

# A day in the life of

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**7am** Alarm goes off. As usual the dog seems to have most of the duvet. Time for a shower, grab breakfast and then drop Maisie off at day-care. She skips in without a glance in my direction!



**8.30am** Arrive at the office. I normally work at the office on a Tuesday and Thursday as it's important that I spend time with my team at least twice a week. Time for a cup of tea before the day starts....



I open my job list and review each role, check what I need to focus on today to move my jobs to the next stage. It's busy right now juggling multiple live vacancies, all at different stages of the recruitment process. I check my applications for each role to see if anyone has applied overnight and then call them. If I call them now, they'll hopefully ring back during the day.

**10am** One of the team has organised a business development session this morning. My aim is to speak to new clients this morning - that's not always easy as I sometimes have to make at least 20 calls to speak to 10 people. Two hours in, I've arranged two visits for next week.



**12pm** Time for my candidate registration interview. I take myself off to a meeting room so I can chat on a Teams call. We have a good conversation around their career history and aspirations. I give them some advice on the format of their CV and on how they came across today - hopefully they'll take the feedback on board. We discuss registering for job alerts on the Pure website and then companies they'd like to work for in Cambridge. I make sure to get their permission to speak to some of my contacts about them in case of any future opportunities.

I remember to check their ID and proof of address, and see copies of all of their documents. I'll write up their notes and make sure they're properly coded on Bull Horn before I have lunch.



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1pm Time for lunch – a sandwich at Delicious – and a walk around the village.



2pm Client meeting this afternoon to discuss an HR Manager role. I've printed off the job description, my track record in HR recruitment, consultant profile and our terms of business. I've researched the background to the business. I'd better leave soon as the Cambridge traffic can be a nightmare.



I really enjoyed the meeting. We had a good chat about the culture of the business, what their challenges are, how this role will support business growth, the type of person and experience they're looking for, and then agreed terms.

4pm Back to the office. Time to catch up again on my emails and check in with the team. I need to send some CVs over to my jobs and set up some interviews. Then I and make some follow-up calls for our Best Employers initiative.



Time to write my to-do list for tomorrow, clean my desk (we have a clean-desk policy), then head home.



5.30pm Jeans and wellies on, and time to reflect on the day with a walk with Maisie. Plus I've got another 6,000 steps to do to hit my 10,000 steps-a-day challenge.

Phew. It's been a productive and busy day at the office!

