
TIPS FOR WORKING WITH RECRUITERS

1. BE HONEST!
2. Buy an answering machine if you don't already own one. Use a brief, formal message on the machine. Remember, a prospective employer may be calling. Use a message that won't embarrass you.
3. Alert everyone in your household of your search and the need for their cooperation, courtesy and accurate message taking.
4. Explain reasons for all job changes to your recruiter.
5. Don't call a recruiter just to "test the waters" or "see what's out there". He or she is under the impression that is serious about finding a new position.
6. Tell the recruiter your exact income. Breakdown into base salary, bonus, commission, etc. And give last year's W-2 gross. If there is a question, the recruiter or client can always ask for a W-2.
7. Explain any situations to your recruiter that may warrant problems with relocation, such as jobs for your spouse, special schools, medical attention, etc.
8. Inform your recruiter of any outside job activities such as telephone interviews, personal interviews, job offers, etc. By doing so, your recruiter is able to obtain offers more quickly, and in general, appear more informed to their clients and affiliates about your situation.
9. Don't talk to a recruiter unless you have discussed a job search and a relocation preference with your spouse or significant other.
10. Limit yourself to working with a few recruiters, and make sure they have expertise in your area.
11. Notify your recruiter if you move or change telephone numbers. Even though you may not be interested in a new position today, you may still want to receive mailings or phone calls about opportunities in the future.
12. Don't ever accept a job offer and later turn it down. Some recruiters will not work with an applicant again if this happens. In this situation both the client company's hiring authority and the recruiter have put their professional reputation on the line for you and by accepting an offer and later turning it down you have damaged their credibility.
13. Don't agree to a personal interview if you know beforehand you will definitely not accept an offer with the company.
14. Be positive and patient. Good things take time.

GOOD LUCK!
