

Working with Recruiters Checklist



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

RESEARCH	
<input type="checkbox"/> Recruiters In My Field	I've researched recruiters in my field and identified the reputable ones I want to work with.
<input type="checkbox"/> Search Firms In My Field	I've researched search firms in my field and identified the reputable ones I want to work with.
<input type="checkbox"/> Referrals From Others	I've talked to others about which recruiters and search firms they have successfully worked with in the past.
<input type="checkbox"/> Job Boards	I've used job boards to identify recruiters and search firms that are active in my field of interest.
CALLING/ MEETING	
<input type="checkbox"/> Introduction	I have prepared and practiced my introduction, describing who I am and what I'm looking for.
<input type="checkbox"/> Resume	I have a current resume that I am prepared to send out immediately.
<input type="checkbox"/> Questions & Answers	I have prepared a list of questions to qualify the recruiter. I have also prepared answers to common recruiter questions.
<input type="checkbox"/> Deportment	I have a good attitude when dealing with recruiters. I also look and act the part, keeping professional at all times.
<input type="checkbox"/> Candor	I'm open to speaking candidly with the recruiter about a number of issues, including compensation.
<input type="checkbox"/> Availability	I'm willing to make myself available to meet with recruiters and their clients.
PROCESS	
<input type="checkbox"/> Timing	I understand that time is of the essence in the hiring process, so I will conduct myself in a timely matter. I also understand there may be delays, so I'm prepared to be patient.
<input type="checkbox"/> Follow Up	I am prepared to follow up appropriately and in a timely manner.
<input type="checkbox"/> Negotiation Checklist	I have made the recruiter aware of my flexibility around the job offer, which items are “must haves” and which are negotiable.
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	