



Become a Recruitment Ambassador

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Welcome To HR Consultancy

If you are reading this, you might be a recent graduate, trying to find the right career path in a busy and competitive world. Or, you might have graduated a few years ago and been disappointed with the way your career has progressed since. Either way, the chances are that you are looking for a challenge and are driven by considerable ambition.

You understand that there is a clear link between the effort you put in and the reward that you receive. Self-responsibility and awareness is important to you – nothing comes for free. Learning is not something that just happens at training days – you absorb, reflect, adjust and implement every day. Your friends say that you have an energy that they cannot quite keep up with, your family say you need to calm down a little – but you just like to work and play hard. You want to set the pace in a group, you do not like meeting expectations because you know that with the right direction, you will exceed them.

If that is you, at HR Consultancy, you could fit right in.

I joined this business as a Graduate in 2005 and have never looked back, I love it here and would recommend it to everybody but I am slightly biased! I want this document to tell you a bit about recruitment and our business before you decide to apply. Unless you have worked with an agency before or know someone who has, then you might not be sure about the industry and how it works. We invest heavily in our group of Graduate Consultants and we want to make sure that, if we are placing our investment in you, that you come into our industry with your eyes open.

If you like what you read, then I will look forward to speaking with you about becoming our next Recruitment Ambassador.

Allan Davidson

HR Business Partner





About HR Consultancy

HR Consultancy was established in 1995 by Hilary Roberts. Hilary moved into recruitment because she had a desire to work with people in a capacity where she could help them develop their careers. After working within this sector for 4 years, she identified that there was an opportunity to deliver recruitment services that can be dramatically improved. The answer was simple for Hilary and she decided to setup her own business to address this need.

Her mission was simple:

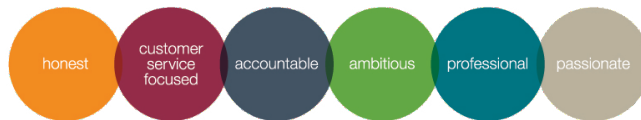
“To help people and companies realise their potential through the delivery of an exceptional recruitment service.”

Hilary opened a small office in St Vincent Street. Over the period, the business has grown to become one of Scotland’s most highly respected independent recruitment businesses.

Our Vision is:

“To transform our business into a company recognised as the leading professional recruitment consultancy in Scotland and to create a business that the team are all really proud to be a part of.”

HR Consultancy is a multi-sector recruitment agency & business. Across the United Kingdom (and, now and again, worldwide) our recruiters work to find hiring managers who really understand why recruitment is linked to the success of their business and candidates who have the desire to be successful in their career and match them both at just the right time.



Our values are :

- Professional - We will be regarded as a professional, knowledgeable organisation
- Honest - We advocate honesty as this inspires trust and respect
- Accountable - We will take responsibility for all that we do and what we don't do
- Ambitious - We have big plans for the future and are a company that is really going places
- Customer Service Focused - We treat each and every person with the individual attention they deserve
- Passionate - We are proud of who we are and what we do

Our Culture is fundamentally important to us. Some would say we have a 'family' feel to our culture which we wholeheartedly embrace. Our team know that if they work hard they will be given opportunities to progress and develop further in a challenging yet supportive environment. We genuinely like each other at HR Consultancy and we want the very best for each other which is why we are also very protective of our culture. Obviously we take the 'work hard play hard' ethos seriously and although it may seem clichéd, we love to get out and about on quarterly away days, team incentives like days at the races and more often than not, just general after work drinks and let's not forget 'beer o'clock' every Friday afternoon!

The key management personnel have been part of the business for many years, and we are very proud to have Investors in People Gold and Investors in Young People Accreditation.



A Day In The Life Of A Recruiter



Cheryl & Eilidh joined HR Consultancy as Associate Recruiters. They both wanted to give you an idea of a typical day (if there is one!).

Let's face it, a day in recruitment starts with coffee, usually picked up on the way into the office or made on arrival. As associates, we are usually in the office earlier than most so that we can get cracking ahead of our competitors and get busy making a name for ourselves. It's a fierce market.

Recruitment is extremely changeable, no day is the same so firstly we need to make sure we are prepared for whatever the day can throw at us and we will often need to re-plan our day several times dependent on what happens. Login and dive straight into the 'to-do' list we prepared last night.

Oops, earlier than anticipated you have a new job e-mailed in from a client after your conversation late yesterday afternoon, need to change the plan. First things first, if you haven't met the client before, you need to rectify that asap, one of the key things we've been taught at HR Consultancy is that relationships are critical for the delivery of an exceptional level of service. We remember when we started here it wasn't easy for us to pick up the phone and call clients but now it's simple and besides, hesitation wastes time! The clients are usually extremely receptive so the visit gets set for later that day. We then check that the company car is available - phew, it is. Now, what next...

We've both got a few jobs on at the moment and not enough quality candidates so for us it's straight into candidate activity and working on live vacancies. This is about sourcing for candidates that meet the requirements of the role profiles you have for each position. Once sourced and interviewed, you would send suitable CV's to the clients and then arrange interviews.

You can use a variety of methods to source candidates. The first place to check is the HR Consultancy database. You might headhunt candidates by telephone or through online channels like LinkedIn or Facebook. We send out notifications of new roles to candidates by email, so you may have replies to that in your inbox. Candidates might apply to your advert on the HR Consultancy website. Or you can contact people you have already placed and find out if they know anyone who might be interested.

Once you have identified potential candidates, you speak to them to find out two things – if they are interested in the role, and whether they are right for the role. This stage is probably the most important part of your role - you have to match candidates to not only the requirements of the job but also to the culture and expectations of the employer.

Candidate generation never stops. We use multiple channels to source our candidates but realistically we get hold of them out of hours and if they are suitable for our roles we will want to meet with them ASAP. Relationships with candidates are just as important as with clients and we will usually book our candidates in to meet us face to face at the earliest opportunity. In this case, we both spoke with loads of candidates last night and have a few booked in for interview this morning so after some preparation, it's onto the interviews. We both love this part of our job, meeting different people is the reason we got into recruitment. If you don't like people then you won't like recruitment, just stop reading and find another career, seriously stop reading now! Okay, the candidates were great to meet, would be great for jobs we are working on and seem to be a great fit for our clients.

Being consultants who consult is important in this business and we need to be subject matter experts in our chosen market. We do this through market research whenever we get the chance. This can include searching job boards for relevant vacancies, working through LinkedIn to understand your area and reading articles on websites and news that is relevant to your sector. Just before heading out for lunch is ideal for this so that we have some bang up to date information to chat about with our client who we are meeting...in 5 minutes.





So, having had a great lunch (Chinese this time) and having secured new roles to work on, it's back to the office for a quick catch up with our manager. We need to find out about any urgent requirements of the division so that we can adequately plan our afternoon and discuss progress made at our lunch meeting. We are lucky at HR Consultancy that our managers are extremely experienced and they make sure we maintain our focus.

Then - Hothousing! This is when all the associates within the business come together to work on targeted business development (Sales). The beauty of this is that all of our calls are different. They might be introduction calls, selling in a first class candidate you are representing or chasing an active vacancy. This is a good time for us to offer advice and tips to each other and learn from senior managers in the business, listening and doing is the best way to learn. Today though, we need to finish the session 30 minutes early as we need to meet my client in the West End at 4pm. So we jump into the company car and hot foot it across the city centre arriving a good 10 minutes early. We get good training on conducting great client visits at HR Consultancy and armed with that knowledge we confidently run the meeting.

Our clients can be pretty demanding and this is a new client business for us both. We know the client has worked with our main competitors before so we need to make a good impression. This is done through an approach of open communication, demonstrating market knowledge and through developing an in-depth understanding of the client requirement. The only down-side of this meeting is that there were no biscuits. Not only did we understand the clients role completely, the client has complete faith in our ability to fill the role (it helped that we had brought 4 CVs of top quality candidates with us), so much so that 2 of our candidates have been offered interviews...tomorrow. We will phone them on the way back to the office to give them the good news.

Back in the office, kettles on, time to take stock of the day. We have brought on new jobs, met new candidates, met 2 clients and arranged some interviews and all we can think of at the moment is... what next...

Meet the Managing Director



Thank you for taking the time to find out a bit more about HR Consultancy and the world of recruitment. Whatever your reason for reading, I hope it gave you some useful insight into what we do.

I developed a love of working in recruitment because I am passionate about people and their success. This applies equally to candidates, employers and employees. When I started the business, I wanted to create an environment where my team could develop the skills necessary to flourish and grow their careers with me.

This is why I always have - and always will - recruit ambitious, energetic and customer orientated people, even if they do not have any prior experience or knowledge of the industry. Attitude is a significant part of what is required to be a successful recruiter, and HR Consultancy can help with the rest. I genuinely believe that my team provide an environment that provides leading training and support that is unrivaled. But I do have high expectations, and expect anyone who joins our team to have high expectations of themselves.

If you like the idea of working with energetic, ambitious and fun people who apply a high level of professionalism and integrity to their roles then we want to hear from you.

Hilary Roberts

Managing Director