

Lucy: Head hunter / Recruitment consultant.

Listen to Lucy give tips about writing a CV, LinkedIn and interview techniques. This transcript will help you to understand the podcast. Many of the “ums” and “ers” have been removed to make for easier reading.

Sue: Hi Lucy.

Lucy: Hi Sue.

Sue: So, you're a head hunter, is that right?

Lucy: Well, we don't tend to use the word head hunter.

Sue: Is that old-fashioned these days?

Lucy: It is really, I'm a recruitment consultant.

Sue: Ok and what do you do as a recruitment consultant?

Lucy: Well, most of my day is spent on the phone contacting people to find out what their job situation is.

Sue: People, what kind of jobs do specialise in?

Lucy: So I am, we call ourselves experts, I specialise in architecture.

Sue: Right, okay so you are contacting architects?

Lucy: Architects, architectural technicians, designers, assistants, all the scope of what architects do.

Sue: And how do you know who to contact?

Lucy: Well, the company that I work for, actually, have a database, so people who have previously signed up.

Sue: Ok, so they've already put their name down, okay.

Lucy: So, we have their CVs already, as well.

Sue: So, they're happy to hear from you, you're not cold calling?

Lucy: They're not always happy to hear from me, generally though people the people I ring, I'm lucky, they're very nice, very nice people and is not really cold calling because if they've signed up for the agency,

Sue: I was gonna say, they are up for it.

Lucy: Yeah.

Sue: And, so, you call them to say, are you looking for looking for a new job, in the market.

Lucy: Well, there are some people that we've not spoken to for ages and most of the people I speak to regularly, and even if the not looking it's good for them to be in touch with an agency for when they might be and often,

actually there are people that you know you call up as a candidate and they set their own business up.

Sue: Oh, so they're looking for themselves, ok. So, these people, the architects and architectural people, let's say, in their sphere, then you connect them with companies?

Lucy: Yes, so I work in two ways. I have companies call up and are looking to hire, a technician let's say and I aim to fill those jobs, I also market people out. So if somebody is looking for a new job I can send their CV out to lots of different companies.

Sue: Right okay, so let's think about me, I'm an architect, let's imagine the situation, I'm an architect and you call me and I say yes, I'm still interested, so what would you do with me?

Lucy: First of all, I'd ask you to come in and meet with me so that I can assess how you come across in person, make sure that you are dressed correctly.

Sue: So, you give tips.

Lucy: I do interview techniques.

Sue: Right, ok.

Lucy: My first tip, always, would be make sure you've got a good handshake, there's nothing worse than a bad handshake because it is the first impression you give somebody. Make sure you're engaged with your interviewer and actually look the interviewer up on LinkedIn prior to the interview.

Sue: Ok.

Lucy: You can see they are a real person see what they've done and it looks professional.

Sue: Right, so you need to know who you're dealing with, who you're speaking to.

Lucy: And also, I think it calms people down because they realise that they going to be interviewed by a person and not just this idea that there,

Sue: Ok, it kinda puts a face on it.

Lucy: Exactly.

Sue: Right ok, and what about CV? Do you give advice on CVs?

Lucy: Yes, we look at the CVs make sure that it's laid out properly.

Sue: Sorry, do people pay for this?

Lucy: Candidates don't, it's actually legal under the, whatever,

Sue: The law.

Lucy: The employment law.

Sue: Oh really, is it?

Lucy: The clients, once we've got a successful match then they pay a fee to the company.

Sue: Oh ok, so good, you take a look at the CV, you give advice and do people take your advice? Or do they think they know better than you, or...?

Lucy: Everybody's different, it really depends on the person. But when I sent someone interview for before, it didn't go too well so I got them back in, we went through interview techniques, and then the next time they went they got the job.

Sue: Ok, you mentioned LinkedIn.

Lucy: Yes LinkedIn is massive in recruitment now.

Sue: So, do you recommend everybody should have a LinkedIn profile?

Lucy: I genuinely think everybody should have a LinkedIn. It's, you know, a social network but professionally, it allows people to endorse you so that other people say, yes Sue is brilliant at the software that she uses, or she is really good with clients, whatever it might be and it just allows people to look at you and see that in their sector, as it were.

Sue: What sort of stuff do you put on LinkedIn?

Lucy: So, if you're talking about an architect, you'd have their technical skill set software design et cetera you and if you were talking about the softer skills set,

Sue: Soft skills, yeah.

Lucy: You could put client management, you can say they're good at negotiation, all those different types of things. But for anybody is just about, it's like an online CV:

Sue: So, it's really very interesting what you said there so one part of your technical skills and another one of your soft skills and which one would you say is the most important are the equal?

Lucy: It depends on what sector you're in so for an architect they need to know that you can use AutoCAD, is the software, they need to know that, but then they also need to know you can speak to clients.

Sue: And fit in with their company values I suppose.

Lucy: Exactly, and another really important thing to LinkedIn is make sure your picture is up-to-date, have a professional headshot picture that people can see this is somebody I'd be interested in meeting.

Sue: Well, good what think you very much like Lucy and we might come back to that from have some more experience to talk about.

Lucy: Yes, fantastic thank you.

Sue: Thank you.