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Executive Search & Placement

Tips on Working with a Recruiter

Working with a recruiter is one of the best ways to fast-forward your career. It is your opportunity for a one-on-one relationship with a career professional who is dedicated to serving your interests.

You probably benefit from having an accountant, a lawyer, a doctor and other professionals advise you about special needs. You may also benefit from the skills of a recruiter to advise you about your unique career development needs.

Ten tips from experienced recruiters to help you get the most out of working with a recruiter:

- 1. Be Professional** - How you work with a recruiter is usually a good indication of how you will likely work with your boss and colleagues. A good recruiter will understand that your style of relating to them is one of your qualifications, so they will report their impressions to the prospective hiring company.
- 2. Be Honest** - Truthfully report your qualifications, experience and job-search efforts and results. Your recruiter shares your interest in placing you in a career that could improve your life. Be honest so they can be effective.
- 3. Be Forthright** - Detail all of your requirements and preferences about salary, relocation or other factors that are important to you. Volunteer all relevant information rather than waiting for your recruiter to ask for it.
- 4. Be Committed** - Follow through with what you agree to. Be committed to knowing what you want, saying what you mean, and doing what you say.
- 5. Be Proactive** - Begin by calling your recruiter and getting to know each other. Then send your resume. You may not be looking for a job right now, but it will be to your advantage to have your resume on file with them. You never know when they might have available that ideal job opportunity that would be an improvement over the job you currently have.
- 6. Be Inquisitive** - Ask your recruiter every question that is important to you because they want your questions answered too. Don't be concerned about forming the perfect questions; just speak your mind.
- 7. Be Prepared** - Prepare for the interview by thoroughly reading the materials your recruiter has provided and by researching the company.
- 8. Be Cooperative** - Regardless of past experiences you may have had with other recruiters, take your current recruiter seriously. If you are not comfortable with your recruiter, find another. The process can be exciting and rewarding when you cooperate with a recruiter you like and respect.
- 9. Be Patient** - Recruiters know how frustrating it can be to search for a job. Nevertheless, finding the perfect company offering the right opportunity, career advancement, challenge and security does take time. It can take days, weeks, months or even longer. Be patient -- your recruiter has your best interests in mind.
- 10. Be Enthusiastic** - Recruiters are stimulated to do their very best by enthusiastic candidates. They know that enthusiastic candidates get hired more often than not. And companies tend to value enthusiasm highly because they know it is often contagious in the workplace.