

People First HR Services | Professional & Management Recruitment

How to get the most out of working with a recruiter.



PEOPLE FIRST
HR SERVICES

A division of People Corporation

The start of a successful relationship with a recruiter

Simply put, recruiters work with companies to help them find and hire individuals. This happens for many reasons:

- A company is too busy to recruit on their own
- Recruiter is skilled in finding the right fit and skills for the client's needs
- The required skill set is rare and hard to find
- There are multiple roles to fill for one company and they need help

Once the partnership between company and recruiter has begun, the recruiter focuses on searching for the perfect candidate to fill the role. This is where you come in.

Key takeaways

In this guide we will cover the benefits of working with a recruiter to find your next opportunity and what you should keep in mind to help create a successful partnership.

1. What a recruiter is looking to learn about you
2. What information to prepare for your conversation and pre-interview
3. Determining the role of a recruiter

Essential tips

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Should you work with a recruiter?

Working with a recruiter

Do you really want to work with a recruiter? The short answer should be, why not?

1. Talking to a recruiter is free – there is no cost to you, the candidate.
2. If a recruiter is contacting you, they likely have a career opportunity that could be a fit for your career aspirations.
3. Many recruiters know about career opportunities that are not advertised.

With those three points in mind, keep an open mind when talking to a recruiter to determine if the opportunity is a good fit for you and your career plans.

Five elements for a successful relationship with your recruiter

To ensure you get the most out of your partnership with a recruiter this guide covers these five important elements to consider.



Know thyself



Be prepared



**Honesty and
transparency**



Who does what?



Communication

Know thyself

When a recruiter reaches out, what they really want to know is 'are you the right candidate for their client?' The answer isn't a simple yes or no.

To find out if you're the right fit, recruiter considers a few factors:

- Do you check the boxes for the 'must haves'? Do you have the right skill set and education that is necessary for the role?
- Do you come from a similar industry to that of their client? If not, are your skills transferable?
- What type of environment are you going to thrive in? (After all, we do want you to succeed!)
- Are you motivated for a new career for the right reasons? (We get it, money is a key factor when making your career decisions, however, overall compensation should be taken into account with other key factors).
- And finally, are you excited about the opportunity?

You should also consider a few questions during your conversation. You are the only one who knows yourself well enough to know whether an opportunity is the right one for you.

- Is it in an industry you love or always wanted to work in?
- Is it a role that intrigues you, excites you, and captivates you?
- Is it with a company that you admire or that you heard has an excellent culture?
- Is it an opportunity that will allow you to grow in your career if that is something you are ready for?

It is one thing to hear a recruiter out about new marketing manager role or that sought after web developer position, but it's an entirely different thing to be honest about whether you truly have the skills (and desire) to knock it out of the park.

Being honest — with yourself and the recruiter — during your initial conversation will benefit everyone through the process.



Be prepared

You've spoken with the recruiter and you know what the opportunity is, who it is with, and your experience seems to be a good match. Now it's time to prepare.

Resume

The first thing to prepare is your resume. If you haven't already submitted it, now is the time to take it out, dust it off, and look to see if it truly reflects your accomplishments and successes to date. Ask for advice or feedback from a professional or someone you trust to be honest about how your resume will read to a recruiter or potential employer. Your resume can't tell the whole story, but it paints a pretty revealing picture about you and your career. By updating your resume and ensuring it is current you are giving the recruiter a preview of who you are and what you do. Ensure the following is clear and organized on your resume:



**Complete
contact info**



Education



**Dates of
employment**



**Employment
titles**



**Significant
accomplishments**



**Volunteer work &
association
involvement**

The interview

Next, you'll want to prepare for your interview with the recruiter. By being just as prepared for the interview as you were with your resume, you will go into that interview with confidence.

- Be sure to research the company, as they may become your employer.
- Write down any questions you have about the organization and opportunity.
- While you're at it, research the recruiter you are meeting. Are they on LinkedIn? Twitter? Is there a bio about them on their website? This will help you feel more at ease when you meet with them.
- Do you have any questions about the search process? Ask them.
- Make sure you have a list of references available and be sure to let them know they'll likely be contacted to provide a reference for you.

If all goes well, you'll move onto an interview with the actual company. To ensure success, follow the same steps you did with your recruiter.

Honesty and transparency

Honesty and transparency is an important element of any professional relationship. Without this, no amount of preparation will save you as this is a building block to trust. If your recruiter does not trust you, they won't recommend you for the role.

- Be honest about any gaps in your resume — were you fired or laid off? Why?
- Are you being courted for another position? Let your recruiter know. It doesn't mean they won't work with you — it just may bring up questions for them to ask.
- Do you have other commitments that might prevent you from working full time?
- Does your current employer know you are looking for a new opportunity?

Be transparent with your recruiter, even after you've had the interview with the employer. Sometimes your desire for a new career opportunity doesn't become clear until you meet with your potential employer. At that point you may be more excited, or you may realize it's not the right employer for you. That's okay, but communicate openly with your recruiter so as not to drag the process on longer than necessary.

In the process, you have the right to honesty as well. Want to know why your recruiter didn't recommend you to their client or why the company decided to go with another candidate? Ask them for feedback — be open and willing to receive it.



Who does what?

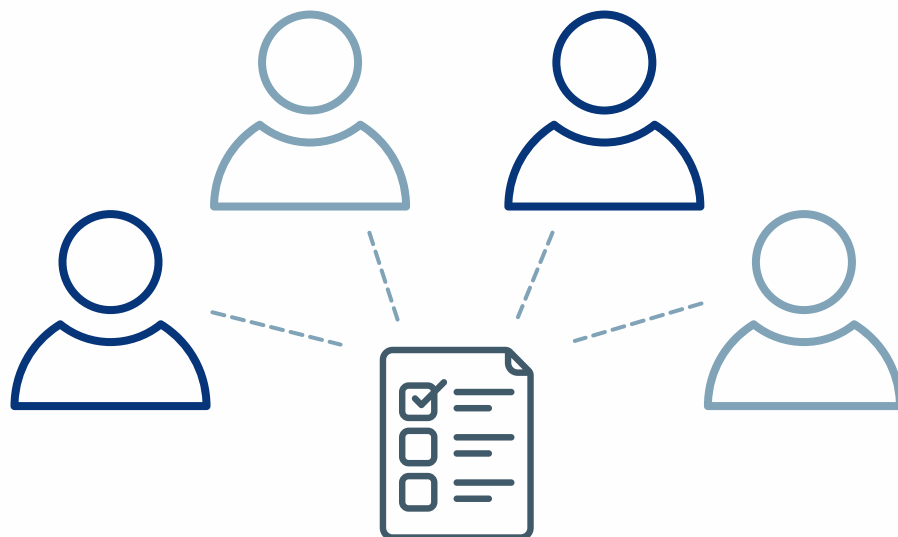
Every recruiter is different so it would make sense that no two processes are alike. Don't assume because you've worked with recruiter A that recruiter B will have the same style.

During your first meeting, ask your recruiter what their process is and what your role is in it.

- Do you need to make any changes on your resume?
- Do you have to gather extra information like a portfolio or complete any assessments?
- Does the recruiter prefer to communicate through email or phone?
- Does the recruiter want you to check in with them for updates or do they prefer to follow up with you themselves?

Agreeing to individual accountabilities and deliverables in the first meeting with a recruiter will ensure a smoother and more enjoyable partnership. Changing your career is a significant moment in your life and you'll want to minimize any undo stress by being prepared and informed.

Clarity is key.



Communication

Last, but for sure not least — communicate with the recruiter. Don't burn bridges by failing to respond or follow-up. If you want to withdraw, that is okay, don't feel bad about letting your recruiter know. In fact, we want and need to know. If you are going on a vacation for two weeks, tell your recruiter so they know what to do should an offer for you come in when you are on a beach in Mexico.

And don't stop being honest with us. If you are placed in a job through a recruiter, they should be checking in with you and your employer periodically, especially in your first six months. We want to see how it's working out and how you are doing. If you have concerns then, tell us. If you love it, let us know — we get as much enjoyment out of your success and happiness on the job as you do.

As simple as this may be, open and honest communication is by far the most important element of a successful partnership with your recruiter. Trust is earned and kept through communication.



Let's recap

A recruiter, company, and candidate all want the same positive outcome — to close a recruiting assignment successfully with the right people working together.

As recruiters, we partner with a company to find their ideal candidate and we take our job seriously. Not only does their success depend on it but yours does too.

Giving feedback to your recruiter, good or bad, is needed to ensure you are satisfied with the process. If you are not comfortable with the company you interviewed with tell us why. It will help us know which companies would be better suited to you for future recruitments. If you are unhappy with the process, explain why. Perhaps there is an opportunity for the recruiter to learn from.

Following some of these simple and yet often overlooked tips are essential to maximizing the relationship with your recruiter. As recruiters, we value partnerships and working side by side with you.



Know thyself



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Honesty and
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Who does what?



Communication

**"Coming together is a beginning.
Keeping together is progress.
Working together is success."
- Henry Ford**

Professional & management recruitment

People First HR Services is a leading provider of human resources solutions for Canadian businesses.

Our professional and management recruitment team is known for finding ideal candidates for niche, specialized, professional, and technical positions. The team uses proven research techniques and their deep client and candidate connections to conduct searches with a national reach. The team has filled roles across several functional areas and industry sectors.



Human
resources



Engineering, technical &
operations



Accounting, finance &
administration



Sales, marketing &
communications



Information
technology



Supply chain &
logistics



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