

# Recruitment Agencies in Birmingham and the West Midlands

## Recruitment agencies

If you plan to use recruitment agencies, bear in mind that many require at least six to 12 months of relevant work experience. Agencies can be useful for helping you secure permanent employment as well as temporary employment, to gain work experience or some extra cash. You will usually be required to send your CV in order to register with them and perhaps have an initial appointment or interview with the firm.

Meeting with them in person allows you to discuss your needs, it helps them remember you and therefore keep you in mind for opportunities and it gives you the opportunity to ask any questions that you might have.

Increasingly, agencies will allow you to register and will accept your CV via the Internet. However, they may receive many registrations / CVs every day so it is important to follow this up with a phone call to introduce yourself and to discuss what you are looking for.

There are a few points to think about:

- Beware of agencies that charge you to register with them - this is against the law! You may find instead that an agency seeks to charge for additional services, such as CV preparation, selection tests etc. Be careful about this as well as agencies should not need to charge candidates for any of their services.
- Check if the agency belongs to a reputable trade organisation or professional organisation, such as the Recruitment and Employment Confederation or the Institute of Personnel Development.
- If the agency is operating on the Internet, check that any information you send will be confidential, that the agency has the type of employers you are looking for and that there are a number of these using the agency's services.
- If you're filling in an agency CV in a pre-set format, whether on the Internet or not, make sure that this presents you in a positive light and accurately reflects your skills and experience. The agency can only match you with vacancies on the basis of the information you give them. For further help with preparing an effective CV, bring a copy of your draft CV for checking at the CV Clinic.
- You can register with as many agencies as you like; you don't have to rely on just one. However, although it might seem like a good idea to register with numerous agencies, remaining selective means your time and energy is less likely to be wasted and allows you to maintain control of who your CV is being sent to. Keep in regular contact with each agency in order to keep track of the progress they are making in finding you a job. Keep a record of the contact you have had with each one - you don't want to find that more than one agency has put you forward for the same position!

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Recruitment agencies may be either multi-discipline agencies, handling vacancies across a wide range of business sectors, or specialist, recruiting only in certain fields, dealing with permanent or temporary positions, or both. So it is important you do your research and select the right agency for you. Newspapers and specialist journals will often contain advertisements from larger specialist agencies. Even if the job being advertised is not exactly what you want, you could still try contacting them to see if they have anything else more appropriate to your skills and experience. Agencies may talk to you about positions that you hadn't necessarily thought of applying for previously. This can be useful, but do be firm and clear about the career path you wish to follow.

If you are trying to find the names of agencies you could use, The Recruitment and Employment Confederation website ([www.rec.uk.com](http://www.rec.uk.com)) can be searched by company name, location and business sector. Their Jobsafe initiative can provide you with details on your rights as an agency worker as well as a guide to getting the most out of your relationship with your agency.

Top tips for using agencies:

- Create a good impression and act professionally – the agency will be encouraged to represent you and promote you to employers if they like you and are impressed with the way you conduct yourself.
- To make the most of agencies make sure you think about why you are using them and what you want to get out of the process before you start.
- Research and select your agency with consideration. If you can't ascertain if they're right for you from their website then talk to them.
- Don't be tempted to use too many at once – careful selection will mean your time is used most effectively.
- Keep in touch with them regularly. The agency environment can be fast-paced and if you don't keep in contact you may be overlooked. Having said that be careful not to pester.
- Make sure you are in control and you know what positions you are being put forward for. It can be helpful to keep a record of your applications – what they are for and through which agency. Ask to always be consulted before your CV is sent forward to an employer for a vacancy.
- Don't be persuaded to take on roles that you don't want to do.
- Remember flexibility may be required, recruitment through agencies can be fast-moving and you may be called to interview at short-notice.
- Some agencies will ask you if you will use them exclusively (i.e. you won't register with any other agencies). This normally happens when you have particularly marketable skills / experience.

Agreeing to this can work in your favour to a certain extent as it creates goodwill and can incentivise them to find work for you. However, it is a good idea to give a time period during which you are prepared to do this e.g. 1-2 weeks for temporary work, a little longer for permanent work, so that they work hard for you during that time and you are then free to contact other agencies after this if things are moving slowly. If you have agreed to exclusivity, make sure that the agency is working proactively for you i.e. as well as informing you about vacancies they receive, they are contacting employers speculatively on your behalf to find out if they have any potential opportunities. In order to maintain control, you may want to agree a list of speculative employers first.

- Avoid giving specific information to your agency about applications you may have made directly yourself or through other agencies. Agencies are always on the look out for new vacancies to fill and will contact organisations if they have heard on the grapevine that they may be recruiting, so to avoid creating more competition for yourself, keep your cards close to your chest!

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Services tailored for students and new graduates:

Name of Agency	Contact details
Best Graduates	Stratford-upon-Avon Tel: 01789 290900 Web: <a href="http://www.best-graduates.co.uk">www.best-graduates.co.uk</a>
Grad Central	Birmingham Tel: 01675 461500 Web: <a href="http://www.grad-central.co.uk">www.grad-central.co.uk</a>
Katie Bard	Birmingham Tel: 0121 633 4443 Web: <a href="http://www.katiebard.com">www.katiebard.com</a>
Reed Graduates	Birmingham Tel: 0121 236 4852 Web: <a href="http://www.reed.co.uk/graduate">www.reed.co.uk/graduate</a>
Unitemps	Birmingham Tel: 0121 202 4100 Web: <a href="http://www.unitemps.co.uk">www.unitemps.co.uk</a>

### Administration & Secretarial

Name of Recruitment Agency	Contact Details
Adecco	Birmingham Tel: 0121 634 7510 / 7530 Web: <a href="http://www.adecco.co.uk">www.adecco.co.uk</a>
Hays Office Recruitment	Birmingham Tel: 0121 236 3312 Web: <a href="http://www.officerecruit.com">www.officerecruit.com</a>
Office Angels	Birmingham Tel: 0121 633 4999 Web: <a href="http://www.office-angels.com">www.office-angels.com</a>
Pertemps – Accountancy and Commercial Branch	Birmingham Tel: 0121 643 5000 Web: <a href="http://www.pertemps.co.uk">www.pertemps.co.uk</a>
Randstad and Select Appointments	Birmingham Tel: 0121 212 0142 Web: <a href="http://www.randstadstaffing.co.uk">www.randstadstaffing.co.uk</a> <a href="http://www.select.co.uk">www.select.co.uk</a>

### Advertising, Design, PR New Media & Marketing

Name of Recruitment Agency	Contact Details
AF Selection	Sutton Coldfield Tel: 0121 355 0955 Web: <a href="http://www.afselection.co.uk">www.afselection.co.uk</a>

## Education

Including teaching, learning support, cover supervisor, exam invigilator and learning mentor positions.

Name of Recruitment Agency	Contact Details
Aspire People	Sutton Coldfield Tel: 0121 321 1338 Web: <a href="http://www.aspirepeople.co.uk">www.aspirepeople.co.uk</a>
Balfour Education	Birmingham Tel: 0870 727 2244 Web: <a href="http://www.balforeducation.com/">www.balforeducation.com/</a>
Capita Education Resourcing	Birmingham Tel: 0121 616 3240 Web: <a href="http://www.capitaresourcing.co.uk/education">www.capitaresourcing.co.uk/education</a>
Connex Education	Birmingham Tel: 0121 456 4040 Web: <a href="http://www.connex-education.com">www.connex-education.com</a>
The Education Network NQT Pool	Birmingham Tel: 0121 712 7832 Web: <a href="http://www.t-e-n.co.uk">www.t-e-n.co.uk</a>
ETeach (online agency)	Web: <a href="http://www.eteach.com">www.eteach.com</a>
Hays Education	Birmingham Tel: 0121 236 4476 Web: <a href="http://www.hays.co.uk/job/education-jobs">www.hays.co.uk/job/education-jobs</a>
Protocol Education	Wolverhampton Tel: 01902 313820 Web: <a href="http://www.protocol-education.com">www.protocol-education.com</a>
Reed Education Professionals	Birmingham Tel: 0121 237 2623 Web: <a href="http://www.reed.co.uk/jobs/education">www.reed.co.uk/jobs/education</a>
TeacherActive	Birmingham Tel: 0121 503 2111 Web: <a href="http://www.teacheractive.com">www.teacheractive.com</a>

## Finance & Accountancy

Name of Recruitment Agency	Contact Details
Hays Accountancy and Finance	Birmingham Tel: 0121 212 1814 Web: <a href="http://www.hays.co.uk/job/accountancy-finance-jobs">www.hays.co.uk/job/accountancy-finance-jobs</a>
Michael Page	Birmingham Tel: 0121 634 6920 Web: <a href="http://www.michaelpage.co.uk">www.michaelpage.co.uk</a>
Michael Warwick Nicholls Management Consultancy & Financial Professionals	Birmingham Tel: 0121 233 9303 Web: <a href="http://www.mwn.co.uk">www.mwn.co.uk</a>

Pertemps – Accountancy Commercial Branch	Birmingham Tel: 0121 643 5000 Web: <a href="http://birmingham-accountancy.pertemps.co.uk">http://birmingham-accountancy.pertemps.co.uk</a>
Reed Accountancy	Birmingham Tel: 0121 237 8800 Web: <a href="http://www.reed.co.uk/accountancy">www.reed.co.uk/accountancy</a>
Reed Insurance	Birmingham Tel: 0121 237 5550 Web: <a href="http://www.reed.co.uk/generalinsurance/">www.reed.co.uk/generalinsurance/</a>
Susan Ford Recruitment – Pensions Specialists	Solihull Tel: 0121 684 1555 Web: <a href="http://www.sfrecruitment.co.uk">www.sfrecruitment.co.uk</a>
Venn Accountancy and Finance	Birmingham Tel: 0121 616 0660 Web: <a href="http://www.venngroup.com">www.venngroup.com</a>

### **Graduate -Agencies offering services tailored specifically for graduates**

#### **Information Technology / Engineering**

<b>Name of Recruitment Agency</b>	<b>Contact Details</b>
Certes *	Birmingham Tel: 01675 468968 Web: <a href="http://www.certes.co.uk">www.certes.co.uk</a>
Computer People	Birmingham Tel: 0121 214 6400 Web: <a href="http://www.computerpeople.co.uk">www.computerpeople.co.uk</a>
GSA Techsource Ltd	Lichfield Tel: 0845 226 7200 Web: <a href="http://www.gsatechsource.com">www.gsatechsource.com</a>
Harvey Nash Group	Birmingham Tel: 0121 717 1919 Web: <a href="http://www.harveynash.com">www.harveynash.com</a>
Matchtech	Tel: 01489 898989 Web: <a href="http://www.matchtech.com">www.matchtech.com</a>
Monarch Recruitment	Birmingham Tel: 0870 603 9071 Web: <a href="http://www.monarchrecruitment.co.uk">www.monarchrecruitment.co.uk</a>
Shorterm Engineers	Birmingham Tel: 0845 241 1228 Web: <a href="http://www.shorterm.co.uk">www.shorterm.co.uk</a>
Spring Technology	Birmingham Tel: 0121 788 6667 Web: <a href="http://www.spring-technology.com/home/">www.spring-technology.com/home/</a>

\*this company also offers a fast track training programme for graduates wishing to train as IT recruitment consultants.

## Legal

Badenoch & Clark	Birmingham Tel: 0121 631 4211 Web: <a href="http://www.badenochandclark.com">www.badenochandclark.com</a>
Hays Legal	Birmingham Tel: 0121 236 6112 Web: <a href="http://www.hays.co.uk/job/legal-jobs/">www.hays.co.uk/job/legal-jobs/</a>
Michael Page Legal	Birmingham Tel: 0121 634 8800 Web: <a href="http://www.michaelpage.co.uk/legal">www.michaelpage.co.uk/legal</a>
Shaw Chapman Legal	Solihull Tel: 0121 693 4770 Web: <a href="http://www.shawchapman.com">www.shawchapman.com</a>
Ten Percent Legal	Tel: 0845 6443923 Web: <a href="http://www.ten-percent.co.uk">www.ten-percent.co.uk</a>
Venn Legal	West Midlands Tel: 0121 616 0660 Web: <a href="http://www.venngroup.com/jobs-in-legal/">www.venngroup.com/jobs-in-legal/</a>

## Multiple Sector

AndersElite Technical Recruitment	Birmingham Tel: 0121 212 2255 Web: <a href="http://www.anderselite.com">www.anderselite.com</a>
Ashfield Personnel	Solihull Tel: 0121 711 7811 Web: <a href="http://www.ashfield-personnel.co.uk/">www.ashfield-personnel.co.uk/</a>
Beresford Blake Thomas	Birmingham Tel: 0121 212 2292 Web: <a href="http://www.bbt.co.uk">www.bbt.co.uk</a>
Blue Arrow Office and Industrial sectors	Birmingham Tel: 0121 632 4477 Web: <a href="http://www.bluearrow.co.uk">www.bluearrow.co.uk</a>
Charles Fellowes Resourcing	Birmingham Tel: 0121 233 5000
Hays Construction & Property	Birmingham Tel: 0845 601 1238 Web: <a href="http://www.hays.co.uk">www.hays.co.uk</a>
Huxley Associates	Birmingham Tel: 0121 236 4777 Web: <a href="http://www.huxleyopportunities.com">www.huxleyopportunities.com</a>
Jonathon Lee	Stourbridge Tel: 01384 397555 Web: <a href="http://www.jonlee.co.uk">www.jonlee.co.uk</a>
Kelly Services	Birmingham Tel: 0121 643 6030 Web: <a href="http://www.kellyservices.co.uk">www.kellyservices.co.uk</a>
Michael Page International	Birmingham



	Tel: 0121 6346920 Web: <a href="http://www.michaelpage.co.uk">www.michaelpage.co.uk</a>
Monarch Recruitment	Birmingham Tel: 0844 248 8071 Web: <a href="http://www.monarchrecruitment.co.uk">www.monarchrecruitment.co.uk</a>
Peoples Recruitment	Birmingham Tel: 0121 643 0099
Sphere Group	Birmingham Tel: 0121 232 8100 Web: <a href="http://www.spheregroup.com">www.spheregroup.com</a>

### Sales & Marketing

Name of Recruitment Agency	Contact Details
ADL Recruitment	Birmingham Tel: 0121 693 6393 Web: <a href="http://www.i-wl.co.uk/">www.i-wl.co.uk/</a>
Alexander Chapel Associates Sales & Marketing / IT Sales	Birmingham Tel: 0121 603 3300 Web: <a href="http://www.alexanderchapel.co.uk">www.alexanderchapel.co.uk</a>
Austin Benn Sales & Marketing	Birmingham Tel: 0161 834 7334 Web: <a href="http://www.austinbenn.co.uk">www.austinbenn.co.uk</a>

### Scientific Services

Name of Recruitment Agency	Contact Details
Paramount Recruitment	Birmingham Tel: 0121 616 5051 Web: <a href="http://www.paramountrecruitment.co.uk">www.paramountrecruitment.co.uk</a>
Lab Support (UK)	Solihull Tel: 0121 506 9400 Web: <a href="http://www.labsupport.co.uk">www.labsupport.co.uk</a>
SRG	Birmingham Tel: 0121 222 5333 Web: <a href="http://www.srg.co.uk">www.srg.co.uk</a>

### Social Care and Healthcare

Name of Recruitment Agency	Contact Details
LOCATE – University Hospital Birmingham in house staff bank	Birmingham Tel: 0121 627 8710 Web: <a href="http://www.uhb.nhs.uk/jobs.htm">www.uhb.nhs.uk/jobs.htm</a>
Personnel and Care Bank	Birmingham Tel: 0121 643 8818 Web: <a href="http://www.personnelcarebank.co.uk">www.personnelcarebank.co.uk</a>
SWIIS Social Care & Healthcare	Birmingham Tel: 0121 643 4488 Web: <a href="http://www.swiisrecruitment.co.uk/">www.swiisrecruitment.co.uk/</a>