

Bloom, Gross & Associates
The Executive Search Source

625 North Michigan Avenue • Suite 200
Chicago, Illinois 60611
Ph: 312-654-4550 • Fax: 312-654-4551
www.bloomgross.com

TIPS FOR A SUCCESSFUL SEARCH EXPERIENCE

Be honest and up front

Don't burn bridges

Share accurate salary expectations

Consider us as a partner

Communicate through us

Be on time

Keep us informed

If applicable, bring a portfolio

Be honest and up front

Communicate through us

Give us detailed feedback

Consider us as a partner

Be honest and up front

Keep us informed

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WHAT WE EXPECT FROM YOU...

- **Consider us as a partner** in the job search process. We can help you; and you can help us.
- **Be honest and up front** about your employment history and your reasons for making a move.
- **Share accurate salary expectations** and anticipated performance review dates. Let us know about expectations regarding vacation time, benefits and any special “extras” you are looking for. Please don’t wait until the final stages of negotiations to bring up these issues.
- **Keep us informed** about companies you may have independently approached and the status of those contacts, especially if you are expecting an offer. This may help us to negotiate the best offer for you from our client.
- **Let us know** if you are working with other recruiters and where they have presented your resume.
- **Communicate through us** or check with us before directly contacting our clients. We need to be kept in the loop to facilitate the process.
- **Be on time** and dress appropriately for interviews. If you can, don’t wait until the last minute to cancel or reschedule. Be as flexible as your schedule will allow.
- **If applicable, bring a portfolio** or samples of your work to illustrate your experience in tangible terms to all interviews.
- **Give us detailed feedback** on interviews in a timely manner and share your feelings about moving forward with the process.
- **While it is tempting** to “test the water” to see how marketable you are, it is best to not take part in the interviewing process unless you are truly interested in the job.
- **It’s bad form** to accept out-of-town trips for possible relocations if you don’t really think you’ll move. Let us know about professional and personal roadblocks well in advance of a job offer.
- **Don’t burn bridges.** You never know when it will come back to haunt you.

WHAT YOU CAN EXPECT FROM US...

- **Your recruiter will listen** to you and treat you with respect.
- **We will keep your candidacy** and all of our dealings with you confidential.
- **Your resume will not leave our office** without your permission.
- **We will return your telephone calls** in a timely fashion.
- **We attempt to thoroughly understand** our client’s job requirements and will only present your credentials on a job where there is a good fit with your background or level of experience.
- **We will assist you** with preparations for your interview(s) and offer guidance and advice on how you can be most successful.
- **Your recruiter will provide** you with feedback on your performance during the interviewing process.
- **We will assist you** with salary negotiations and give you a fair and honest appraisal of what we think you can realistically command.
- **Once you are in your new position**, know that we are there to help you make a smooth adjustment. Call us for advice or just to share how things are going.

WE WORK ON BEHALF OF THE CLIENT COMPANY AND THEY PAY OUR FEE.

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Share accurate salary expectations

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