

## TIPS FOR WORKING WITH EXECUTIVE SEARCH CONSULTANTS

### Getting on the Radar Screen of Executive Search Consultants

- Know who the top search consultants are in your industry – network with colleagues who have made changes and ask who they work with
- When a project you have been managing reaches a high level of success, send out a brief email noting the success to your key search consultant contacts – a great way to subtly get your name out there
- When you update your resume with significant career changes, email an updated version or resubmit it to career management databases that you are a member of – even when you are not seeking a new role
- Always return a search consultant's call or email, even if you are not interested in the position. Apart from being courteous, you may know someone you could recommend for the position, thus building a positive relationship with the consultant that may be beneficial in the future

### Working with Executive Search Consultants

Before meeting in person, the search consultant will require some information regarding your qualifications in order to assess whether you are a good fit for the position they are searching for. These are examples of what information might be asked of you:

- Are you at the right level for the position? What is your current position and the department or functions that you manage. How many people report to you? What do the people who report to you do? How large is your department in terms of revenue and budget?
- Do you have the right kind of experience for this position? Offer a brief chronology of your career, education, key positions, major career accomplishments and compensation history
- Can the client offer you competitive compensation? What is your current compensation range, your base salary and other incentive compensation?
- How interested are you in considering a new position? How long have you been with your current company? How do you feel about your current responsibilities, compensation and pace of advancement? State type of company and role you would most like to work in and whether you have considered a career change recently or are willing to relocate