

WORKING WITH A SEARCH FIRM...As a Candidate

A little research before working with a recruiter is a good idea. What are their procedures, their philosophies? What is your comfort level with them?

Remember, we are a search firm. That means our clients are the companies that engage us to help them fill a position. We are paid a fee by our clients and do not "market" candidates for a fee.

We welcome your resume, but appointments for extended interviews with recruiters are not always possible. Because such assignments are retained, unless we have an assignment that fits your background, we are not going to be able to help you. You should not feel slighted if you do not hear from us right away, as you may be considered at a later date.

Your resume must be professional, readable, informative, concise and grammatically correct. Focus on your accomplishments. Keep it simple, include dates. Be honest about your schooling and degrees.

Patience is important. No one wants to wait for interviews or return telephone calls. Unfortunately, waiting may be necessary. Knowing that up front, that you need to be patient will help you through the process.

If you are dealing with a search firm, you should always know where your resume is going.

Finally, let us review one more time what it is we do. We are a search firm that is hired by companies to recruit candidates for positions. We are paid a fee to consult on filling a job with the appropriate person. We do not "market" candidates. There is never a fee to you.

The following is the information we need to know from you to assist you and to assist our clients. Look this list over carefully to be sure you understand how we can work together. Please let us know now if you need clarifications.

1. We need you to verify that the information on your resume is accurate. Specifically: dates of employment and college degree. If you are no longer working, your resume should state the date you left your last job (use "present" only if you are currently employed).
2. Are you working with other recruiters or conducting your own job search? If you are, now is the time to tell us. We don't want to duplicate anything another headhunter is doing. If you are entertaining other offers, we would like to know so that we may help coordinate out client's time frame. Keep us up-to-date throughout the process.
3. We will eventually ask you for at least three (3) references should our client be interested in you. We will call them and so will the client. You should call them first and tell them to be prepared to hear from us.
4. When we send you on an interview: Please bring hard copies of your resume to present to our client. Call the location you will be interviewing at before the interview to get directions if necessary. Always be on time. Ask for the business card of the person(s) with whom you are interviewing. Now you will have their title, correct spelling and address, and you will be able to send a thank you letter after the interview. The letter can be written by hand or email.
5. You should call us immediately following your interview. We need your feedback before we talk with our clients. Call from the street if you have to, but you should call us as soon as you can so we can keep the process moving.
6. Be prepared to document your income. At some point, we will discuss your current income level with you. We will want to know your base salary, bonus (or) commission, benefits etc. Our client is entitled to ask you for documentation, so be sure that the figures you give us match that document.
7. Visit our client's website. Chances are the company you are interviewing with has a website. It is a great way to learn more about a company you are thinking of joining. Ask us for the web address if we have not already given it to you. Also ask us for any information regarding the client that we might be able to help you prepare better.

8. Do you think you will get a "counter-offer" from your company and be asked to stay? If this is a possibility, let's talk about it now. Let's discuss the pro's and con's and your long term career goals. We want to know we are sending you on an interview for a job that you are seriously interested in.