



## THE RECRUITING PROCESS

A recruiter (also known as headhunter or search consultant) can help you progress in your career when you least expect it. You may not be looking for another opportunity, but then you receive a phone call from someone who says she's a recruiter. What do you say to her? It depends whether you are interested in the job opportunity or not.

When you get a call from a recruiter, your first question in your head may be "How did she get my name and number?" Recruiters utilize various methods to find good candidates. The most common is through referrals. If the person who referred you authorizes the recruiter to divulge his or her name, the recruiter may share that with you. Another way to find a potential candidate is, of course, the internet. If you've been publicly recognized or your name is anywhere in cyberspace and you're good, chances are, you'll get THE call. So, when you get that phone call from a recruiter, consider it a compliment!

Okay, so you listen to what the recruiter has to say. You ask her questions and she asks you questions. In the end, the opportunity sounds good. Now what? Well, the decision is up to you. If you're interested, find out more about the opportunity and about the recruiter. Remember, not all recruiters work the same way. Get as much information as you can and make sure that your personal information is kept confidential. Once you agree to be considered as a potential candidate, the recruiter will represent you to her client.

As a candidate, you have the right to ask all the questions you want in order to find out if the position is right for you. Please keep in mind, however, that the recruiter is under no obligation to share the name of the company or any other confidential information. Most times, recruiters will share confidential information only after they have determined that you are a possible match for the position and an interview will be arranged.

If you're a possible match for the opportunity, the recruiter (with your permission) will send your resume and personal information to the hiring manager and arrange for an interview. She may also send other qualified candidates to the client. If there's mutual interest and you are selected, then you advance to the offer/acceptance stage. At this stage, most recruiters will negotiate your compensation package so that both you and the hiring company are satisfied.

The recruiting process can be awkward if you're not familiar with it. Once you know how it works, you'll know how beneficial it can be to your career.

To help you succeed during the job search or recruiting process, below are some pointers:

- Never lie about your education, salary, work history, etc.
- When asked to complete an application, make sure to answer all the questions.
- Be honest with your recruiters. If the job is not right for you, then say so. Don't mislead your recruiter and the hiring manager.
- If you are genuinely interested in the position, communicate that to your recruiter and to the hiring manager during the interview. Remember, the qualified person who wants the job most will usually get it.
- Be fair and realistic about your salary expectations. Too many candidates price themselves out of the job. If you were earning \$125,000 in San Francisco, you will most likely not get that in Hawaii.
- Always communicate with your recruiter and keep her in the loop.
- Most importantly, always keep a positive attitude and enjoy the process.