

SUMMARY

- 1 Executive search consultants are not likely to help you even if you help them. 3 reasons – they probably don't have a current assignment which fits your background and interests, they get paid by company clients and not you, and they are bombarded by other job seekers.
- 2 Although executive search consultants most likely won't have assignments which match your job search, they usually have some information about your target company or industry which could be helpful (i.e. XYZ firm has a hiring freeze for the next 6 months).
- 3 How do you get their attention and possibly their assistance? See below. Additionally, if you help people in the market by passing along information you learned from the executive search firm, including details of a search assignment, the people you help will likely help you too.

GETTING SEARCH FIRMS' ATTENTION AND ASSISTANCE

1. Network with friends or call executive search firms to find out which employees of these firms do searches for the industry and /or functional position you're an expert in. If your target next job is a position or an industry you don't know a lot about, don't contact search firms. There's likely little you can offer search consultants to help with their searches so they won't help you.
 - Executive Search firms organize their staff and assignments usually by industry and functional specialty. The seniority of positions differs between firms.
2. Call the employees of the executive search firms who were suggested to you.
 - Best time to call is 7:30 - 8:00am or 5:00 – 6:00pm.
 - Don't leave a voicemail. Don't email them unless they ask you to do so.
3. Your discussion with search consultants should be concise, direct, and sound something like this:
 - "My name is I was referred to you by (?????). They said I might be helpful to you in your (industry or functional position) searches. I've been in this same sector for XX years and know people and companies. Is there any way I might be helpful to you?"
 - Don't mention that you are in a job search unless they ask.
4. Your offer to help will surprise many people so they might ask, "Why do you want to help me?"
 - Answer: "I want to start a relationship with an executive search firm. I'm at the (planning phase, beginning) of a job search and thought helping you might be good for both of us."
5. If they ask about your ideal next job, tell them the title, industry, company size, and geography.
 - If you want to limit your search to just one city, this will limit search firms' assignments which might apply to you. But it's helpful information for the firms and ultimately for you.
6. Don't ask to meet them. They don't want to meet you at this point and don't have the time now.
7. Enter your resume online in the firms' database as well as BlueSteps (the retained executive search industry's confidential database) before contacting search firms' consultants.