

How to Change Jobs

The success of any attempt to find a new role can be greatly affected by how you handle the project from the outset. By taking note of the following points you can optimise your chances of securing the best possible opportunity.

Choose the right executive search consultant

High quality executive search consultants can make a tremendous difference to your chances of success. Their unique viewpoint of the client and candidate's perspectives means they can advise you accurately on market conditions, expedite the recruitment process, and even identify potential roles that previously didn't exist. In addition, they will allow you to carry out your current role with minimum disruption.

However, the success is often a reflection of the relationship you develop with the consultant. You must feel that the consultant understands your needs and quickly engenders your trust in handling your career properly. Are they capable of making things happen? If not, use someone else!

Avoid registering with too many consultants

The fewer people you are dealing with, the easier your life will be, with fewer chances of duplication of effort, confusion and being bombarded with agency calls. We strongly recommend you start your search with one consultant, if you find a good one, and set yourself a timescale at which you review whether to broaden your search to another consultant.

Never simply send your CV to several agencies at the outset. At senior levels it is essential that your approach to market is controlled.

Agree a personal plan with your consultant

It is important to agree a plan of action with your consultant, with regular reviews. Do not allow a situation to occur where CVs are being sent out without your consent. The implication of your CV going to another part of the group for which you currently work, cannot be overestimated.

Keep abreast of activities

Your consultant should ask you what other options you are pursuing currently. Be honest and keep them informed, but insist on regular updates in return. There should never be a point in the process when you don't know exactly what is happening and what to expect next. Agree times of the day when you know you can talk freely, rather than attempting awkward calls from your office. Your consultant should happily be available to talk to you in the evenings and at weekends.

Use job boards carefully

There are hundreds of thousands of jobs advertised on job boards at any one time, so using the best boards can be difficult. The quality of the job board usually reflects the quality of the recruiters that advertise on them. So use your instinct; if the job board feels slick and professional, it will probably be expensive and so only agencies willing to invest in a quality board will be using it. Before you send your CV, look for sites where you can see a profile of the agencies advertising on there.

Check the small print

If you respond to adverts on the internet or in the press, look beyond the name of the recruitment agency running the campaign. Many are part of large recruitment groups, so whilst you applied for one particular job, your CV could easily be circulated to hundreds of consultants within the group.

Most agencies are reputable, so this may be acceptable to you, but be prepared for your CV to be put onto a database to which access is uncontrolled.

Keep people informed

It is entirely your prerogative to change your mind at any stage in the process, however it is important that you relay any such changes to your consultant and ensure they pass these on to the client. Inform people of any planned absences at an early stage such as holidays, hospital appointments etc. The earlier they are told, the less of a problem it will be.

If you are progressing one avenue quicker than the others, keep all parties aware of this as surprises at any stage are not well received. Aim to leave a positive impression with all clients you have contact with, however brief... you never know when you might want to approach them for a position in the future.

Be professional... do what is agreed

Do whatever you agree to do, whether for the client or the consultant. The most successful recruitment projects are when all three parties, client, candidate and consultant, act professionally at all times.