

# EH Times

Elizabeth Hunt Newsletter | Autumn 2010

## Welcome to the *EH Times*



Welcome to Elizabeth Hunt's first edition of the *EH Times*: a newsletter designed to bring you news from the UK jobs market.

The *EH Times* will also keep you informed on important legislative updates, whilst offering you a taste of Elizabeth Hunt's own personal insight into the topics that really matter to you.

### Marketing yourself

How would you describe your personal brand? Do you know how to make yourself attractive to potential employers and how to position yourself correctly in the market? This edition of *EH Times* offers advice on how to market yourself and manage your own brand.

### Legislation: what you need to know

Candidates of Elizabeth Hunt should be aware of impending legislative changes that may affect their working rights and conditions.

The Agency Workers Regulations (AWR) – which will come into effect on 1 October 2011 – could impact the 1.3million agency workers currently on temporary assignments across the UK. To get up to speed on the AWR, read the *Times* essential FAQ's.

### Meet the team

Here at Elizabeth Hunt, we believe in breaking down the barriers and indulging in a little sharing time. With that in mind, we invite you to meet some of our clients and candidates through their own unique Elizabeth Hunt stories.

### Finally...

Thank you for working with Elizabeth Hunt; we hope that you enjoy this first edition of *EH Times*. If you have any feedback to share – or any suggestions of future topics that you would love to read about – contact your local Elizabeth Hunt office today.

### Steven Kirkpatrick

Managing Director, Elizabeth Hunt

## In this edition:

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- Agency Workers Regulations
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- Minimum Wage
- In my shoes – client profile
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- Office profile – London West End

### Contact us:

For any questions or comments, please visit

[www.elizabethhunt.co.uk](http://www.elizabethhunt.co.uk)

## In the news

### Minimum Wage

In March 2010, the Government announced a national minimum wage increase which will come into effect on 1 October 2010.

At this point, the national minimum wage rates will increase as follows:

- £5.80 to £5.93 an hour for workers aged 21 and over
- £4.83 to £4.92 an hour for workers aged 18 to 20
- £3.57 to £3.64 an hour for workers aged 16 to 17

As part of these changes, the Government has lowered the adult minimum wage threshold from 22 to 21 years of age. This change will also come into effect on 1 October 2010.

[Click here](#) to read more.

## Agency Workers Regulations

From 1 October 2011, any agency worker that has been on an assignment for 12 weeks or more could qualify for the same rights as a direct company employee.

The Agency Workers Regulations (AWR) may therefore change the way in which organisations engage agency workers to meet their recruitment needs.

### What does this mean for you?

#### 'Equal Treatment' for agency workers

The regulations will give agency workers that have been on an assignment for 12 weeks the right to the same basic working and employment conditions that they would have been entitled to had they been recruited directly by the client to do the same job.

#### Who is defined as an 'agency worker'?

The regulations will **not** apply to an individual providing a service to an organisation as a client. In practice, we expect that most contractors working through their own limited company will not have rights under the new law.

It is however important to note that an individual will not be excluded on the basis that their services are provided through an umbrella company.

#### How will the qualifying period work?

The right to equal treatment on basic working and employment conditions only applies once an agency worker has carried out 12 weeks' work in a particular role.

In general, breaks between assignments of more than 6 weeks will reset the qualification 'clock'.

#### Which working and employment conditions are covered?

The right to equal treatment applies only to terms and conditions related to working time, holidays, and pay. Not all terms related to pay are covered; for example, the right does not extend to sick pay, maternity/paternity pay, redundancy/notice pay, payments related to pension entitlement and bonuses that don't relate to an individual's performance in their job.

#### What does 'equal treatment' mean in practice?

Once an agency worker has been on an assignment for 12 weeks, their relevant terms and conditions must be no less favourable than they would have been had the client recruited them directly at the date their assignment started to do the same job (taking into account the individual's qualifications, skills, and experience, where relevant).

For more information, please contact your local Elizabeth Hunt office today.

## Win4Youth

### Run with Elizabeth Hunt and support global youth unemployment

Elizabeth Hunt is participating in the inspirational *Win4Youth* project. The project sees employees from Elizabeth Hunt running at least 5km in support of six global foundations in India, Haiti, France, Spain, the USA and Chile; all helping disadvantaged young people to move into the workplace.

Staff are encouraged to form teams of three (or more!) and run 5km as many times as possible until January 2011. For each 5km completed, Elizabeth Hunt will **donate €3 per person** towards Win4Youth.

**With 48,750 km already completed for Win4Youth as a group, the race is now on to reach the 80,000 km target – the equivalent of running twice around the world - by January 2011.**

In early November 2010, 65 colleagues will take part in the New York City marathon in aid of Win4Youth. Could you run 5km for charity? If you think you're up to the challenge, contact your local Elizabeth Hunt office today and join us for a run today.

## Your personal brand: making yourself attractive to employers

How you are perceived by employers, both existing and prospective, can have a significant impact on your future. Whether you're in the market for a new role, or you want to secure your current position by impressing your manager, you should be aware of your 'personal brand'.

Simply follow our five top tips on how to enhance your personal brand and position yourself as a desirable employee:

### 1. Make yourself indispensable

Understand the business that you are in and maintain a business-like attitude at all times. Concentrate on building a strong relationship with your customers and get under their skin by ingratiating yourself with their challenges, drivers, and future goals.

### 2. Demonstrate, not assert

What makes a classic high performer? Meeting targets, motivating a team, delivering on development plans, remaining positive, loyal and reliable at all times, and above all, exerting your determination to succeed, are all vital ingredients for achieving this most sought after status.

### 3. Do your research

To give the best chance of securing a new position, your CV should clearly reflect your most relevant skills and experience. This may be enough to get you through the door, but you also need to come across as knowledgeable, enthusiastic and competent during the interview process.

### 4. Raise your profile

Networking can be a jobseekers best friend. Get to know as many of your peers as possible through corporate social events, industry networks, and professional forums. A strong corporate profile within your organisation will position you as a favourable person to have on board.

### 5. Use feedback constructively

Other people often have a different perception of you than you have of yourself, so it makes sense to check your development points with peers on a regular basis.

## A day in the life of an Elizabeth Hunt candidate



**Name:** Samantha Wilcox

### Candidate type:

Permanent

### Specialisation:

Executive Assistant/PA

### Current role with Elizabeth Hunt:

Executive Assistant to CEO & FD

### What is the best job that you have ever had?

This one!

### In five words or less, please describe your experience of working with Elizabeth Hunt:

Focused, positive, friendly, professional and fun.

### What are the benefits of working with a recruitment consultancy?

Your outlook is widened and you get the opportunity to hear from the agency about the organisation firsthand.

### Have you got any tips for other job seekers about working with a consultancy?

Keep your agency updated of where you are with your search and be open to their suggestions!

### In 25 words or less, describe your dream holiday?

My dream holiday would be sun, sea, and culture - old ruins, churches, and pretty villages.

## Market Sound Bites

### Rise in firms planning to axe workers

A third of the 600 employers that were surveyed by accountants KPMG and the Chartered Institute of Personnel and Development, plan to cut jobs in the next three months – the worst figure for a year.

The study also revealed that a greater proportion of public sector employers were planning on making redundancies, as compared to their private sector counterparts.

Source: [Mirror.co.uk](http://Mirror.co.uk)

### Britain moves towards part-time working culture in wake of recession

The UK economy has lost nearly 1m full-time jobs after a dramatic shift to part-time working since the start of the recession, according to a report by the Chartered Institute of Personnel and Development (CIPD).

Source: [Guardian.co.uk](http://Guardian.co.uk)

## In my shoes: an interview with an Elizabeth Hunt client

**Name:** Frankie Sewell

**Job Title:** National Research Manager

**Company:** CARD Group

**No. of employees in the company:** 5

### What does the company do?

Full service market research house.

**How long have you been using Elizabeth Hunt for?** 1 year

### How does Elizabeth Hunt support your business?

It enables our company, based in Northern Ireland, to service any project across the UK.

### What are the benefits of working with a recruitment agency?

With Naomi's (Senior Consultant) friendly and professional approach, Elizabeth Hunt provides a service that is a cut above the rest.

Elizabeth Hunt makes the recruitment process extremely easy, meaning that we always find the best candidates for our jobs.

### Why would someone want to work for your organisation?

We are very open and honest, and aim to provide above market benefits.



### Have you got any tips or advice for other employers considering working with an agency?

Be open and honest; the more your account manager knows, the better the candidate you will get!

## Market Sound Bites

### War for talent resumes as salaries climb

Some good news for job seekers: new figures have shown that starting salaries have leapt to their highest levels since the recession began, despite the overall number of job vacancies declining in July.

In the strongest sign yet that the 'war for talent' has returned to the jobs market post-recession, employers are being forced to pay premium rates for quality staff, despite remaining nervous about the economic outlook.

Source: [Telegraph.co.uk](http://Telegraph.co.uk)

### Job creation hits highest rate in 21 years

The UK economy created a record number of jobs between April and June, providing further evidence of the robustness of the recovery in that period.

However, a smaller-than-expected fall in the claimant count added to fears that the economy might struggle to maintain momentum.

The number of people employed in the UK surged by 184,000 to 29.02m in the second quarter, the biggest rise since 1989, although about two-thirds of the increase came from part-time work.

Source: [FT.com](http://FT.com)

## Meet an Elizabeth Hunt office



### Interview with Naomi Price, Senior Consultant, Elizabeth Hunt West End

#### How long have you worked for Elizabeth Hunt?

I celebrated one year with Elizabeth Hunt in July 2010.

#### Number of staff in your office?

Four including myself.

#### What is special about your office and the community you work with?

Our branch is a small 'close knit' team. We work together to provide the best service and the best practice to our candidates and our clients.

#### Have you witnessed any changes over the past year?

Climbing out of recession, the recruitment behaviour of our clients has changed:

- Firstly, the recruitment process for many organisations has increased in length and complexity. For example, interviews used to be held within two-weeks, with no more than two interview stages. Clients have now moved towards a minimum of three interview stages with larger gaps in between interviews.
- Clients are also more specific about requisite skills and person specifications. Where a client may have previously been satisfied with an 80% match, they now expect candidates to meet 100% of the criteria.
- The methods by which candidates are searching for jobs have also changed. Everything is now predominantly online and some candidates are reluctant to take time off work to register. Candidates have also become more specific in identifying what they are looking for, and are prepared to wait for longer to find the right role.

#### What clients does your office work with?

Elizabeth Hunt West End has a multifarious mixture of clients. Focusing on small to medium sized businesses, we work across a range of sectors, from media and PR, through to property, banking, and small boutique finance houses.

#### What are the top three roles that you are currently recruiting for?

- PA to CEO for an advertising company - £35k
- PA to 3 Directors for a small architects firm - £33k
- P/T Office Manager for a small property firm - £28k

#### Who is the longest serving candidate on your books?

Ingrid Stellmacher joined the Elizabeth Hunt team as a temporary associate over six years ago and is still with us today.

#### Do you have any tips for candidates looking for work in your area?

Candidates should demonstrate to employers why they want *their* job, rather than just any job. Employers want to see that a candidate is interested in the company and the role they are applying for!

