

How Recruiters Find You

1. Have an updated resume on file with them. If you are visiting their city, try to get an appointment to meet with them just to “put a face to the name.”
2. Be active. Recruiters keep track of the names they see.
So:
 - Serve on committees for professional organizations
 - Write by-lined articles
 - Speak at conferences, meeting, etc.
3. Maintain a network. Correspond with your counterparts in other corporations. Develop new contacts that, in turn, can lead to still more contacts. When recruiters call people, they will/can refer you.
4. When your name appears in a directory, try to make your title as functional as possible—i.e. Vice President, Marketing Communications or Manager, Media Relations.

Recruiters work by networking. By getting your name out, you are putting yourself in front of the recruiters.

When a recruiter calls, try to be helpful. Understand that networking is important for them. If the job is not of interest to you, it might be to someone else or you may know of someone who is in a better position of “knowing people.” If you don’t feel comfortable giving out someone’s name, tell the recruiter you will check with a few people and let the recruiter know positively or negatively.