

A DAY IN THE LIFE OF A DELIVERY CONSULTANT

INTERQUEST GROUP



MORNING

8:00am



- ✓ Grab a coffee
- ✓ Catch up with colleagues
- ✓ Breakfast



CANDIDATES

Contact any candidates to make sure they are doing well and provide any assistance if needed.

Contact candidates you have arranged calls with before they start their working day.

PLAN

- ✓ Catch up on new e-mails and address anything that requires immediate action.
- ✓ Make any amendments to your plan from the previous day.



WORK VACANCIES



Qualify new roles with hiring manager in person or over the phone.

Pre-screen telephone candidates and understand what type of work they are ideally looking for.

Format CV's and cover sheets for submission.

LUNCH

1:00pm



Enjoy lunch in some of Tunbridge Wells many café's and pubs.

WORK VACANCIES - Social Media



Advertise roles on social media - LinkedIn/Facebook/Twitter.

Network and add candidates to your talent pool.

INTERVIEWS / JOB OFFERS

Prepare candidates that have interviews requested and arrange all details.

Speak to candidates that have been offered new jobs - congratulate them and confirm start dates.

Provide feedback for any unsuccessful candidates.

Keep clients updated with their progress against their recruitment.

WRAP UP

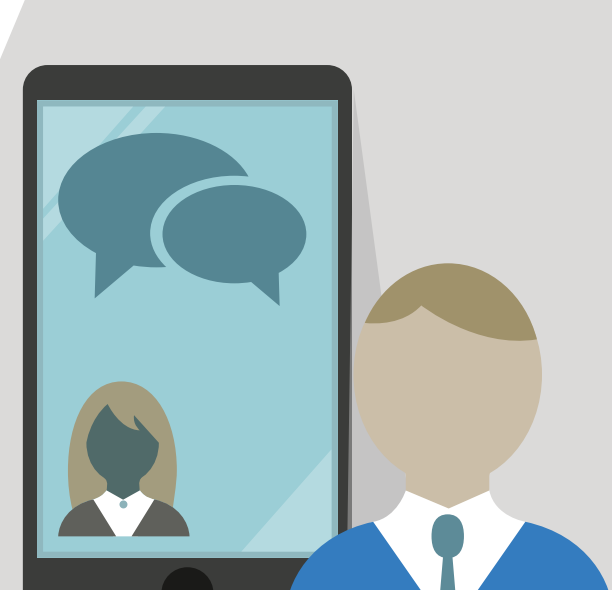
Make a plan for tomorrow.

Admin duties.

Track your key performance indicators.

Review a very rewarding day (... this is the same time you realise your initial plan for the day went out the window).

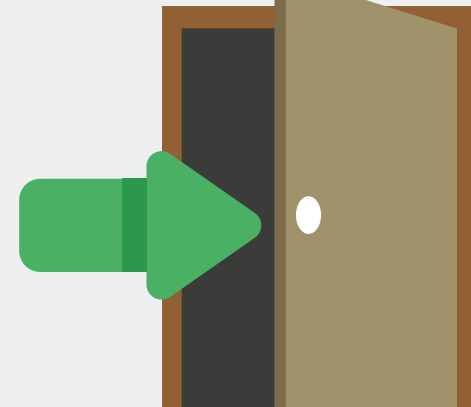
Call Candidates



Call any candidates you have arranged to speak to after work.

LEAVE WORK

6:00pm



For more information visit www.interquestgroup.com