

Tips for Working with an Executive Recruiter

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What is an Executive Recruiter?

A Recruiter is the Central Point of Contact between you and the Company

- ▶ Professionally represents the company and you
- ▶ Knows why position is open
- ▶ Is familiar with the job description and knows the hiring manager's name
- ▶ Knows the salary range for position, but should not divulge it

What is an Executive Recruiter?

- ▶ Understands skills and experience needed for the position
- ▶ Knows the personality of the manager and the company culture
- ▶ Knows benefits -vacation, 401K, holidays, ...
- ▶ Has good screening skills—looking for key words in your resume and in communications

A Recruiter pays attention to the look of your resume

- ▶ Is it two pages?
- ▶ Is it 11-12 size font?
- ▶ Does it have enough white space?
 - ▶ ‘eye pleasing’
- ▶ Is it accomplishment/results oriented?
 - ▶ Measurable in terms of percentages, dates, times ?

A Recruiter will listen to how you answer questions

- ▶ Answer with confidence
- ▶ Answer in 2-3 sentences maximum
- ▶ Your answers should be direct and to the point
- ▶ Hit the bulls eye not the dart board with your answers

A Recruiter will listen to how you answer questions

- ▶ Even if you have limited skills, it may be ok
 - ▶ The tone of your reply is key
- ▶ When asked what your salary is, provide it accurately
- ▶ Show desire for the job
- ▶ End conversation stating interest in the company and position
- ▶ Ask what are the next steps

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Prepare for the interview!

- ▶ Know your strengths and what your best qualities are (Boast Here)
- ▶ Look at the company's website to know general information
- ▶ Look up the person to whom you will interview on LinkedIn
- ▶ Ask the Recruiter how you should dress for the “Event” -interview

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Prepare for the interview!

- ▶ Prepare a few questions to ask at the appropriate time in the interview
- ▶ Don't stress. Get a good night's sleep.
 - ▶ It will be ok!
- ▶ Post interview—send email to interviewer thanking them for their time. Express your interest in the position and the company

Wrap-Up

Career Renewal (careerrenewal.org)

Open Q&A

