

# Working with Recruiters

## Top 10 Mistakes

ReadySet  
**HIRED!**

10 Easy Steps  
to get the  
Job You Want!

www.readysethired.com · info@readysethired.com

- 1. Not doing your homework.** Be sure to spend some time up front researching recruiters and search firms. You want to pre-qualify them to determine whether they are reputable and whether they work in your field of interest.
- 2. Lying.** Don't compromise your reputation by misrepresenting yourself to a recruiter - you will eventually be found out. Any small benefit you think you may gain now will result in a great loss throughout your career.
- 3. Working with a single recruiter.** Don't limit yourself by working with only one recruiter. Having more than one recruiter contact will ensure you greater access to suitable opportunities.
- 4. Working with too many recruiters.** Be cautious when working with too many recruiters. You don't want multiple recruiters to present you to the same employer for the same position - this kind of conflict can undermine your candidacy.
- 5. Being unresponsive.** Respond to recruiters even if you're not interested in a particular position put forth to you. You never know what opportunity they might have for you in the future, so keep the lines of communication open.
- 6. Pestering the recruiter.** You want to be politely persistent without becoming annoying. Recruiters are busy professionals - don't waste their time. Keep your communications appropriate, and they will be more responsive.
- 7. Being demanding.** Make requests, not demands. The impression you make on the recruiter will be reflected in your candidacy. After all, the recruiter is in a position of influence with the client. Always remain professional and courteous.
- 8. Bypassing the recruiter.** With the exception of sending a follow up thank you note after the interview, do not contact the employer directly. If you have any questions or concerns, ask the recruiter to liaise on your behalf.
- 9. Not articulating your expectations.** Don't expect the recruiter to negotiate in your best interest unless you make them aware of your expectations and must-haves. Making your position clear will help them help you in the negotiation.
- 10. Thinking that the recruiter works for you.** Make no mistake - the recruiter works for the client, not for you. They are paid by the client to find suitable candidates. You are an important stakeholder, but you don't call the shots.

[http://www.readysethired.com/chapters/chapter4/top\\_10\\_mistakes.asp](http://www.readysethired.com/chapters/chapter4/top_10_mistakes.asp)