

Are You Being Recruited?

A Candidate's Guide to a Stress-Free and Successful Recruiting and Interview Process

- Don't waste people's time.

- If your qualifications do not "stack up" to the requirements, don't try and force your way into the competition. Refer others whom you might know. The recruiter will remember this and will look out for future opportunities which better match your expertise.

- Respond to the inquiry promptly.

- If you are not interested or if you know beforehand that there are some insurmountable objections (e.g. compensation, geography, relocation, family, etc.) let the recruiter know before any additional time commitments are made.

- If the position is outside your Industry, conduct some pertinent industry research.

- Conduct research about the company through the company's website, 10K's, 10Q, and other available sources. If you have an internal contact, get as much "inside" information as possible, including about the hiring manager and others with whom you will meet. Read the Position Specification carefully.

- Be prepared to anticipate questions.

- Be prepared to ask questions about the company, the position, their philosophy, objectives, etc.

- Be prepared to manage objections. You are not perfect! You need to know your weaknesses, especially those which the company has articulated in the position specification for which you have had little or no experience/expertise.

- Show interest! This is not a one-way street. The recruiter may have called you, but you need to express a keen interest in the opportunity, the company and the position. Also show interest by putting every effort into the scheduling of the interview. Cooperate.

- DO NOT use this opportunity as a "bargaining chip" to get a promotion or more money from your current employer. You may get it, but you might also alienate your employer and you will definitely lose the trust and confidence of the recruiter.

- Be prepared to enjoy the process. You are being recruited. Your marketability is being validated. This is a good thing. Relax and Have a good time!