

YOUR GUIDE TO WORKING WITH A RECRUITING AGENCY

Congratulations! You have taken the first step in furthering your career search.
Here's what you can expect from us:

- You will meet with a recruiter. It is the responsibility of the recruiter to get to know you. This includes your personality as well as your history and what you want from your future. Here is a good time to let down your defenses. If you come across as defensive, you give off the impression that you have something to hide or that you will be difficult to work with. Show us your good side and let us know that you're sincere in developing a good working relationship. This is a relationship that is hopefully going to impact your future - for the better.
- Knowing your complete history, as requested on the application you filled out before meeting with the recruiter, is essential to matching you up to any of the positions that we currently have available.
 - Be as forthright and honest with us as possible. We can help you in determining what information to share and how to present it to our clients. Knowing everything in advance helps prepare us to not be caught off guard with anything in the future.
 - When negotiating an offer, something that may have seemed unimportant in the initial interview has been known to arise as an issue much larger than it would have been if addressed in a proactive manner rather than a reactive one.
 - Be honest about your compensation history. Many clients will require copies of W-2's or will perform employment verifications, including salary verifications, prior to extending an offer to you. Being less than honest up front can cost you the opportunity of your lifetime.
 - Regarding your future, let us know candidly what you are looking for. If you're open to opportunities that don't quite match that, let us know. We may not be able to match your desires perfectly, but hopefully we can come close.
 - Let us know what areas of your search are negotiable and which areas are deal-breakers.
 - Your recruiter may comment on certain aspects of your personality or your appearance. Most times these comments are positive and help you to highlight strengths that will be helpful in interviewing. At times, however, comments may be made about things that could be improved upon. Please understand all comments are meant to be given in a constructive manner - addressing things that can help you interview and present yourself more professionally, making you more likely to receive an offer. If you feel that a comment is too harsh and not beneficial, please address it in the moment.
 - You want to foster as good communication as possible with your recruiter, and it is our job to help you be at your best when you begin to interview.
 - At times we can match you up with opportunities while you are at the recruiter's desk. Other times we may need a bit more time to process what we've learned from you and match you to our open opportunities.
- Don't expect your recruiter to call you all the time. S/he will call you only when s/he has an opportunity for which s/he feels you may be a good fit. If you haven't heard from your recruiter in a while and think s/he may have forgotten you, by all means, feel free to check in via phone or email. This is often welcome, as it refreshes the recruiter's memory and also let's them know that you are still looking for a new opportunity. Keep in mind; recruiters are restricted to matching you up with jobs that we currently have open with our clients. If you received a phone call from us, chances are good that we had a specific opportunity in mind for you. We could have multiple positions in mind for you. New opportunities come across our desks every day - just as opportunities close every day. So if you find your recruiter saying that we don't have anything for you at the moment, don't despair. While we make every attempt to contact you only if we have a current opening for which you seem to be a match, that opportunity may no longer exist.

- Keep checking in with us - but be polite in doing so. We're not here to deceive you. If we have something that we feel is a good fit for you, rest assured, we're going to run it by you and try to get you submitted to the opportunity. We don't make money by letting you sit around unemployed.
- Once we submit you to our client, the decision is in their hands. We will do our best to sell you to them for the opportunity that they have available, but, as good as we are, that does not mean that we will be successful. You can help. Sell yourself to us.
 - Tell us why you would be an asset to any company.
 - Tell us why you would be an asset to this company in particular.
 - Review the job description for the position.
 - Tell us how your past experience relates to the requirements of this position.
 - Tell us what you could achieve in this new position.
 - Put together a well-written email addressing these topics.
 - The better you sell yourself to us, the better we can in turn sell you to our client.
- Once you get an interview, your job really picks up. This is your chance to shine. Remember - you are competing with numerous other candidates and you need to show your strengths and prove to the client that you are a better fit and can do a better job than every other candidate that they are interviewing. Your recruiter will help you with this, but you need to put forth some serious effort. Clients can tell when you have prepared for an interview properly and when you have taken a laid-back, inactive approach.
 - Review the company and the position.
 - Be prepared to sell yourself to the company with the selling points that you used with your recruiter.
 - Be prepared to overcome obstacles - both in your past and in what they may see for the future.
 - Remember - the interviewer is reviewing your shortcomings as much if not more than your selling points.
- Once you have completed your interview, it is vital to keep the lines of communication open with your recruiter. S/he cannot communicate effectively with our client if you have not communicated to her/him first. Call your recruiter immediately after your interview with feedback.
 - How do you think the interview went?
 - What questions did the interviewer ask and how did you respond?
 - Do you feel you did a good job of selling yourself?
 - Are you interested in the job?
 - All of this information will help us get you further along in the process with the client. Chances are high that you will have multiple interviews (with the same client as well as with different clients) before landing a new job.
- You've made it this far - don't give up hope and don't let the process drag you down! Searching for a new job is a stressful process but can be highly rewarding and worth all the effort once you find yourself in the position of your dreams! Let us support you on your way.