

For candidates

The golden rules for a collaboration with headhunters:

The search for suitably qualified top employees is often just as long drawn-out and tiring as it is trying to find a job. It's a good thing that there are professionals to do this work. But how should you behave when approached by a headhunter or what can you do to attract the attention of a headhunter?

Contact

You should seek contact to a headhunter when you are not in immediate need of his help. On the one hand, this is active networking, on the other hand, you have already established contact and can then call upon it when required.

Call

The headhunter will call you at work: Do not panic, please! We do not want to shock anyone! This call is mostly concerned with initial information to explore your desire to change. Give your mobile or home telephone numbers for a call outside working hours and give your private e-mail address so that the headhunter may send you initial information regarding a position before further talks are held.

Why ME?

The reason why the headhunter has chosen to call you of all people will not be answered! Either the headhunter has been alerted directly to you as a result of your good performance, or he is looking for someone who has precisely your specialist know-how and qualifications. You should by all means find out if the headhunter has an exclusive and therefore concrete search mandate or whether he simply wants to fill up his databank.

Headhunter vs. employment agency

How can a candidate tell the difference between a headhunter and an employment agent: The headhunter does not promise you anything, but rather carries out exactly what has been agreed upon in the personal discussion. The personnel broker makes a lot of promises to keep your expectation standpoint up high and normally does not deliver what was agreed upon. The headhunter fulfills a service for his client and is not interested in the ‚sale‘ of your application dossier. The agent, on the other hand, is. The headhunter only contacts you and gives you information about a position if he has been given the assignment to do so by a company.

Approach

A headhunter will not swamp you with job offers, but rather he acts in a sequential and pragmatic manner. He will, for example, only give information about his mandates to those candidates he knows and is certain that, on the one hand, they fulfill the requirements and, on the other hand, their interest in changing jobs has been expressed. He is their interface with far-reaching influence in the hidden job market.

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Interest

Show your interest in the job offer presented by the headhunter: When the first contact has been made, that is, in the initial phase, you cannot possibly know if this challenge is ideally suitable for the improvement of your professional as well as financial advancement. Maintain some playing room by saying, for example, : „I am very satisfied with my present job and position, however your job offer interests me.“ In this way, you keep the headhunter’s interest, without making any commitments.

Who is the client?

A question regarding the name of the client will not be answered by the headhunter in the initial phase of recruitment. The name will be made known to you as soon as it is clear to the headhunter that you are a real candidate for this new challenge. A professional headhunter can, without mentioning the name of the company, give a detailed outline of the position on the market and other special characteristics of his client as well as the requirement profile of the candidates sought after. What is important: Your questions about the work, area of responsibility and scope of duties are even welcome.

How do I position myself als candidate

Explain, that is, tell the headhunter about your present scope of duties and your expectations of a new position. Be prepared that you will be asked relatively quickly about the salary you want to receive. The headhunter wants to know the salary level at which you would consider changing your job.

Personal interview

The headhunter will suggest a personal meeting when the initial discussion was positive for both parties. You can take your time, think the job offer over before you agree. When you agree to a meeting, the headhunter will ask for your complete application dossier.

Personality

Be prepared that the headhunter will want to ask you questions concerning not only your professional knowledge and skills but also your personal situation und capabilities.

Appearance

Your appearance, that is, your presentation and personality are important: Arrogance and self-importance have not place here. The headhunter is your interface to a new and – often – better position. The headhunter decides whether he will put you in contact with the company or not.

Confidentiality

The application dossier which you have sent to the headhunter may be requested back at any time. If you have sent your dossier electronically, you may request that the files be erased. Your wishes will be immediately complied with.

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Positioning vs. negotiation

When you meet with the headhunter's client, the headhunter organizes the meeting and remains a part of the recruitment process up until the final decision. It would be wrong at this point if you wanted to re-negotiate agreements (e.g. salary) which you have already made with the headhunter. This would get you thrown out of the recruitment process.

Guaranty

Bear in mind that the headhunter is not a guarantor of a new job. His client is the company and never the candidate.

Thank you for your attention!

Humanquest AG