

GET THE JOB

How to Work With Recruiters

Building Productive Relationships With Hiring Professionals

Recruiters can be powerful allies in your job search — if you know how to collaborate with them. Whether you're working with an agency or connecting through a company directly, understanding how to navigate the recruiter-candidate relationship can help you find better job matches and move through the hiring process more smoothly.

BE HONEST AND CLEAR ABOUT YOUR GOALS

Recruiters aren't mind readers. To help you effectively, they need a clear picture of your skills, goals and preferences. Be honest about what you're looking for in your next role, including salary expectations, ideal work environment and long-term career aspirations.

Keep your résumé updated and be prepared to explain any career changes or gaps. If you're applying to multiple roles, let them know — transparency builds trust. Remember, a recruiter's goal is to find the right fit for both you and the employer. The more they know about you and what you provide, the better they can advocate on your behalf.



© ADOBE STOCK

COMMUNICATE PROFESSIONALLY

Job searches often move quickly, so respond to calls and emails in a timely manner. If you're no longer interested in a role or have accept-

ed another offer, say so politely and promptly. It saves everyone time and leaves the door open for future opportunities.

Treat every conversation with a recruiter as part of the interview process. Being

polite, prepared and respectful reflects well on you and reinforces your professionalism. It also increases the likelihood that they'll think of you for future roles that match your background.

Recruiters are more than

just gatekeepers — they're connectors, advocates and guides. By being honest, responsive and professional, you can build a relationship that helps you land the right job faster and more confidently.