

RECRUITER **PARTNER**

WORKING WITH OUR RECRUITERS IS THE FIRST STEP TO FINDING GREAT WORK

As the economy continues to rebound from the recession, great career opportunities remain difficult to come by. Employers are acting with caution and, with so many talented people looking for work, they are able to be more selective and pursue only those candidates with best combination of skills, attitude and experience.

So how can you rise above the rest of the job seekers and land the job you want? It starts with a call to a recruiter.

Millions of people every year find jobs through recruiters and employment services. That's because working with a recruiter offers many significant advantages to conducting a job search on your own. However, it's important to know how to get the most out of your relationship with your recruiter and ultimately get a great job.

Accounting Principals recruiters help thousands of job seekers just like you achieve their goals. We know what it takes to maximize your recruiter relationship and we are happy to share some of our tips with you!

ACCOUNTING **PRINCIPALS**



THE RECRUITER ADVANTAGE

A recruiter's goal is two-fold:

- Help you land the right role for your career, skills and interests
- Find the right person for their client's business needs

With that in mind, working with a recruiter can benefit you in many ways, including:

• RECRUITERS HAVE A VESTED INTEREST IN YOUR SUCCESS

Generally, recruiters earn a commission when they place a candidate, so they have a personal stake in your success. This creates a number of advantages for you, as they are willing to help you tap into their broad network of contacts and leverage their industry expertise.

• RECRUITERS KNOW THE JOB MARKET

Successful recruiters must understand the job market, industry trends, salary levels and job titles that are in demand and which companies are looking to hire. This knowledge and unique perspective gleaned from years of working directly with hiring managers will allow you to focus your job search on viable opportunities that fit your goals.

• RECRUITERS CAN HELP YOU PREPARE

Employers look for candidates who have abilities beyond those listed on the job description. Therefore, a good recruiter will tell you how to stand out. They can help you refresh your resume by highlighting experiences and skills. They can help you improve your interview skills by practicing with you and asking tough questions you might not have thought about on your own.

• RECRUITERS HAVE ACCESS TO HIDDEN OPPORTUNITIES

Not all jobs are listed on Internet job boards. Your dream position may be available – or may be becoming available soon – but without a recruiter's inside access, you'll never know it.

• RECRUITERS ALLOW YOU TO BE FLEXIBLE

The workforce has become more mobile and it is now common for people to change jobs multiple times throughout their careers. Therefore, developing a strong relationship with a recruiter can be critical to long-term career success as they can help you transition from job-to-job and company-to-company. Having a recruiter on your side means the job listings will come to you, so if there is an opportunity that fits your goals you will know ahead of time.

FINDING THE RIGHT RECRUITER

Once you've decided you want to work with a recruiter, it's important to find a recruiter that's right for you. Not every recruiter is right for every candidate, as recruiters often specialize in specific fields and professions.

To find the right fit, turn to the Internet, particularly social networking sites like LinkedIn and Facebook. A simple search will reveal recruiters in geographic areas that work in specific fields. From that point, you can assess other elements of a recruiter's background, such as level of experience and industry knowledge. Then, it's time to reach out to the recruiter you feel is the best fit for your goals and interests.

If the recruiter has open positions or thinks you are a strong enough candidate that they will be able to find positions

for you down the line, you will be asked to come in for an introductory meeting. Treat these meetings as you would a job interview! That means bringing a resume with references who can attest to your abilities.

You should also ask questions to determine whether or not an interview has the expertise – and the time – necessary to aid you in your job search. Asking the right questions will demonstrate that you are prepared and committed to exploring new job opportunities, helping to drive a positive relationship from day one.

TEN KEY QUESTIONS YOU SHOULD ASK POTENTIAL RECRUITERS

- How long have you been recruiting?
- Now that you know a little more about me, is there a specific job you have in mind for me?
- What kinds of hiring trends are you currently seeing in my field?
- Do you help candidates prepare for interviews?
- After today, when can I expect to hear from you again?
- On average, how quickly do those candidates you work with find a new position?
- How many candidates are you usually working with at any one time?
- Are there any companies you do not work with that could still be a good fit for me?
- What are some of the things your best candidates do to find new positions?
- How long have you worked with some of your clients?

The right recruiter will have the combination of experience, industry knowledge and available time that you are looking for. You should also be able to tell if the recruiter is genuinely interested in helping you reach your goals and not just in earning a commission by placing you in an undesirable job.

AVOIDING THE PITFALLS

Recruiters are not mind-readers. To avoid a prolonged and ineffective job search, you should be honest about all aspects of your professional background. That means being truthful about your skills and abilities, work habits and desired salary. It is also important to discuss your previous career experiences and reasons for leaving prior positions or wanting a new one.

In addition, think about any other information that would be helpful to your recruiter. There's nothing worse than having a potential employer find out about an issue through a background check or reference call – and there is nothing that will compromise your relationship with your recruiter faster. It is better to disclose this information to your recruiter so they can help you manage the situation proactively.

Good recruiters also want to know more about you, so be prepared to answer questions about your character, background and goals.

Some questions you should expect are:

- What are you seeking in a new employer that you do not have available where you are presently working?
- What are the things you like and dislike about your current (or previous) position?
- Are you looking for a higher position, or are you looking for a lateral move?

Be wary of recruiters who do not ask thoughtful questions; it may be a sign that they do not understand your needs.

Further, to avoid wasting time during your search, it's helpful to provide a list of employers who have received your resume within the last year and the outcome. A recruiter might provide a new approach for getting noticed at a company that did not initially respond, or advise you to hold off on reapplying for now.

And, while a recruiter can help you secure the interview, it is your responsibility to be prepared when meeting the prospective employer.

BECOME A STAR CANDIDATE

Recruiters are not out to present their clients with just any candidate for the job. Their credibility is entirely dependent on the caliber of candidates like you. As a result, recruiters look for candidates who have strong ideas about what they want, present themselves professionally and aim to impress.

There are some critical actions you can take to ensure you're at the top of your recruiter's list for all the best opportunities.

• PREPARE FOR INTERVIEWS

Demonstrating a base understanding about the field, required skills and desired attributes of a new position goes a long way to showing the recruiter (and the eventual interviewer) that you are serious and thoughtful.

• LISTEN TO YOUR RECRUITER'S ADVICE

Recruiters know what works and what doesn't, so don't dismiss their recommendations. Showing a willingness to listen and heed direction will bolster your relationship. But, like with any relationship, yours is about give and take. If you disagree with your recruiter's advice let them know why.

• BE COMMUNICATIVE AND PROMPT

If you want a recruiter to focus their attention on your job search, make sure you are focused as well. Always be on time for meetings and interviews and responsive to their phone calls and emails. You should always let the recruiter know how an interview went, and your degree of interest in the position. This way, the recruiter has the right information when the employer calls them to discuss how interested they are in potentially hiring you.

Accounting Principals has a national network of recruiters ready to help you in your job search. With our hands-on, real-world financial and accounting experience, we understand what you are looking for and can get our relationship off to a great start.

To get started, contact your local Accounting Principals office or visit accountingprincipals.com today!