

Working with a Recruiter

Candidates information about Working with an Executive Recruiter

The following are a few guidelines to ensure a positive experience:

- * Ask questions to make sure you feel comfortable working with the recruiter. For example, ask them to walk you through the process, and ask for references.

- * Make sure you know where the recruiter is sending your resume.

- * Always be honest about your education, job experience, and salary.

- * If another recruiter approaches you, inform them you are already working with someone else.

- * Be upfront about your interest in the position; do not hope to get a job offer in order to obtain leverage where you are; such strategies usually backfire.

- * The recruiter has a stake in your success. They can assist you in discussions with your future employer.

- * They can be a very good consultant for you because recruiters know the current job market and career advancement opportunities.

Resignation Advice

When resigning, you want to maintain your relationship with your employer and co-workers while preserving your rights and benefits. Securing a new position is easier when you are employed. Leave on good terms. Resist the urge to offer unsolicited, negative comments. Investigate what benefits will continue after you terminate and see if there are any funds available for severance.