

HOW TO WORK WITH A RECRUITER

Recruiters can be of great assistance when you are looking for your next position. They provide the help and advice needed to keep your career pointed in the right direction. The following suggestions will help you find success when dealing with a recruiter.

A Good Recruiter is Your Friend

Webster's defines "friend" as a person who one knows, likes, and trusts and "foe" as something that opposes, injures, or impedes. You can find friends in the recruiting world and particularly with Smith Hanley Consulting Group, where our goal is to build long-lasting and productive relationships with both our candidates and consultants. Our job is to serve as your agent, which means we will help you in an unbiased and consultative role.

Recruiters Come in All Shapes and Sizes

There are a variety of recruiting firms—from conglomerates to specialty boutiques that focus on anything from direct, full-time-based hiring to contract and temporary positions. Smith Hanley Consulting Group is a contingency recruiting firm that is engaged by corporate recruiters and hiring managers to search for specific positions. We are paid by the client if a successful hire is made.

A Recruiter's Role

The job of a recruiter is to serve as a resource that helps you:

- Find a job
- Locate market or compensation information
- Sharpen your resume
- Prepare for interviews
- With job-seeking or career-counseling advice

In order to best utilize your recruiter, take the time up-front to help them understand your expectations. It's in your best interest to provide accurate information and be forthright as they will be your representative with hiring managers. There may be times you do not like what you hear, e.g. "Your job or salary expectations are unrealistic," so it's important to locate a recruiter you can trust and one that will look out for your best interests.

Finding the Right Recruiter

A recruiter should be your partner, united in a common vision to help you assess your objective and then realize it. They will not only help you find the right job, they will also serve as a resource to you, offering career advice, information about the market, and recommendations.

You should take seriously your need for a recruiter who will be with you for years to come. Consider finding a firm that specializes in your specific industry, and then go to your resources—such as friends, business associates, and industry associations—for recommendations.

Once you've narrowed your search to firms you're interested in considering, you should interview the recruiter, making assessments on their knowledge of your industry and professional interests. Ask them what clients they represent locally, nationally, and internationally. Get to know them. Get a feel for their commitment to ethics, your potential job search, and their knowledge of the industry. Remember, if you're uncomfortable with a recruiter, you shouldn't use them...Stick with your gut!

Suggestions for Success

Consider the Pros & Cons. If you're considering consultant work, you need to think about how it fits in with your lifestyle, career goals, and financial objectives. Consider these important pros and cons:

Pros

- › You can pick and choose the assignments on which you'd like to work.
- › You may receive a higher base rate of pay.
- › You can travel to different parts of the country.
- › You get to work on a variety of projects in varying stages.
- › You work on stimulating projects.
- › You are able to bring past experiences and immediate value to new projects.

Cons

- › In a weaker economy, you may have to take what projects are available.
- › There are no guarantees that you'll be able to work in your local market.
- › Some firms may not offer benefits, such as health insurance, paid time off, holiday pay, etc. Be sure to ask your recruiter about this.
- › You will need to establish your own retirement plan if you intend to perform these services on a long-term basis.
- › You must stay on top of your game with continual training, certification, etc.
- › If you're working as an independent contractor, you may be required to carry workers' compensation and general liability insurance.

Timing. Consider the economy before making the decision to search for a contract position. During a strong economy, there are more opportunities and limited candidates who are searching. As a result, you can be more selective. A weaker economy could result in fewer opportunities and slowdowns in the hiring process. When the timing is right for you, it may take an average of 30 days to obtain a project or assignment. Once you've been offered the job, be prepared to begin within two weeks.

Opportunity. Carefully consider the timing, pros and cons, benefits, and position fit before accepting your next position, using these tips:

- › Thoroughly investigate the assignment.
- › Identify whether this position matches your objectives.
- › Explore the opportunity with your recruiter, asking for their input and advice.

Execution. They say that chance favors the prepared mind. Once you've decided you're ready to pursue your opportunity, prepare to wow the hiring manager. Your job at this stage is to get an offer. Start by reviewing and revising your resume, incorporating these important reminders:

- › Tailor it to your audience; if you're vying for a particular position, take the time to rewrite your resume, highlighting applicable duties and accomplishments that will bring value to the company.
- › Fill it with facts.
- › Identify and clearly represent your accomplishments.
- › Precisely state your capabilities and past work experience.
- › Create a logical flow.
- › Embrace simplicity with bullet points.
- › Remove fancy fonts and complicated tables.
- › Visit the *Resume Writing Tips* and *Interview Tips* section of our website for more tips on how to wow them successfully!