

## WORLD OF WORK

### CAREER DOCTOR



Paul Mullan

**Q** I have had a run-in with a recruitment agency. I gave it permission to send my CV in for a job but did not inform the consultant I had previously sent it to the same company myself. I didn't mention this as I did not get called for interview and thought the agency might offer me a second chance. Is there a problem with doing this?

**A** I would advise jobseekers against this practice for several reasons. Firstly it will annoy recruitment agencies, which will not help your job-hunting efforts. When jobseekers do not inform agencies their CV has been sent to a company it can make the agency look unprofessional when it forwards it. It can appear the agency is sending CVs to clients without receiving permission or discussing the role with the jobseeker. This practice will also waste the consultant's time, as no company will accept agency representation of a jobseeker if it has received the same CV already.

It can also make the jobseeker look unprofessional in the eyes of the agency and the employer. This can result in the agency's being reluctant to support the candidate's job search. I have experienced many situations where the employer has not called a jobseeker for interview as a result of the circumstances you have outlined. The client did not want to get caught up in wrangling with the agency and did not take a positive view of multiple applications.

It is important to manage your job search effectively. In your case you were aware you had sent the CV, but often, jobseekers can overlook that and give permission in error. Keep a recruitment log of all your activity including applications, contacts and updates. This will help you coordinate your search and prevent the above situation arising again. A recruitment log will also prove a valuable source of information about which recruitment strategies are working for you in your job search and provide a point of reference and source of contacts when you are back in the job market for your next move.

I suggest you call the consultant involved, plead ignorance and apologise for any inconvenience caused. Explain it will not happen again and that you will keep a record of all recruitment activity in the future.

Paul Mullan is director of Measurability. See [www.measurability.ie](http://www.measurability.ie)