

Interviewing Tips

When a headhunter calls, don't run and hide in the bushes. She may be your link to a better position that you may not even have been seeking. If you are interested in seeking a new position, why should you work with a recruiter rather than send out your resume yourself?

First, employers are aware that recruiters work only with highly qualified, desirable candidates and review those resumes first. Second, recruiters know exactly where and to whom the resume is to be sent. Third, the headhunter makes follow up calls to check on the status of the resume as it makes its way among the reviewing managers; it will not end up in the circular file. Fourth, the recruiter will act as your liaison to the company and may give you some insight that may be of considerable advantage during an interview. Fifth, after an offer has been presented, your headhunter will negotiate empirically and without the emotion that is sure to be a factor when negotiating for yourself.

The initial contact will most likely be a phone call at your work. If you are unable to talk because you are too busy or have no privacy, ask to be called back either at work or at home or take the headhunter's number. If you are happy where you are working and have absolutely no interest in leaving, take her phone number anyway for future use for yourself or for referring others; don't waste your time or hers. You may ask how the headhunter got your name and make sure there are no fees charged to you for her services. Ask questions to help you determine her legitimacy, credibility and reputation. During this conversation, ascertain if this is a person with whom you would feel confident and comfortable working. Find out if she specializes in your profession and industry.

If you decide to work together, be open and clear as to your needs and goals, such as desired location, salary, working environment, future opportunities, stock options, benefits, etc. The clearer you are on what you want, the easier it will be to make a suitable match. The next step will be to send the headhunter your resume. You should always have an updated resume prepared whether or not you're actively seeking employment. There may be an urgency to fill what may be your dream position and if you're not ready, someone else will beat you to it. Inform the headhunter that your resume is not to be sent out to anyone without your prior approval.

When your resume has been received, expect your recruiter to review it carefully. She may suggest making changes that demonstrate more clearly your abilities as they apply to the requirements of the open position.