

# CAREER FORWARD

WORKING WITH  
A RECRUITER



## WORKING WITH A RECRUITER

More and more, top employers rely on staffing agencies and recruitment firms to help access the best talent in the marketplace. When recruiters develop a track record of locating qualified talent, a relationship of transparency and trust can develop that benefits all parties concerned.

Although recruiters primarily work to place talent on behalf of their clients, as a candidate you may find that a professional recruiter can be a true advocate—providing you with helpful information as you launch your job search.

But you don't have to wait until you are in desperate need of a new job before making first contact with a recruiter. Take the time now to develop a foundational relationship built on networking, give-and-take, and information sharing.



## WORKING WITH A RECRUITER

Identify and connect with recruiters who specialize in your area of expertise

### **Search your own network**

Ask the most experienced professionals in your network to refer you to the recruiters they know. Reach out to members of organizations you belong to for referrals. The initial list might be small at first but don't be discouraged.

### **Review the profiles of recruiters that post positions online**

Do an online keyword search on LinkedIn®, TheLadders®, and Indeed® to look for recruiters in your area of specialty.

### **Search recruiter directories and trade associations**

Some directories will be free and others will be fee based—but all will provide lists of recruiters and search firms for your field.

### **Blogs and message boards may also contain recruiter referrals**

Career networking sites as well as alma maters and professional societies could be of assistance in connecting you with the appropriate recruiters.

### **Join online recruiting groups and organizations**

Not only will you become visible to industry-specific recruiters, job opening information is often shared openly in these groups. You may also discover resources for assistance with résumés and other job search efforts.

### **Remember, recruiters can open doors**

Recruiters may be the best way to get your foot in the door of a company, and they often have access to jobs that are not posted elsewhere. Recruiters often have insight into a company's culture and salary structure—and can sometimes elevate your résumé from a black hole to a hiring manager's inbox.

## WORKING WITH A RECRUITER

Now that you have connected, make the most of the relationship by following these guidelines:

### **Make a strong first impression**

Even though a recruiter is not a hiring manager, don't treat your initial meeting casually. Present your best self to your recruiter, so they feel confident presenting you to hiring managers. Bring your A-Game, just as you would during a job interview.

### **Be transparent**

Be open and honest with your recruiter. Share your career goals, salary requirements, geographical, employer or industry-specific desires or restrictions, and work preferences so that your recruiter can feel knowledgeable when presenting you to employers. Tell a recruiter if you're working with other recruiters simultaneously—this is perfectly acceptable, but best to disclose up

front. Rule of thumb suggests that you should pick no more than three recruiters to work with at one time to avoid going too broad.

### **Communicate openly**

If you line up your own interview with an employer, let your recruiter know. Stay on your recruiter's radar and check in every few weeks.

### **Be patient**

Success doesn't necessarily happen overnight, and the perfect job may not be available immediately. Develop a relationship of trust with your recruiter so that you feel comfortable soliciting honest feedback about your qualifications and fit for a position of interest—trust that your recruiter will know when an opportunity is right.

### **Make referrals**

When appropriate, connect your recruiter with qualified friends and colleagues who are job searching. This will strengthen your relationship with your recruiter, while making yourself a valuable resource to others.

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It's important to share your interview experiences with your recruiter. An open dialogue will help your recruiter be more helpful down the road.

## WORKING WITH A RECRUITER

How a recruiter can help you connect with a specific opportunity

After connecting via phone or email, a recruiter may send you a specific job posting to review—one that aligns with your goals and qualifications.

Once you show interest, the recruiter may initiate a meeting—either on the phone, in person, or through email.

The recruiter may make suggestions on ways to tailor your résumé to the assignment, position, or organization.

If you reach the interview phase, your recruiter will help you prepare.

**Job offer?** The recruiter will likely act as a liaison for the terms of offer and compensation.

**No offer?** The recruiter will have specific feedback that will help you tailor your interview strategy in the future.

# WHERE KELLY COMES IN

At Kelly Services®, we're dedicated to providing the resources and tools necessary for success. For 70 years, we've been working with thousands of the nation's top employers to set the bar high when it comes to the recruitment and retention of valuable employees.

## SO WHY WORK WITH KELLY?

The competition is tough. But if you have the right skills and the desire to succeed, partnering with Kelly is a smart way to explore all your employment options and be exposed to jobs you won't see anywhere else.

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