uses a wheelchair

- In the lead-up to October 2004 (when the final portion of Part III of the DDA will take effect), consider moving or alternating physical features that make it difficult to access the service.

**Example:** installing an entrance ramp.

Under the DDA, employers using recruitment agencies are obliged to ensure their agency treats all disabled candidates fairly and may well be liable themselves, under the DDA if a recruitment or staffing agency gets it wrong at any stage.