

Five Keys to Working With a Recruiter

Expand your job search resources. Access the hidden market. Find a job faster.

Working with a good recruiter can help you achieve all of these goals and more. A recruiter's role is to connect job candidates with employers who need specific skills and talents. Recruiters are always paid by the employers, not the job candidates.

To do the job well, a recruiter must fully understand the employers' job requirements. He or she must also understand your qualifications and job desires as the job candidate. Building a healthy relationship with your recruiter is key. Here are some guidelines to help you succeed:

1. Make a great impression. The impression you make on your recruiter is the image that he or she will market to potential employers. Present your best by meeting face-to-face, if possible, and dressing professionally. As you work together, treat your recruiter with respect and appreciation. Always stay positive and optimistic.

2. Build your relationship on trust and good communication. Be honest about your qualifications, and crystal clear about all aspects of the job you'd like to find. If you want to limit your commute time or find a flexible work schedule, letting your recruiter know at the start will save you both time and effort.

3. Follow up often. Contact your recruiter immediately after an interview so he or she can relay your impressions to the employer. If you are interviewing on your own or receive a job offer, be sure to keep your recruiter in the loop. He or she can use this information as leverage on your behalf because it shows you are an attractive candidate in today's job market.

4. Cooperation is critical. Work together and agree on the next steps you will take. Take advantage of your recruiter's expertise with resumes, interviewing skills and the search. You are working as a team for a common goal: the job of your dreams.

5. Stay in touch. Build your relationship with your recruiter throughout your career. Let he or she know when you earn a promotion, enhance your qualifications and accept new positions. That way, your recruiter can keep you in mind for the right jobs. And, you'll have a valuable resource on your side the next time you hunt for a job.

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25%

of job seekers surveyed planned to use a recruiter to help them find a job.