Working with a Recruiter

DATE: October 31, 2018  PRESENTED BY: Jessica L. Walter, M.A., Division of Management
Objectives

1. Distinguish between types of recruiters and other helpers.
2. Strategies for developing and maintaining professional networks with recruiters.
Types of recruiters

contingency  retained  in-house  placement
Types of recruiters

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Types of recruiters

retained in-house
Coaches & Counselors

- Career Coach or Counselor
- Executive or Leadership Coach
- Designer
- Public Speaking Coach
- Reputation consultants
Recruiting Lifecycle

- Application
- Screening
- Interview(s)
- Offer/Negotiation
- Onboarding
Turn a foe into a friend

YOU SHALL NOT PASS
Clean up your digital footprint
Be open to feedback

- Look for clues
  - In their questions
  - In the descriptions
- Follow-up on their suggestions
  - Resume format
  - Online applications
- Say YES to feedback
Ask good questions

• What’s your ideal candidate?
• How is the department structured?
• How big is the team?
• What is the hiring timeline?
• Describe the culture of the team.
• What’s the biggest challenge coming into this role?
• What are the opportunities for professional development?
Be polite & professional

- Reply with confidence and ask with curiosity
- Reply promptly and accurately
- Exhibit high levels of emotional intelligence
- Understand the process
- Be on-time
- Include your full name, position you’ve applied for, and contact information with each message (whether phone or email)
- Patience: It may take a few days for a response
Be open to possibilities
Ask for feedback
Keep good records

• Research the company & position
• Positions you’ve applied for
• People you’ve spoken with
• Timelines for follow-up
• Plan to keep in-touch
Build relationships
Maintain relationships
Thank You