



Recruiting Etiquette – How to Successfully Work with Your Forrer Recruiter

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You've made the right choice in selecting Forrer & Associates for professional counseling. Research indicates that the most successful professionals – those with jobs in which they excel – got there by keeping abreast of the job market through ongoing relationships with firms such as ours.

Now that you are ready to pursue a new opportunity in the marketplace, we'd like to get to know you as a candidate. To do so, we ask that you send a confidential copy of your C.V. (curriculum vitae or resume) to a Forrer recruiter and also schedule a time to meet with us in our office. At that time, we'll discuss your work experience in detail and review the results of your 5 Star Assessment, an exclusive Forrer worksheet that identifies your professional preferences. To become a candidate with our firm, this meeting is mandatory because it better prepares us to represent you to our clients.

Pursuant to our meeting, we will send you an e-mail confirming the day and time of the 1 hour appointment, directions to our office, and a link to our on-line forms. To make the most of the meeting, we ask that the forms be completed and e-mailed to us 24 hours prior to the scheduled meeting.

How Forrer & Associates caters to your needs

For a smooth working relationship, we find it helpful if you have an understanding of how our firm provides assistance to candidates and fills open positions to satisfy our clients' needs. We always strive for a win-win situation for both our candidates and our clients. Knowledge of the following terms is beneficial in understanding our services:

Candidate: An individual personally interviewed by Forrer & Associates with confirmed background information who is ready for placement at one of our clients.

Candidate recruiter: A recruiter that has initiated the relationship with a candidate interested in making a career change. The candidate recruiter is the person who personally meets with the candidate.

Client: A company that hires our firm to find a candidate for an open position.

Client recruiter: A recruiter that has obtained a job order from an existing or new client.

Contingency Search Firm: A firm that does not charge a fee unless the client hires one of the firm's candidates. The client pays all related fees.

Job Order: A position that a client has engaged Forrer & Associates to fill.

Send out or Interview: An interview set-up between our client and our candidate.

Recruiters represent clients and candidates, with variables

It is also important to understand how the different recruiters in the office work together as a team. You will be the candidate of the specific recruiter (candidate recruiter) that initiated the relationship with you. It will be that recruiter's responsibility to present to you all of the firm's opportunities that fit your profile.

Some of these opportunities will be with a client that is managed by your original Forrer recruiter. In that case, you will work with your original recruiter during the entire recruitment process (from resume submission to interview, offer and follow-up). In this situation your candidate recruiter is also your client recruiter.

However, it is likely that clients of other Forrer recruiters also have openings for which you would be a good candidate. In that case, you will be referred to other Forrer recruiters (client recruiters) representing particular clients, who then become your lead contact for the specific positions. It can be confusing, which is why we want to make you aware of this situation.

Your Forrer client recruiter provides the following services:

- Submit your resume to the client
- Provide you with weekly feedback regarding the status of the position
- Schedule all interviews with that client
- Prepare interview itineraries for you
- Assist with interview preparation
- Debrief with you after each interview
- Negotiate an offer

What happens to your original recruiter?

Your original recruiter is kept apprised of your resume submissions, interviews and offers and still serves as your internal consultant, taking a behind-the-scenes role. Upon placement, both your original recruiter and the specific client recruiter will be compensated equally for assisting you.

Forrer & Associates – We make our relationship work

The recruiter that initiated the relationship with you will notify you of opportunities that fit your skill set as they arise. The recruiter will call you to discuss pertinent information and will also keep you apprised via e-mail. At that time, the candidate recruiter will let

you know which recruiter is managing that client relationship. We will not submit your resume without your prior consent. Therefore, it is paramount that you return our phone calls and e-mails promptly. We will only submit your information with your verbal consent, which will then be confirmed via e-mail.

If our client would like to meet with you, the client recruiter will act as a liaison between you and our client and will schedule the interview on your behalf at a time of mutual convenience. Once we have received interview feedback from both you and our client, we will contact you with information about how the client wishes to proceed.

Prior to all interviews, the client recruiter will provide you with an interview itinerary, interview tips, and the information you need to prepare for the interview on your own. It is imperative that you research the company and read all information that we forward to you. At your discretion, the client recruiter will meet with you to help you prepare for the interview with role playing and a mock interview. If the interview process progresses to the offer stage, our client will make the offer through Forrer & Associates. The client recruiter will continue to act as a liaison during the negotiation and acceptance phases of the offer.

Once you have accepted an offer, the client recruiter will continue to be in contact with you once a week until you officially start at your new employer. This helps ensure that any contingencies to the offer, such as drug screen, pre-employment physical, criminal check, etc., are being cleared as quickly as possible. The client recruiter will then follow up with you 90 days after your start date to make sure things are going well during the transition. Your candidate recruiter will continue to stay in touch – usually two to four times per year – to maintain an ongoing relationship. You are invited to call us if you have any questions, concerns or want to change positions in the future.

What you can do to assure a successful relationship with our firm

We put our best efforts into helping you excel professionally, but are only able to do so if you provide us with the following:

- I. Honesty and no surprises
 - A. Multiple offers – Keep us updated about the status of any other offers outstanding and/or accepted.
 - B. Let us know where your resume has already been sent. We cannot represent you to our clients that have already received your resume from another source, including direct submissions via the Internet. Do not submit your resume to a client to whom we have already sent it, even if it is for a position other than that directly presented to you. We have included a Forrer exclusive tracking template for your use.
 - C. Inform us of any of the following changes: skill set, compensation, or contact information.
 - D. Inform us about any change in the urgency of your search.

- E. Inform us of potential negative reference checks, credit checks, background checks, etc., so these matters can be handled proactively.
 - F. Return our phone calls and e-mails within three hours. We will not call you unless we have an opportunity to present to you or to schedule an interview, so promptness is imperative.
- II. Immediate interview feedback
- A. Call within 45 minutes to one hour after your interview to let us know your impressions.
 - B. If we do not hear from you within one hour after the scheduled end of the interview, we will assume you are not interested in the position and will communicate such to our client.
- III. Be decisive. Don't vacillate. Accept or decline the offer within the timeframe stipulated by the client.
- IV. Provide referrals. There are two types of candidates we have an interest in moving forward:
- A. Those that excel and are actively looking to make a change
 - B. Those that excel but are not actively looking to make a change

Now that you know what to expect from a working relationship with Forrer & Associates, we want to be your professional counseling firm of choice for the best career moves now and in the future. Our goal is to build long-term successful relationships with our candidates and clients.