



DEALING WITH EXECUTIVE SEARCH FIRMS

WORKBOOK



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The best way to build a relationship with an executive search firm is to help them before you need them. Refer their jobs or help them find a candidate, and they will be loyal to you.

- Getting to know a firm before a specific search:
 - Get someone who knows the search firm to recommend you get to know them via email
 - Subscribe to the firm's email list
 - Apply for one of their searches, even if its one you do not want, this has several advantages:
 - You will learn their process
 - If you are easy to deal with, you will make a good impression on them, and they will "think" of you for future searches
 - Have a "helpful" attitude
 - If you are contacted about a search you do not want, help the search firm out by giving them some names of people you think of they should contact
- Interacting with a search firm during a specific search process:
 - Ask the search firm to tell you how their process & timeline work, so you know what to expect and when
 - Be honest with the search firm about any problems in your background which might be revealed via a credit, criminal, or reference background check
 - Keep your resume to 2 pages (1-page front and back) if you have 10 years' experience or shorter or 4 pages (2-pages front and back) if you have more than 10 years' experience
 - Do not ask questions of too much detail until you advance to the in-person interview round

- Be as helpful to the search firm as they are to you
- Try to put all your questions about a job into 1 email so the search firm can respond to 1 email rather than sending many questions separately
 - Do not ask but 1 or 2 questions before you are a finalist
 - Once you are a finalist, ask no more than 10 questions
- Keep your word once you agree to do a step in the process
 - You can always withdraw during the process or at the end, but once you have agreed to an in-person or video interview at a specific time, we advise you to keep your word and go through with that step of the process
 - Only withdraw at times where you have yet to commit to a specific date and time to do a part of the process
 - Once you are offered a job, feel free to turn it down and withdraw at any time
 - Once you agree to a specific time for a video or in-person interview, other parts of an agenda for the search committee are built around you, so if you withdraw a huge gap can then be created in the schedule embarrassing the search firm
- Remember, the search firm does not get the final decision on who to interview or hire, so do not hold this decision against the search firm as if you lose your temper with the search firm, they could be hesitant to put you into future searches
 - Do not confront the search firm nor the search committee in a hostile way after the decision is made

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