

WORK CENTRAL AB

Employment Agencies

How to Work Effectively With a Recruiter

A Career Resource from Work Central AB

Working With Employment Agencies

Staffing and recruitment agencies can be a valuable part of your job search, offering access to temporary, contract, and permanent roles - including many that are never posted publicly. This guide covers how they work and how to use them effectively.

1. Types of Agencies

- **General staffing agencies** - place candidates across a wide range of industries and roles.
- **Industry-specific agencies** - focus on a single sector, such as skilled trades, healthcare, or accounting/finance.
- **Executive and specialized recruiters** - focus on senior or highly specialized roles, often reaching out directly rather than posting openings.

2. How Agencies Work

- Agencies are typically paid by the employer, not the job seeker - be cautious of any agency asking you to pay a fee to be placed.
- You'll usually complete a registration process, including an interview with the agency and reference checks.
- The agency matches you to roles that fit your skills and preferences, and may present your profile to multiple employers.
- Placements can be temporary, temp-to-permanent, or direct permanent hires.

3. Getting the Most From an Agency Relationship

- Be clear and specific about the roles, industries, and locations you're interested in.
- Keep your resume and availability up to date with your recruiter.
- Respond promptly to calls and emails - agencies often work on tight employer timelines.
- Register with more than one agency if your field is competitive, but stay organized about who you've registered with.
- Treat every interaction with agency staff professionally, since they represent you to employers.

4. Questions to Ask an Agency

Before You Register

- What industries and roles do you typically place candidates in?
- Is there any cost to me as a candidate?
- What does the registration and screening process involve?
- How will you communicate new opportunities to me?
- Can you tell me about recent placements similar to what I'm looking for?

Employment Agency Checklist

- ✓ Identified agencies relevant to your industry and region
- ✓ Confirmed there is no cost to you as a candidate
- ✓ Prepared an updated resume for registration
- ✓ Clearly communicated your target roles and availability
- ✓ Set a plan to follow up periodically with your recruiter

Keep Your Job Search Moving With Work Central AB

See our full Career Resources library, including resume and interview guides, to prepare before registering with an agency: workcentralab.ca/resources.