

Marketing, Media & Communications Sector Group



MMC Guidance for Candidates

Setting Up the Framework:

1. Consider only working with a recruiter who is a member of the Recruitment & Employment Confederation (REC). You may also want to consider registering with recruiters who are members of the Marketing, Media and Communications (MMC) Sector Group of the REC as this guarantees that they have signed up to the MMC Code of Practice for Recruiters.
2. Consider limiting the number of recruiters that you register with to between 1-3. Recruiters will work harder for those candidates that want to work closely with preferred recruiters rather than the whole market. This will also avoid confusion over who sent your CV to a client.

Registration:

3. Expect to attend a face-to-face registration interview where you can discuss your job requirements, remuneration and aspirations. Be as clear as possible about what you are looking for. Probe the recruiters on how they work and what they expect from you. If based abroad, you may have a telephone interview instead.
4. Expect your recruiter to provide you with a "right to represent form" to sign which authorises the recruiter to work on your behalf. This form does NOT give them the right to send your CV to companies without your permission.
5. Expect the recruiter to check and verify your identity and right to work in the country where the roles are located. This means that you should bring your passport and other appropriate Right To Work documentation to the registration interview.
6. At registration, some recruiters may ask you to agree a list of companies where they would like to send your CV. Be aware that disreputable recruiters do this to ring-fence these companies so other recruiters don't send your CV there and then do nothing, so ensure that they are actively representing you with these companies.
7. Make sure you are given and read your recruiters' registration information, especially the legal and financial information if freelancing and return all requested documentation/references.
8. Establish the best methods of communication with your recruiter, especially if confidentiality is a concern.
9. Keep your recruiters up-to-date if your circumstances change e.g. change of job requirements, job offers, change in timing, holidays.

CV Management:

10. It is best practice for recruiters to discuss each role with you prior to sending your CV to a client and to get your documented permission as to how your personal details should be forwarded. It is not acceptable for recruiters to say that it is corporate policy not to tell candidates where their CV is being sent.

Contact details

Recruitment & Employment Confederation
15 Welbeck Street, London, W1G 9XT
t: 020 7009 2100
f: 020 7935 4112
www.rec.uk.com

REC Sector Groups

t: 020 7009 2111
e: sectorgroups@rec.uk.com

REC Professional Standards

t: 020 7009 2186
e: standards@rec.uk.com

11. Recruiters should ask your permission to send your CV to companies on a speculative basis and inform you of where/when the CV has been sent.
12. Sometimes your CV may be sent to a hirer by more than one recruiter. If this occurs, it is best practice to work with the recruiter who took the time to properly brief you on the role and gain your permission to be put forward to that client. Some recruiters may not take the time to do this so that they can send your CV to a client first. It is not best practice for clients to accept a CV solely on the basis that it came to them from one recruiter first. If a recruiter has not briefed a candidate and sent in a CV without the candidate's permission this could be a clear breach of the Employment Agencies Act and Data Protection legislation and you should not accept this practice.
13. A recruiter should not place undue pressure on you to work only with them, although they may ask for "exclusivity" for a period of time initially. If you are uncomfortable with any pressure placed on you, you do not have to proceed, and may contact the REC Professional Standards team for advice.

Maximising the Interview Process:

14. Confidentiality should be respected by all parties. Candidates should keep confidential all company information not in the public domain that they learn while on interviews.
15. Feed back promptly on each interview to your recruiter, whether positive or constructive. Expect your recruiter to chase you for feedback if you have not provided it and to pass this feedback on promptly. Feedback is crucial if recruiters are to find you that perfect job and is an important indicator to hirers of your interest in them.
16. Treat hirers and recruiters professionally and with respect at all times. Their time spent interviewing and working with you should be valued.

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