

## A Typical Day in the Life of a Recruitment Consultant



**8:00am**

Arrive at the office, review today's to do list, prioritise key tasks and update candidate availability in anticipation of today's vacancies.



**8:15am**

Interview a great candidate before they go to work. Market them while they are still in the office and secure an interview with one of your best clients.



**9:00am**

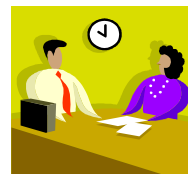
Job registered by a new client, as a result of a marketing call. You arrange interview times over the phone and head out to visit the client, armed with resumes, to take in a more detailed brief.

Due to your commitment and energy, the client agrees to register this vacancy with you exclusively.



**10:00am – 12:00pm**

You spend this time on the phone marketing candidates, making further marketing calls to clients; some 'hot', some 'warm', some 'cold'. You do your reference checks and pre-register your ads and mailers. As a result, you secure 2 interviews for candidates and arrange 2 client visits.



**12:00pm – 2:00pm**

Two more interviews with candidates who are on their lunch break. Grab a bite to eat while doing some administration including passing on Hot Lead information from your interviews. Jot down some ideas for the client paid ad you will be running in Saturday's paper.



**2:00pm – 4:00pm**

Spend these 2 hours on the phone arranging interviews, preparing candidates for interview, getting interview feedback and filling jobs. You then conduct service flow calls with all workers and clients. You counsel a candidate who has been counter offered and negotiate salaries with 2 other clients.



**4:00pm – 6:00pm**

You complete your ad and write a mailer to clients with overviews of your best candidates. You ensure the database is fully updated and include all information about candidates who have called in during the course of the day. An excellent candidate arrives for her 5:30pm interview.