

JACKIE MATCHETT PERSONNEL, INC.

“Experience is the best guarantee”

Accounting, Bookkeeping, and Finance Staffing

CANDIDATE SERVICES

Working with Recruiters

There are many ways to work with recruiters. Sometimes people will use recruiters to get job offers so they can negotiate a higher salary or promotion from their current employer. Very bad idea! The best way to work with your recruiter is in a very open, direct, and honest way. You should expect your recruiter to be the same way with you.

Much of the basic information about what you do comes through your resume, but to do the kind of professional job you want, your recruiter needs to know much more. You should be prepared to clearly communicate with your recruiter about the following:

- Current position
- Skills
- Objectives
- Motivations (reasons for making a change)
- Salary (current and expected)
- Relocation parameters
- Significant quantifiable accomplishments
- Specific companies or projects of interest
- Current status of your search
- Critical timing factors
- Special needs (housing, schools, spouse employment, etc.)

As you work with your recruiter, you should develop a sense of trust and confidence. This means having an open dialogue to discuss both positive and negative feedback from a client. We need to be able to tell each other what they need to hear, not just what they want to hear. If you cannot, find another recruiter!

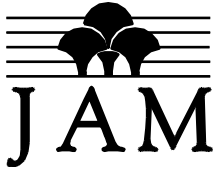
Be sure that you establish some baseline rules for your relationship. For example, you should require that your recruiter always discuss positions with you before sending your resume to a company. You do not want your resume being distributed indiscriminately.

If your recruiter does his/her job correctly, he/she will not only tell you about good job opportunities but also provide you with very valuable advice on how to interview and how to negotiate the best compensation and relocation, etc.

519 Heritage Road #2B • Southbury, CT 06488

Phone (203) 777-1151 • FAX (203) 405-6110

www.jackiematchett.com



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Your recruiter should also act as an objective sounding board during times that can become emotional when considering major life changes. You need to listen carefully and use this information to help you through the process. Keep in mind that your recruiter deals with these issues every day. If you are doing your job to the best of your ability, you probably do not consider these issues very often.

Finally, maintain regular communication with your recruiter. If you are actively searching, you should be talking at least weekly. While interviewing, and during negotiations, you may need to talk several times a day. Your continued communication and interaction will encourage and motivate your recruiter to do the best possible job for you.

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