



## Working with a Recruiter

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## Whether this is your first time working with a recruiting firm, or you are just looking to maximize your established recruiter-candidate relationship, here are some helpful tips:

- ❖ **Make a call.** After sending your resume to a staffing firm, follow up with a phone call to the recruiter. This call can help you determine whether the recruiter is a good fit for you. Introduce yourself concisely and briefly share some of your work achievements.
- ❖ **Stay patient.** Even if a recruiter can't place you today, they may well be in touch in the future with something right up your alley.
- ❖ **Explore your options.** You are not restricted to only one staffing firm when searching for employment. However, it is courteous to let the recruiter know if you are in discussions with more than one firm. Don't worry about offending anyone or sounding "disloyal." Every recruiter understands that you want a job and that you'll make contact with whoever can help.
- ❖ **Avoid confusion.** If a recruiter contacts you about a position you have already been submitted for by another recruiting firm, let them know this. This will prevent them from wasting their time with duplicate submittals.
- ❖ **Be informative.** Recruiters need to know about your future goals in addition to your past experience. Clearly express what you are and are not open to considering in new employment opportunities. The more thorough and accurate their knowledge of you, the better they can match you with something you are interested in.
- ❖ **Remain positive.** Based on the client's specific guidelines, the recruiter may inform you that you are not the right fit for a certain opening. Rather than trying to convince them otherwise, thank the recruiter for their consideration and let them know you're interested in future opportunities.
- ❖ **Be professional.** A good recruiter will understand that your style of relating to them is one aspect of your qualifications for a position, so they will report their impressions to the company looking to hire.
- ❖ **Be selective.** Recruiters aren't typically in a position to help you change industries or careers. So choose a recruiter who specializes in the industry you are in and want to stay in.