APPOINT HEALTHCARE

GETTING THE BEST FROM RECRUITERS

1

Choose your recruiter carefully

Our advice would be to ask around, do some research and choose your recruiter proactively, rather than just applying for jobs online and working with whichever recruiter happens to be at the other end.

It's important you have a reputable and experienced individual or firm backing you, as they will be representing you in the industry and providing you with important information and support.

2

Consider working with one recruiter, exclusively

Working with too many recruiters at once results in those recruiters competing for your attention. It can quickly become overwhelming and overbearing. It can also result in your reputation being tarnished, as multiple recruiters send your details to the same hiring managers. It doesn't look good on you.

Consider restricting the number of recruiters you work with, even if it's just for the first couple of weeks. Even better, choose a well-recommended or reviewed consultant on an exclusive basis.

They should work extra hard to help you, knowing that they have a far greater chance of placing you successfully into a role. If, after a couple of weeks, you haven't got what you were hoping for, you can always move on at that point.

3

Be honest and transparent

Give your recruiter the full details. Don't hold anything back. Cover your wants and needs but also think about where you want or need additional support. Which parts of your role are you good at and which bits might you benefit with some help on?

It will only help you in the long run, as they will have a better idea of what will and won't be right for you, saving you both a great deal of time.

4

Discuss your longer-term aspirations, too

Taking point number 3 a stage further, read your recruiter into your longer-term hopes and aspirations. Think two or three moves ahead, together. It may be that your recruiter has seen career progression, the likes of which you would like, before. At the very least, they may know where you'll get the help and guidance that will get you there the fastest.

5

Be open-minded

Occasionally, the best job out there and the job that you have in mind may differ slightly. You may have to bend slightly on one or two of your criteria.

A recruiter should be giving you this feedback, right through your recruitment process. From your very first call, the dialogue should be two-way. Should you be aiming higher, lower, further? Are you being realistic about travel time, salary, level of responsibility, working hours, training etc.?

With the right level of open-mindedness, you're on the right track to secure the best role that you can.

6

Work together as a team

Your recruiter knows the market well, but so do you. You have a different vantage point which can be valuable. You might already know where you'd like to work (or not work) but be unsure how best to secure a job there. Tell your recruiter. As much as you're expecting feedback from them, you must also be providing them with constant feedback.

7 Make use of your recruiter during the whole process

Your recruiter can do far more to help than just finding you suitable roles and making the introductions. They can make your life easier by structuring your communications at convenient times. They can help you with your CV and give you guidance on how to prepare for interviews. They will likely have specific information about companies that might prove useful at interview. If you're the type of person that gets anxious at interview, lean on them for help and support. Some recruiters are masters at putting your mind at ease, and can even aim to put you in front of a less 'scary' interviewer that they know of.

However, they can only help you with things if they are aware that you need some help. So make sure you ask for it where you need it.

8 Keep in regular contact

Job-seeking can be a competitive game. There are many occasions where a recruiter needs relatively quick responses, which will give you the best chances of success. Providing quick information and feedback also looks great to your prospective new employer.

Through quick communications, you'll come across as well-organised and interested in the role. Alternatively, if your recruiter can't reach you at the right times, that same hiring manager might get the impression that you are a less professional individual who isn't interested in the role or the company. Which of those two versions are they more likely to offer, or be tempted to push the salary higher for?

9

Be brutal with the truth

If it doesn't sound quite right, say so. Maybe you have a gut feeling about a company or you aren't entirely comfortable with the commute being suggested. Don't let it go unsaid.

It's like someone who goes for a haircut. When asked if they like it, they tell the hairdresser that they love it. But secretly they hate it. And then they might go outside and cry, because they are so unhappy with their hair. The hairdresser is powerless to help.

It's the same with a recruitment process. If you raise it there and then, there's a chance that something might be done about it before it becomes a waste of your time.

10

Give them useful feedback

Don't be afraid to tell your recruiter what you did or didn't appreciate throughout the process.

At Appoint Healthcare we love feedback, both positive and negative. Our motto is "Feedback is the breakfast of champions." It's the most valuable of communications and the best way that we can improve. Honest feedback should be welcomed, and only serves to make the process smoother still, if you decide to return to the same recruiter in the future.

11

Give them the bad bits, as well as the good

Understandably, many people would be tempted to keep certain, less positive information to themselves. But if you happen to have a skeleton in your closet, out advice is to let it out!

Let's say a jobseeker has a minor entry on their criminal record, from when they were a teenager. If not mentioned, the recruiter can't do anything to help you around the issue, and the fact that you didn't mention it might go against you later in the process. If you're forthcoming at the outset, your recruiter can manage this for you.

A hiring manager will often respect honesty and transparency. By being forthcoming and offering an explanation, you and your recruiter are maximising your chances of success. If it's left for the hiring organisation to make the discovery for themselves, it has the opposite effect.

Do's

- Give your recruiter as much information as possible
- Stay in regular contact
- Tell your recruiter how you like to communicate or when the best times are
- Give feedback
- Do what you agreed you would
- Be flexible where you need to be

Dont's

- Agree to things that you don't want to agree to
- Say something sounds good, when it doesn't
- Hide any closet skeletons
- Work with too many recruiters at once (usually as a result of applying to too many jobs at once)
- Potentially damage your reputation in the marketplace by disappearing into the darkness
- Accept substandard service. There are better recruiters out there. Work with them instead.