



Serious job placement.

10 Tips on Working with a Recruiter

Working with a recruiter is one of the best ways to fast forward your career. It is your opportunity for a one-on-one relationship with a career professional that will get to know what you've done with what skills, where you've done it and what you want.

You probably benefit from having an accountant, a lawyer, a doctor and other professionals advise you about special needs. You may also benefit from the skills of a recruiter to advise you about your unique career development needs.

Ten tips from experienced recruiters to help you get the most out of working with a recruiter.

1. Be Professional

How you work with a recruiter is usually a good indication of how you will likely work with your boss and colleagues. A good recruiter will understand that your style of relating to them is one of your qualifications, so they will report their impressions to the prospective hiring company.

2. Be Honest

Truthfully report your qualifications, experience and job-search efforts and results. Your recruiter shares your interest in placing you in a career that could improve your life. Be honest so they can be effective.

3. Be Forthright

Detail all of your requirements and preferences about salary, relocation or other factors that are important to you. Volunteer all relevant information rather than waiting for your recruiter to ask for it.

4. Be Committed

Follow through with what you've agreed to do. Be committed to knowing what you want, saying what you mean, and doing what you say.

5. Be Proactive

Begin by calling your recruiter and getting to know each other. Then send your resume. You may not be looking for a job right now, but it will be to your advantage to have your resume on file with them. You never know when they might have available the ideal job opportunity that would be an improvement over the job you currently have.

6. Be Inquisitive

Ask your recruiter every question that is important to you so you can gather as much information as possible. Don't be concerned about forming the perfect questions; just speak your mind.

7. Be Prepared

Prepare for the interview by thoroughly reading the materials your recruiter has provided and by researching the company.

8. Be Cooperative

Regardless of past experiences you may have had with other recruiters, take your current recruiter seriously. If you are not comfortable with your recruiter, find another. The process can be exciting and rewarding when you cooperate with a recruiter you like and respect.

9. Be Patient

Finding the right position can take time. If it was easy, you wouldn't need a recruiter. Your recruiter knows how to reach out to clients that don't have open positions.

10. Be Enthusiastic

Recruiters are stimulated to do their very best by enthusiastic candidates. They know that enthusiastic candidates get hired more often than not. Companies tend to value enthusiasm highly because they know it is often contagious in the workplace.