

Ever wonder about a typical day in a recruiting office?

So you worked with a recruiter to find a new position or to hire employees. Have you ever wondered what happens in a recruiting office on a daily basis?

A typical day begins with the review of voice mails, E-mail and faxed resumes and job descriptions.

"Urgent" pleas are left on the voice mail that an employer is in desperate need of a "qualified sales manager; please call as soon as possible to get the details."

A returned phone call is made, particulars (job description, qualifications, salary information) are obtained and the search begins.

Candidates are recruited and selected, then forwarded to the hiring manager to approve for an interview.

Follow-up telephone calls are then made two to three days after the resumes have been presented. The response from the employer is that he's been so busy that he hasn't had a chance to review anything yet.

What ever happened to the urgent request?

It is suggested that we follow up again in a few days; meanwhile, the recruited candidates are anxious to find out if they are in the running for the job for which they were recruited.

The second follow-up phone call is made and the hiring manager is on vacation for a week and will be out of the office on business for another week.

Who's running the office? The third follow-up phone call is placed and the hiring manager can't discuss this position because it's the end of the month/quarter/fiscal year.

How desperately do they need to have this position filled? A recruiter's sense of urgency isn't necessarily that of the hiring manager's.

Assessing A Candidate

Much of a recruiter's day is spent qualifying and recruiting candidates in search of new career opportunities for the many available jobs the firm is looking to fill.

Building a rapport and trust is key, but frustration mounts when the candidates exclaim that they have never had to put together a resume to get a job.

This indicates that they can't take the time to compose their career accomplishments or that they don't know where to start.

From conversations with interested candidates, we as recruiters assess their talents and strengths but can't properly present their qualifications to a prospective employer without a current profile of their career experience.

Prepare To Hit The Books

Anyone looking to make a career change (or thinking of making one) should be prepared to research, document and compose a resume before the job search begins.

Once the resume has been presented, interested employers are then ready to set up the interview.

The meeting place, date and time is determined and another series of phone calls is made. Sometimes up to five phone calls are made to prepare candidates and confirm appointments with employers.

If either party has a conflict or it is determined that the interview will go to the next level, then the whole process is repeated.

Because recruiters are exposed to a great deal of confidential information (salary information, who is being replaced, changes within corporations), people tend to offer an excessive amount of personal information through casual conversation. Some information is helpful and some isn't suitable to repeat.

On any given day, a recruiting office might act as directory assistance, gossip columnist, marriage counselor, dating service, relocation specialist and career counselor.

Never underestimate the power or knowledge of your recruiter, as we do solve many problems.

A lot of hard work goes into a recruiter's day. We wouldn't change careers with anyone.