

Recruiter Selection Guidelines

By: Dean Tracy

As you embark on a search for your next career opportunity it is important to develop a strategic plan and employ a methodical approach. This includes renewing and expanding your professional network to include appropriate recruiters.

Identifying recruiters knowledgeable of your industry and willing to take the time to understand your background and capabilities and take an active interest in you is essential. Remember, recruiters work for their Client companies and not for you. Target a few appropriate recruiters, approach them professionally and respect their time. The appropriate job requisition may not be on their desk today but may be tomorrow.

You may be approached by a recruiter wishing to discuss your career path and assess whether there is a fit for a search he / she may be conducting. It is important you assess the recruiter as diligently as the recruiter is qualifying you for an opportunity.

The following six tips should prove helpful in screening and qualifying their capabilities:

1. Market Focus

Ensure the recruiter has a strong presence in your specific market segment or discipline. If your target industry is contract manufacturing you do not want to engage with a recruiter whose primary focus is placement in the retail industry.

2. Industry Knowledge

Specific industry knowledge is an integral part of affirming the market disciplines of a recruiter. Understanding the jargon, acronyms and buzz-words for a specific industry will demonstrate the recruiter's degree of experience in your field. As you assess the use of any recruiter, check their market presence through online research and professional networks.

3. Client Awareness

The recruiter should be highly knowledgeable of the Client company. This includes market position, focus and recent changes in management or in the direction of the company. It is also helpful to understand how financially solid the Client company is and whether they are private or public. The recruiter should adequately understand the objectives of the position under discussion as well as the reason it has become available or is being created.

4. Appropriate Representation

If the position you are seeking is at the C level or Executive level you want to be confident knowing the recruiter is experienced with placement opportunities at this tier. Don't invest too much time in small talk with a recruiter that does not focus on your type or level of position.

5. Accountability

Screen any recruiter whom may have approached you to ensure you understand their relationship to the potential employer. Are they an in-house recruiter or have they been engaged on a retained search or contingency search basis?

Remember the recruiter works for the Client. It is in your best interest to ensure they adequately understand your value proposition and are able to convey it to the Client company. Your performance in the interview process will have a direct impact on their credibility with the Client. Keep them informed and included in any direct contact that you have with the Client.

6. Intuition / Gut-check

Go with it - It's usually correct! A "gut-check" is one of the most influential traits that you have in your make-up as you determine the compatibility of your working relationship with the recruiter as they represent you into your next professional opportunity.

If you take the initiative to embrace these simple guidelines in screening and selecting your recruiting agent, you will recognize greater results in your search efforts and it will become easy for you to open new doors of opportunity towards landing the job of your dreams!

Dean Tracy is a professional recruiter, public speaker and career coach whose personality and enthusiasm have inspired hundreds in the midst of their career transitions. Dean is based in Northern California and his emphasis is on placing and coaching professionals nationally. He also serves on the leadership team for one of Northern California's largest and most reputable professional networking groups, Job Connections and leads their annual Northern California Career & Leadership Summit. Contact him at Dean@DeanTracyJobs.com or www.DeanTracyJobs.com.

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