

# 83 TIPS

for  
**Successfully Working**  
with  
**Corporate & External**  
**Recruiters**  
and  
**Headhunters**

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# INTRODUCTION

The job search process is not intuitive. You may think it's easy to get a job or that you should intuitively know how to get one. It's often not that way. Successfully partnering with recruiters and utilizing the internet to find a job are the two most efficient ways to get a job besides networking. Companies, Human Resource Departments, and Hiring Managers rely on internet recruiting and partnering with recruiters and headhunters to find qualified candidates because it saves them time and money.

This tips booklet is for the job seeker. It is particularly for individuals who have yet to realize the value in utilizing recruiters and headhunters, or are unaware of how much a recruiter and headhunter can help during this stressful and/or transitional time in your life.

The first telephone call that you will receive during your job search will be from a recruiter and/or headhunter who will present you with job opportunities and career options. Their goal is to find you a job or career that matches your core competencies and personality. They will ensure that your future employer/company's core competencies align with yours.

There is a Hidden Job Market beyond using sites like [www.linkedin.com](http://www.linkedin.com), online job boards on the Internet, and networking to get jobs. Recruiters and headhunters are very well connected and have access to positions and companies completely unknown to you.

This booklet represents the inside perspective, from recruiters and headhunters who have successfully placed thousands of people in jobs nationally for over a decade. Learn the value of working with recruiters and headhunters in today's job market through the information in these pages.

Use the most convenient contact method to inquire about customized and bulk purchases of this booklet and our other products and services.

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# GLOSSARY

## Corporate/Internal Recruiter

This is an employee of the company and/or an organization who works in the Human Resources department. They may be employed as a human resources generalist performing many functions like payroll, employee relations, and staffing, or is employed as a corporate recruiter and/or staffing specialist or even a sourcing specialist. Some internal recruiters are solely focused on staffing and recruiting. They usually work with 10-100 managers at one time. They can be recruiting and sourcing on 35+ positions at one time, talking to hundreds of candidates. They can be contract (hourly or part time employees) and/or permanent/full-time employees. Contract recruiters will tend to move around and work at various companies, working at each for a finite period of time as needed for specific hiring purposes. Companies can employ up to 50-75 full-time and contract recruiters at one time, depending on the company size and their search efforts.

## External Recruiter

This person can be employed by a company, a corporation, or be self-employed. They can work for a staffing and/or temporary agency, recruiting or executive search firm.

Most recruiters tend to specialize in permanent or full-time (direct hire), contract to hire, and contract positions. Recruiters use the internet, source referral candidates, and advertise to fill their positions. External recruiters can work with multiple hiring managers and companies. They are not exclusive with just one or two companies. They can work with 5-15 clients at one time. Sometimes recruiters can function as both salespeople and recruiters, working with the clients and candidates. If the recruiter is employed by an executive search firm they normally only work with few client companies, are focused in one profession or industry, and typically work with executive level candidates. They have specific

retained fee agreements in place before they start their search.

## Headhunters

Some headhunting and recruiting is similar. Headhunters usually get a “hit list” of names of candidates who may or may not be looking. These are called “passive or inactive” candidates and they usually don’t know a lot about the candidate before they call them. Calling employees that are employed and poaching employees away from their current employer in this way gives headhunters their name. They are usually associated with having expertise in a specific profession or industry. Their process of recruiting and finding qualified candidates is very different. They are not internal recruiters. They usually work for a search firm or have their own businesses and are independent consultants. A headhunter cold calls into companies all day and into the evening, having multiple conversations with employees in the same company. They are looking for specific types of candidates, usually at a much higher degree of industry knowledge and education. They are typically recruiting for executive level positions.

SECTION  
**1**

## RECRUITERS & HEADHUNTERS

### *An Important Part of the Hiring Process and Your Job Search*

**1 Realize that many people think recruiters and headhunters are the gatekeepers who are narrow minded and unable to help you inside your dream company.** They are actually your champions, advocates, agents of change, and talent brokers inside the companies you want to work at. They market you to hiring managers and executives and to all the right people.

**2 Build a relationship with them so they believe in you.** It will make their job easier to market you. They have a vested interest in your success. Sometimes it can take them up to a year to find the right candidate for a particular position. They also work on numerous positions at one time so they can find you multiple opportunities.

**3 Understand that some people think recruiters and headhunters get paid too much, rely too much on job descriptions, and are rigid, unethical, immoral, and rude.** Recruiters and headhunters are people too. They are, in fact, hardworking, kind, professional, and courteous. They are your friend not your enemy. They help you get a job. They can edit your resume and give you information to increase your chances in getting the right job.

**4 Let them do the work for you.** They can communicate your career story sometimes better than you can. The recruiters and headhunters want you to do well and get hired when you are the right candidate for the job. Their own job security and paycheck depend on getting people hired. Their job is to bring the most qualified candidate in the required /specified salary range and the quickest amount of time to their clients and hiring managers.