

By the Author of THE PANIC FREE JOB SEARCH

HOW TO GET A

HEADHUNTER

TO FIND YOU AN

\$85K⁺ JOB



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*Includes information on the North American Directories of
Recruiters, Search Firms and Employment Agencies*

Contents

Being a lighthouse	3
Why you need to be cautious about working with headhunters	3
The importance of being an “A” player	5
How to be viewed as a Superstar?	6
The key to never ever having to look for another job again	6
Get a Headhunter interested in you by being a partner	8
How to respond to a headhunter?	9
What makes you stand out and what can and will you do for his client	9
Be Realistic, Flexible, and Demonstrate Your Integrity	11
Distinctions between Recruitment Process Outsourcing Providers, Search Firms, and Employment Agencies	12
Working with an employment agency	13
Job Search Coach	13
Working with Recruitment and Search Firms	14
Contingency Search	14
Retainer Search	14
Container: Hybrid contingency/retainer search	14
The downsides of contingency search	15
Your job search sabotaged by recruiters	15
Integrity the cornerstone to strong recruiter relationships	16
Now Go and Be a Lighthouse	16
Professional Branding - Get Found, Get Hired	16
About the Authors	18
North American Directories of Recruiters, Search Firms and Employment Agencies	20
Glossary	20
Notes	20

Be a lighthouse

Headhunters can be a huge benefit to your career especially if you are a top performer, however, they can also negatively impact your career. Is using a headhunter always a good strategy? Answer: It may not be. According to CareerXRoads¹, 3rd party agencies account for less than 6% of all hires. So is it



worth devoting a large portion of your job search strategy and time to headhunters in order to get hired or advance your career? Before you do, keep in mind that in order to attract headhunters, you need to quit thinking about job search as you being *the search light* but rather you being *the lighthouse*, confidently standing and attracting headhunters as well as employers to offer you jobs. The bottom line is it's all about being found. Your next logical question is: How do I become a lighthouse? Hang in there, I will get to that but first, more on headhunters and deciding how headhunters fit into your job search or career management plans.

Why you need to be cautious about working with headhunters

If you have sent your resume to headhunters they may be hurting your chances of landing a job more than helping you get hired. Sure what I am about to share with you will make me unpopular with other headhunters but you need to know the truth so you can move your career forward.

Before I show you how to leverage headhunters to get hired, you need to understand the *inside secrets* of the industry. Contingency headhunters are competing with the Human Resources (HR) Staff at their client companies. This competition is even greater when the unemployment rate is high during a severe recession or during times of economic upheaval. These HR folks are fighting to keep their jobs also and in order to *justify their employment and keep their jobs*; they are working harder at filling their own job requisitions through their own efforts.

These companies and their HR departments generally do not want to pay a fee to a headhunter in the best of times, and much less in the worst of times. Why is this so?

For these major reasons:

- Headhunters charge fees of between 20% - 35% of first year's starting salary or compensation. For example a new employee who is placed at \$100,000 in annual salary, the fee would range between, \$20,000 and \$35,000. You may think this is a lot of money but believe me, good headhunters earn every dollar.
- HR employees are seeking to stay employed and they need to justify their position as mentioned. If they rely too much on outside headhunters, they are viewed as being incompetent, the companies may just decide their positions are no longer required, and hire outside headhunters or consultants on an *as needed* basis. For this reason, if HR staff receive your resume from a headhunter, they may toss it aside and not have you considered. Presenting you to the hiring manager may make them look incompetent since they were unable to find you on their own. Many times they will only present the resumes they have accumulated through their own efforts, or from the company database. They are in fact only using the headhunter as an emergency backup.
- If the company receives your resume from a current headhunter representation and you applied to that same company on your own or through another headhunter in the past, it may also toss you out. The company representatives do not want to get into a fee dispute or possible litigation should they hire you. In most cases, they just toss you out of the running to avoid any potential problems at a later date.
- Headhunters are typically specialists in their field; that is, they recruit and present the right/perfect candidates for the position they are recruiting for. HR professionals are typically generalists, and rightly so, they cannot be expected to understand all specialties within their company. For example, a life science instrument company can have many specialties, which include - software, hardware, firmware, mechanical design, optics, robotics, chemistry, biology, cell biology, proteomics, finance, operations, sales, and supply chain to name a few. Having received a perfect resume (yours), from a specialist who knows his stuff (the headhunter), HR reps may now exploit your resume as a *perfect template* to search their company database for similar candidates. Once they have the "right candidates" from their database, your headhunter submitted candidacy is, unfortunately, dead.

Make sure you ask the headhunter to seek approval from you prior to submitting your resume to any company. You do not want the headhunter plastering your resume to every company in your field because the repercussion mentioned above may result in you being blocked out from ever being considered by a particular company.

In many search firms like my own, it is a common a practice to have a written agreement with the job-seeking candidate. The agreement gives our team the authority to represent candidates within specific parameters therefore avoiding any representation disputes with the candidate, client companies or another search firm.

The importance of being an “A” player

Most companies are only interested in paying a fee for “A” players. In the headhunting industry, “A” players are usually defined as the professionals who are top performers in their job or career. How are “A” players defined: typically between 25- 45 years old, showing a track record of continuous promotions, are ambitious and are not looking for a job, in fact they need to be pried out from a competitor firm by the recruiter*. Other agencies depending on their area of specialty may define an “A” player differently. For example, a recruitment agency that specializes in placing *gray workers* may be seeking 55 years plus candidates with good track records.

Finding “A” players really does matter. This is what my International Advanced Technology Recruitment firm, ADV Advanced Technical Services Inc., specializes in. We use a proprietary system we call “Top Grading for A players” (we only conduct retained searches today for select clients). Still not convinced, consider the following: “Alan Eustace, from Google contributed to the focus on top performers when he calculated that top engineer hires were worth *300 times or more than the average hire.*”² If you do not rank in the “A” area, the probability of actually getting hired through a headhunter referral is low. You may get many interviews through a headhunter, but no offers. Nothing is wrong with you, in fact, had you found the job on your own, the company reps probably would have hired you but because they are paying a fee to fill this position, they want someone who walks on water to fill the job.

Now you know the perils of using headhunters, they can actually hinder your chances of getting a job. With the above in mind, do remember many headhunters are extremely proficient, so it makes sense to use them selectively and it also helps if you know how to properly care and feed them.

* *recruiters and headhunters are used interchangeably in this book*

If you are not viewed as a superstar yet, there are ways of changing that by using the power of *ProfessionalBranding to create your identity, establish your cred, promote your reputation, and engage and attract other professionals and employers –it is now time to show you how to be the lighthouse.*

Developing a ProfessionalBrand is about career management, it is not a one-off endeavor but rather a continuous pro-active career management best practice regardless if you are unemployed or employed. Establishing the *professional you* online is much more than a LinkedIn profile.

The key to never ever having to look for another job again

Your powerful ProfessionalBrand, which is described in great detail in the book [The Panic Free Job Search](#), is the key to unlocking the *New Job Search* and when you do, headhunters and employers will be able to find you. You will show up on their desktops and be contacted. How is this possible, you ask? Job search on the Internet used to be about applying to advertisements on job boards and employer sites, and of course emailing resumes to hiring managers, the *click, send and hope* approach. According to an article in the Wall Street Journal, March 30, 2015, Jobs Find Workers, Not The Other Way Around, SF Fed Paper Finds³. Here are some key points from this Michael S. Derby's insightful article:

- “Many people find jobs without ever reporting actively looking for one. This implies that, rather than them finding jobs, the jobs actually find them,” write Carlos Carrillo-Tudela, Bart Hobijn, Patryk Perkowski and Ludo Visschers.
- The researchers observed that in the data, “roughly three-quarters of job switchers did not report having looked for a new job,” adding “workers who switched jobs seem to have been actively sought out and recruited by their new employers.”
- Put another way, applying to want ads may be futile, and the report says that applies to job searchers with and without jobs. “The bulk of job-to-job transitions do not adhere to the usual interpretation of the labor market matching process in which employees actively seek out job openings posted by employers,” the authors said.
- So how are people getting jobs? Referrals or direct contacts by firms looking to hire, the researchers wrote. “Poaching,” or firms raiding one another for workers to do similar jobs, also appears to be important in getting new work.

- The San Francisco Fed report cites existing research that shows 42% of hires happen at firms that didn't report vacancies.

Although the method of applying for a job by finding online postings or emailing a resume to a target still works but to a much lesser extent, all are based on conveying your message through the confines of the traditional resume and in some cases the cover letter. The traditional resume does a poor job of telling the story of who you are. Employers will hire you only if they like you, get to know you, and trust you. The Web offers the perfect conduit for giving employers and headhunters all the information they need about you.

The Web and social networking provide the opportunity to promote the message about whom you are as a professional in a multimedia-rich way that is engaging and captivating to employers and headhunters. These advances in technology are powerful tools you can use to influence the professional opinion others have of you, including peers, employers, and headhunters. The professional opinion others have of you is a causal factor for headhunters and employers to act on and make you an offer when making hiring decisions and social media is the perfect tool for providing this critical input.

Your ProfessionalBrand is the sum total of everything you say or do, what others say about you, and the opinion of you as a professional that can be found on-line⁴.

Your ProfessionalBrand is capable of delivering a positive engaging message 24/7 in ways that influence headhunters and employers that a static digital document cannot achieve.

It is critical that your professional branding is done correctly. Regardless if an employer or a recruiter finds something or they find nothing about you online they will form an *opinion of you* and that will become your ProfessionalBrand so why not influence the *opinion of you*. If you want to find out more about this critical process to career management and job search, presented in a step by step format, you can pick-up a copy of [The Panic Free Job Search](#), as a [kindle](#) /kobo version or as a [paperback](#) or [audio](#) book. An alternative to my book is this good book [Reinventing You by Dorie Clark](#).

You will learn step by step on how to build your identity and promote a powerful ProfessionalBrand that gets you found and hired *because as I mentioned previously the SF Federal Reserve article concluded that nowadays applying to jobs is futile.*

Get a Headhunter interested in you by being a partner

If you cannot call yourself an “A” player yet, you need to create your ProfessionalBrand and while you are doing this you can still get a headhunter interested in helping you out by being his/her partner.

Headhunters are always looking for other professionals to point out the “A” players to them. You know a lot of people and you know who is good or who stands above the crowd. Headhunters want a professional who is in-the-know to point these “A” players out to them. You can recommend your competitors who are top performers, this way you are removing these top performers from blocking you from a job you covet at your company or at a competitor’s company. You can also point out the *stars*** from other areas of your industry, specialty, or occupation that does not directly compete with your area of expertise. The more *stars* you point out the better you look because by doing so you are now viewed by headhunters as a *star* because of the scientific and universal law you recognize from your childhood, “it takes one to know one.”

If you become a source of information or a source of referrals and you provide leads to your friendly headhunter, then it stands to reason that *your time* will come when you can ask for a favor. When you have proven yourself as a reliable source it is time for you to say to the headhunter, “What about me Mr./Ms. headhunter – I have been helping you out and I understand that you can’t place me, you can, however, help me by giving me insider information and contact names of employers and decision makers I can approach on my own.” The relationship must be a give and take so if the answer from the headhunter is no, find another headhunter. You may also be able to supplement your income because many headhunters will offer you money for the referrals they place. Be the *go to person* for referrals and you will have headhunter friends for life. Exploit your efforts to move your agenda forward, for example: if you go to a job interview on your own (not through a headhunter) and you don’t want the job, call your headhunter partner up with the lead, and give him/her the information, company, and contact name of the person that interviewed you plus the inside scoop on what the company reps are looking for and your headhunter partner can now go and pick up the job order, place someone and make some money. This way you are properly caring and feeding your headhunter. Don’t be afraid to ask for a favor for your great leads. If you *give* then a good headhunter will bend over backward to help you. I know, I ran an award winning international search firm for over 25 years and I have had many career professionals as partners and I always rewarded my partners.

***star and an “A” player are used interchangeably in this book*

I called them *wizards* because they were able to spontaneously create money for me by pointing out the *stars*. Now that you have scratched a headhunter's back ask him to do some pro-bono work for you and place you. By charging no fee to his client "your potential new employer," he has a much greater opportunity of getting you a job than if he charged his client for the service. Just remember, the headhunter has gained a lot of money by placing the referrals you sent his way, do not be afraid to cash in your chips.

How to respond to a headhunter?

When you do get a call from a headhunter and you feel good about the opportunity and the headhunter then you should know the proper protocol to follow. If a headhunter approaches you through email or by phone, follow up with a polite no if you are not interested in considering opportunities. You may find the call or email annoying or intrusive at the time, but you never know when you may need his services. Offer referrals for the position if you can; the goodwill you demonstrate will pay off for you with the headhunter in the future. If you are interested in being represented by the headhunter now or in the future make sure to provide him with the right information about you to guide him.

Use the following as a structure to provide the information the headhunter will need. (You can also use the same structure when sending in a resume to a recruitment company on an ad-hoc basis.)

What makes you stand out and what can and will you do for his client

Provide your Sustainable Competitive Advantage⁵ (SCA), your *value*: what results or transformations you bring about, your major competencies and at least one *Wow* accomplishment that proves your *value*. What results will you provide for the employer and what transformation to the company, division, department, or customers can the employer expect? What specifically can you do for a new employer? (Not only what you have done) For ex: "*Will generate sales for your client by instituting a new CRM system as well as implementing an internet marketing plan based on the best practices developed and proven to work at XXX company as Manager of Marketing resulting in an XXXX increase in sales over a 6 month period.*" Why are you qualified to deliver those results or transformations? Education, training, past experience, and accomplishments.

Your time frame

When will you consider opportunities? If not now, when would you like the headhunter to check back? Give an actual date.

Geography

Where will you consider opportunities? Provide cities, boundaries within the city if appropriate, province or state, or countries of interest.

Level

Job title? Provide all the permutations of job titles - that is all the different nomenclature that are used to represent the job level you are seeking.

Employer size

Small, Medium or Large? Public or Private? Industry Canada defines a small business as one with fewer than 100 paid employees and a medium-sized business as one with at least 100 and fewer than 500 employees.

Salary/compensation package

What were your last (current) salary and total package if any bonuses or commissions or profit sharing, stock options etc...

Let him know what you are seeking. Give a range of +/- \$10000.00. If you are seeking a large increase over \$25,000- justify the reason you are seeking the increase. Let the headhunter know if you want any special bonuses, stock option, ownership or unusual perks.

Why would you consider a new opportunity?

Under what conditions? More money? More responsibility? etc...Be specific- not just a new challenge – if that is your reason describe exactly what a new challenge means to you.

Work status

Do you need a visa or are you a citizen?

Be Realistic, Flexible, and Demonstrate Your Integrity

To be represented by a headhunter you need to have high demand skills/competencies; be realistic and flexible on salary and location, be committed to making an employer change, have a good reason to change jobs/employer not just one that sounds good, be responsive and have integrity, and refuse to accept a counteroffer from your current employer. If you demonstrate all of the above criteria then you are classified by a headhunter as an MPC- a Most-Placeable-Candidate. Headhunters want to work with MPCs only.

You need to be clear and focus on what you want. If you are unclear about what you want then you must do the work to find out. One book that can help you is my book “[The Panic Free Job Search.](#)” I mention it because it has received a lot of praise by readers for the large section that will help you figure out what you want, how to focus your resume, how to build a strategic job search plan and what tactics to use including using headhunters. Headhunters, even though they find your *lighthouse* will ask for a resume – and if the resume is all over the place it is a big turn off. Headhunters tend to fit square pegs into square holes (so do employers for that matter) so make their life easy and show them clearly which *square hole* you fit in.

Contingency headhunters are going to hate me for this, but for all the reasons mentioned above, you are going to get a better reception from the companies you target and approach on your own than you will through a search firm. This is doubly true if you are unemployed. In my experience, employers that hire a search firm rarely pay a *big fee* to hire an unemployed job seeker. To understand why employers behave this way you must recognize the impact of LinkedIn on disrupting the traditional recruitment process and the recruitment of prospects or what we call in the business the *sourcing* part of recruitment.

This is well described in a great article on Forbes, LinkedIn is Disrupting the Recruiting Market⁶ by Contributor, John Bersin.

Distinctions between Recruitment Process Outsourcing Providers, Search Firms, and Employment Agencies

Since you may be considering using an *RSO –Recruitment Outsourcing Service Provider*, *search firm* and/or an *employment agency* to find work, I believe it is important for you to understand the differences between these types of entities.

Recruitment Process Outsourcing (RPO) is a form of business process outsourcing (BPO) where an employer transfers all or part of its recruitment processes to an external service provider. An RPO provider can provide on its own or may assume the company's staff, technology, methodologies, and reporting. In all cases, RPO differs greatly from providers such as staffing companies and contingent/retained search providers in that it assumes ownership of the design and management of the recruitment process and the responsibility of results.⁷

My definition of an RPO is a provider that offers a full recruitment process not just sourcing and evaluation such as most search firms do, however the term is in vogue for everything recruitment so you need to know what it means.

An employment agency in the traditional definition matches job seekers to employers and charges you an upfront fee under the premise that it will assist you in locating employment. The term employment agency is often wrongly used to refer to a recruitment or search firm that specializes in *sourcing*.

A search firm, as opposed to an employment agency, is engaged by a client organization and matches employers to job seekers. The *true client* is the organization that pays for services related to finding suitable candidate(s), usually through *sourcing* and matching the results with specific openings the search firm is contracted to fill within the organization. The type of contractual agreement can vary greatly between organizations and search firms. Depending on the sophistication of the search organization, the payment for services rendered to the search firm can, in some cases, be dependent exclusively upon successful placement of a candidate in the position the search firm was tasked with filling.

Working with an employment agency

When dealing with a traditional employment agency you should make sure that you get:

- A clear contract signed
- Clear understanding of the services provided
- Specific timelines for when each service will be provided
- References

Make sure to get references of happy and unhappy customers. If the employment agency reps refuse to give you unhappy customers' name, don't do business with them.

Most of these employment agencies, in the traditional definition, are no more than resume writers who paste your resume on the internet for a pretty large fee. By reading this eBook and [The Panic Free Job Search](#) book and applying what you learn, you can do much better and save yourself a few thousand dollars. Beware - most of the time you are going to these employment agencies because you are desperate. Many have no qualms relieving you of your last precious dollars. Look for a professional job search coach instead for the guidance you need.

Job Search Coach

A reputable job search coach can really be of a significant help in cutting down the length of your job search. Remember, if you make \$100K per year it is costing you with benefits (equal to about 30% of salary) approximately \$500 a day to be out of work, therefore the value of a great job search coach comes at very little cost.

Professional Job Search Coach will bring you success!

A Job Search Expert will work with you to figure out what you want, and how to get it. He/she will provide you with the encouragement you need in the lonely job search war. He/she will help you tune out all the confusing noise you are hearing in terms of job search information and help you deal with job search overload and will turn that noise into a finely tuned orchestra for you.

He/she will show you how to write and optimize your resume, put together target company lists, get contact names, network, and keep you on track. The responsibility for following through and getting the action items done are up to you. I believe this is the most valuable service available, especially in a high unemployment environment. These coaches are up to date on the latest most effective techniques. Look for one who has had significant experience in the trenches as a headhunter in the past. Neither academic credentials nor corporate HR experience is required. What you need is a "street smart" coach, a professional who has had experience knocking on doors as a headhunter for a living. You can find resources to help you by calling 1-888-277-8798.

Working with Recruitment and Search Firms

Contingency Search

When dealing with a search firm, you should first find out if it has been engaged by the *Client Company* on a contingency (or sometimes contingency –exclusive), retainer, or container (contingency-retainer combination - a type of hybrid) contract. Based on the answer you get, you can tell a lot about the quality and sophistication of the company you are dealing with.

As mentioned, a search firm is typically engaged in one of these three types of contracts by the client company for providing search services. The search firm could be on contingency, meaning it will charge a fee, usually between 20-30% of first year's compensation if it is successful in placing a candidate (you) with the company. Usually, under the contingency format, the search firm is in competition with other search firms, the company's internal HR Department (as indicated previously) and internal company referrals to fill the position. Headhunters only get to eat if they are successful in placing someone in the client company therefore they have to be very judicious where they spend their time and energy. The contingency search format is not my favorite approach for both the headhunter's and the client's/employer's welfare. Working with a search firm that works only on contingency is likewise not favored. However, if you can work with a contingency firm that has an *exclusive*, meaning the only search firm with the order to fill the opening, this can lead to a better outcome for you.

Retainer search

Another approach is the retainer. A search firm that is retained on a search is paid a fixed fee for the search. The client company pays a non-refundable fee upfront to the search firm, usually equivalent to 1/3 of the total fee and thereafter pays additional non-refundable installments as the search firm reaches certain milestones. The search firm gets paid whether the company hires a candidate from the search firm or not. Under the retainer approach, the search firm has no competition from other search firms, and theoretically no internal competition from the client's HR department.

Container: Hybrid contingency/retainer search

For the container or hybrid contingency/retainer search, the search firm is paid an upfront engagement installment and is only paid the balance of the fee if the search firm is successful in filling the position.

In this approach, theoretically speaking, the search firm has no competition from other search firms, and no internal competition. I say theoretically no internal competition because many times the client company reps will find ways to weasel out of the agreement should they get a perfect internal or external referral. It happens! That is why those poor headhunters really earn their fees and you have to care and feed them properly.

The downsides of contingency search

Under the contingency situation, because there is no guarantee of making a fee, a headhunter must usually work many searches at the same time with the same client, or with various other clients. This type of setup renders the headhunter unable to give his full attention to one opening or one Client Company or to you if you happen to be a candidate. The client company's search will take longer to fill in many cases because the quality of the candidates the client receives will often be inferior due to lack of focus by the headhunter. It has been my experience also, that many contingency headhunters, feeling the pressure of competition from other headhunters and client HR departments to fill the same opening, resort to "if in doubt then send them out" rather than sticking to an uncompromising process. This in turn leads to much wasted time and money on everyone's part and delays your shot at the job or even sabotages your shot at a company.

Your job search sabotaged by recruiters

Why sabotage? Because if your resume is sent as an "if in doubt then send them out" resume and you have no shot at the job, your candidacy in the future, should you apply on your own to the same employer, will be in jeopardy. If the employer decides it does not want to reward the headhunter who sent your resume in on a whim then the employer will simply pass on you and unfortunately you will be left out in the cold.

It really is a lose/lose situation. The honest reputable clients do not get the focus they assume they are getting from search firms and contingency search firms and headhunters open themselves up to theft of candidates unless they have a very tight fool-proof agreement in place.

It is important to note that contingency search firms and headhunters open themselves up to abuse from clients, who give poor feedback or no response at all. This in turn renders the headhunter incapable of

giving feedback to his submitted candidates. These submitted headhunter's candidates (this could include you) then feel they have been left hung out to dry. Furthermore, with no feedback, the search firm cannot direct its headhunters to refine the search to pinpoint more suitable candidates for the position. Bottom line, contingency search sucks for the headhunter, the client company, and the applicant/candidate-YOU! Most search firms out there would be classified as contingency search firms.

Integrity, the cornerstone to strong recruiter relationships

Never ever do a runaround; meaning to take the information given to you in trust by a headhunter and submit your resume on your own or call the employer without first checking with your headhunter. Headhunters, as indicated are paid largely or exclusively on commission. It is a small world and you do not want to be blacklisted or have a headhunter call the company and tell them you are dishonest in which case your new employer may fire you. I have seen it happen. Headhunters have it tough since it is considered to be a profession that is one of the hardest to develop a career at. According to an article in the Fordyce Letter, only 20% of headhunters last beyond one year and *only* 1% are still in the business after twenty years. Even though you may be desperate for a job, a headhunter with a good rapport with a client company will be able to tell his/her client that you stole the information. The client will probably take the information into consideration, and not hire you because, after all, you have shown your true dishonest colors.

If you want to be found by headhunters or if using a headhunter is NOT the best way to get a job for you then what should you do? Your solution is to be pro-active and create a ProfessionalBrand.

Now Go Out Shine Bright and Be a Lighthouse ProfessionalBranding - Get Found, Get Hired

Let's face it; the reason you are reading this e-book is because you hate doing a job search and you would rather have a headhunter do it for you and the odds are pretty low that the headhunter approach will work out for you (remember 6%). Hoping is not a sound career management strategy, you need a better plan. While that great headhunter you feed and care for is searching high and low to find you a great job, no matter how great your headhunter is, there is no guarantee he will find you a great job, therefore, employed and wanting a better job or unemployed, you have to be pro-active and do your part in finding the right job for you.

The answer lies in attracting headhunters, employers, and referrals, meaning other professionals that can and will recommend you for a job. These referrals are a critical component of good career management because most employers today turn all their staff into quasi-headhunters by offering referral bonuses to employees who recommend a *referral candidate* that is hired by the employer. A study by JobVite shows that employers find that “*Best talent comes from referrals, direct sourcing and social networks*” and “*Recruiting passive candidates is the leading strategy for competing against other employers.*”⁸

Furthermore the SF Federal Reserve study, cited at the beginning of the book, supports JobVite’s findings and the central thesis of [The Panic Free Job Search](#) book. The premise is that employers trust people they know over people they don’t. This is why you need to create a ProfessionalBrand and also develop a winning social networking strategy since this is how other professionals get to know you online today and that leads to getting you referred to great jobs. Embrace the *New Job Search* now by building a winning professional image online and attracting employers, headhunters, and other professionals’ referrals so that ultimately you get offered great opportunities.

The *New Job Search* or [The Panic Free Job Search](#) as I like to call it is all about using *SmartSearch*TM techniques to get you hired. This means no longer focusing on the old traditional job search method of *clicking, sending, and hoping* i.e. applying for jobs through job boards and company career postings, which bears little fruit. Today, it is all about being proactive through ProfessionalBranding. Why kid around? It is much too important, do not leave your career to chance and do not play the frustrating job application lottery, instead break the cycle of rejection and get hired quicker.

I highly recommend that you get into the *winners circle now*, and join the many professionals who are using [The Panic Free Job Search](#) approach and being proactive about career management by attracting headhunters, peers and decision makers. If you put the time into creating a compelling ProfessionalBrand, and developing an ‘A’ player reputation and/or feeding and caring for headhunters, your career will flourish and you won’t have to look for a job ever again. It’s all about getting others to bring you great opportunities to evaluate and ultimately select and get hired for the job that is the right fit for you rather than having to settle for what is available to you.

You deserve much better than begging for a job through sending out futile applications online. Take the high road and *be a candidate not a frustrated applicant*. Get the great job you deserve by getting found and getting hired through headhunters, through referrals from employees to their management, or directly recruited by employers. Shine bright and you will be found.

About the Authors

Paul Hill

Paul is a headhunter with over 29 years of successful placement of senior professionals, managers, and executives internationally. He is the founder of ADV Advanced Technical Services Inc., an international search firm that specializes in placing advanced technology and biotech professionals all over the world.

He is a published author of the international bestselling book [The Panic Free Job Search](#), a professional speaker, and a job search trainer. His work has appeared on radio, television, and in publications such as CTV, CBC, CBS, ABC, Globe and Mail, and Cosmopolitan.

He delivers professional development and career training for professional associations including the Ontario Society of Professional Engineers (OSPE), The American Society for Quality (ASQ), Charter Professional Accountants of Ontario (CPAO), and the Association of Career Professionals International (ACP International).

Paul is currently collaborating with Microsoft to bring job search and digital technology training to the Greater Toronto Area communities. He is the Director of Career Services at HAPPEN Inc., Canada's largest network for professionals in transition. He is the principal of Transition to Hired and the lead trainer for the acclaimed program *The New Job Search: How to Land an \$85K+ Job Quickly*, formerly known as [Ultimate Job Search Boot Camp](#).

Naveet Bajaj

Naveet is an accomplished scientist who made her mark in Bioanalytical Chemistry. After undergoing a career setback through a surprise layoff she applied the best practices in job search developed by Paul

Hill and landed a great job which culminated in a life long ambition of getting her name in the esteemed scientific publication Nature.

The angst she felt during that last job search compelled her to leave her job after a year and share her personal journey with other displaced professionals. She is a “*Future of Work*” specialist who speaks on the subject at Microsoft and has been a panelist for the *Future of Work* town hall at CBC. She co-founded Transition to Hired and now coaches professionals on how to adjust quickly to downsizing and get their careers back on track. Navgeet holds a M.Sc. in Biochemistry and a Master in Health Care Administration.

Paul Hill and Navgeet Bajaj and their team are available to help you put the “New Job Search” to work for you and attract headhunters and employers. If you are employed or unemployed and would like professional help to guide you in finding your next great job then please call us at 1-888-277-8798 or email us at careeradvice@TransitiontoHired.com

North American Directories of Recruiters, Search Firms and Employment Agencies:

Here is a comprehensive list of recruiters and firms you can approach with the methodology we have explained in this book.

Canada

<http://www.canadaemploymentagencies.com/toronto-employment-agencies>

Directory of Recruiters: Canada <http://www.directoryofrecruiters.com/wwwsites.html>

List of Job Banks and Employment Agencies by Province: <http://www.allstarjobs.ca/links/>

USA

Directory of Recruiters: <http://www.rileyguide.com/recruiters.html>

Mexico

Directory of Recruiters: <http://www.employmentagencies.org/localization/mexico/>

Glossary

Contingency headhunters: The contingency search firm working on a contingency search will charge a fee, usually between 20-30% of first year compensation, if they are successful in placing a candidate (you) with the client company. Usually, under the contingency format, the search firm is in competition with other search firms, the company's internal HR Department and internal company referrals to fill the position. Headhunters only get to eat if they are successful in placing someone in the client company therefore they have to be very judicious where they spend their energy.

Notes

1. "Source of Hire: With Referrals Down, Direct Sourcing and Agency Hires Rise." <http://www.ere.net/2014/07/25/source-of-hire-with-referrals-down-direct-sourcing-and-agency-hires-rise/>. Retrieved April 24, 2015.
2. "Revealing the 'HR Professional of the Decade' – Laszlo Bock of Google." <http://www.ere.net/2015/03/30/revealing-the-hr-professional-of-the-decade-laszlo-bock-of-google/>. Retrieved April 24, 2015.
3. "Jobs Find Workers, Not The Other Way Around, SF Fed Paper Finds." <http://blogs.wsj.com/economics/2015/03/30/jobs-find-workers-not-the-other-way-around-sf-fed-paper-finds/>. Retrieved April 24, 2015.
4. Hill, Paul. *The Panic Free Job Search*. (Pompton Plains, N.J.:Career Press, 2012), p. 16.
5. Hill, Paul. *The Panic Free Job Search*. (Pompton Plains, N.J.:Career Press, 2012), p. 42.
6. "LinkedIn is Disrupting the Corporate Recruiting Market." <http://www.forbes.com/sites/joshbersin/2012/02/12/linkedin-is-disrupting-the-corporate-recruiting-market/>. Retrieved April 24, 2015.
7. "HROA Special Interest Group Publishes Definition of RPO." <http://www.marketwire.com/press-release/hroa-special-interest-group-publishes-definition-of-rpo-1241891.htm>. Retrieved April 24, 2015.
8. "2011 Social Recruiting Survey Results." <http://web.jobvite.com/rs/jobvite/images/Jobvite-SRP-2011.pdf>. Retrieved April 24, 2015.