

A Day in the Life of a Headhunter

The Managing Principal of Gabriel & James, a global Executive Search & Human Capital Consultancy has particular expertise in the Insurance Sector and provides Board Consulting and Director Searches for Private Equity Firms.

Previously he served on the European Board of a substantial recruitment group after the acquisition of his previous company, managed business development across Europe for a division of a US listed search firm and built a globally recognised boutique search firm specialising in finance and insurance analysts.

A Typical Day Begins:

- 0630:** After getting ready, I check my Blackberry so I can respond to any urgent e-mail from overseas.
- 0730:** Jump in the car for the short drive to the office.
- 0750:** At the office I log on to our system, respond to any other e-mail received, and then skim through the FT.
- 0810:** I begin calls to clients (who I try to catch early); to find out how any interviews from the previous day have gone and catch up on any industry gossip.
- 0845:** With the rest of the team having arrived, we gather round to discuss strategy for the day ahead, discuss any difficulties with assignments and set out our personal objectives for the day.
- 0915:** Back to the desk to continue calls to clients and discuss any offers made to candidates, schedule interviews and present assignment shortlists.
- 1030:** I copy up any notes, and then continue client calls aiming to discuss any new assignments and refinements to existing ones.
- 1200:** I review my mornings work, carry forward any calls to the next morning or scheduling them for later in the day if necessary. I then time to tidy up and complete any outstanding admin.
- 1300:** At lunchtime I go out and grab a sandwich then have an informal catch up with the team.
- 1400:** If not out at meetings I will use the afternoon to seek out candidates for assignments. This involves liaison with our researchers, personal networking and working with the team to make discrete contact with our targeted candidates.
- 1700:** I now begin to tidy up my notes, diarise my evening calls, dock the Blackberry with the system and begin planning for the next day.
- 1730:** Begin the end of day round up with the team and discuss and new business projects.
- 1800:** Head home and forget work for a couple of hours.
- 2000:** With my children in bed, I begin my evening calls.
- 2200:** Time to unwind, perhaps with a small glass of wine, watch the news and relax.
- 2300:** Bed Time.