

Typical day as an...

Executive Recruiter

(a.k.a Headhunter)



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|--|---|--|--|---|--|---|---|--|
| <p>Early bird catches the worm. Get in the office early to reach potential new clients and headhunt candidates before they start their day.</p> | <p>Grab a cup of coffee and call established clients to catch up regarding candidates and roles. Hearing about a new role opening up, you pitch in a great candidate you cold called this morning. Client agrees to see their CV. Not bad before 9.30am!</p> | <p>Meet a new candidate at a nearby café for a chat and your second coffee of the day. Establish relationship and talk about potential roles.</p> | <p>Back in the office. After hearing about the new role earlier, you call through a list of potential candidates. Another 2 people are interested and suitable - result! You arrange to speak to them in more detail later in the day.</p> | <p>A big client calls you unexpectedly with a new role. They need a contractor immediately, so you put your schedule on hold and start calling suitable candidates. You also call a few contacts in the industry who may know of someone who can help.</p> | <p>Back on the phone. You discuss the profile of the contractor you found with your client and, having successfully pitched the new candidate, you schedule a telephone interview for tomorrow.</p> | <p>Another candidate meeting, this time in the office. They are stuck on the train and running 5 minutes late so you take the opportunity to enjoy a bit of banter with your colleagues.</p> | <p>Lunchtime! Head to your favourite London deli and grab a bite to eat. Whilst at your desk, you have a look on LinkedIn and CV database's to locate more potential candidates. You know they're out there somewhere...</p> | <p>Grab an energy drink to regain your zest and mentally prepare for the afternoon ahead. Catch up with the admin from the morning and refresh your memory of potential new candidates and roles.</p> |
| 8:03 | 8:47 | 9:50 | 10:23 | 11:12 | 12:04 | 12:30 | 13:17 | 13:56 |
| 14:01 | 15:17 | 15:40 | 16:53 | 17:40 | 17:49 | 18:27 | 18:44 | 18:57 |
| <p>Cold calling roulette! Focused time spent calling potential new clients and a prestigious firm you have been chasing for 2 months finally agrees to meet with you.</p> | <p>Great news - a client requests a final interview with one of your candidates. You call the candidate to book them in and ensure they are prepared. If it goes well you will hit your targets for the month (and get ahead of your team mates) - looks like it's beers on you!</p> | <p>Afternoon meeting in the City. This time it's a big one with your Director and a well-respected potential client. Shine your shoes and put your best foot forward. It goes well and the client asks you to find candidates for them.</p> | <p>Dash back to the office. After securing the new client, you're back with a spring in your step just in time for your last candidate meeting of the day. The candidate turns out better than you had hoped and is interested in your new role- perfect!</p> | <p>Round up, round up! Back on the phone, you call the 3 clients who you believe will be most interested in your new candidate from this morning.</p> | <p>Call through a list of candidates who could potentially suit the role for your new client, a few people are interested, but none of them are up to standard. The search continues...</p> | <p>Tying up loose ends. As the day is coming to a close, you go through your inbox and voicemail, careful not to overlook anything vital.</p> | <p>It's the final countdown. You take a quiet ten minutes to prepare for tomorrow to ensure that tomorrow will be as successful as today.</p> | <p>Home time! It's been a long day, but a good one. With London at your feet it's time for the gym, the pub or a quiet night at home. Whatever you feel like-hey, you deserve it!</p> |