



TO BUG OR NOT TO BUG?

TIPS FOR WORKING WITH A SEARCH FIRM

When you're working with a search firm, or even if you've applied directly to a company for a position, you've probably asked yourself: "When and how often should I follow up?" Should you follow up at all? If you do, is it better to call or send an email?

Jan Seymour, a veteran search consultant at Baldwin Gilman, offers this advice:

1. If you submit your resume for a specific job posting and don't hear anything after a week, it is o.k. to email the consultant listed on the posting to check the status. "We immediately review every resume submitted," says Jan, "but chances are if you haven't heard from us, your profile does not match what's desired for the position. It's absolutely o.k. to double-check once, though."
2. If you submit your resume for addition to the Baldwin Gilman database (but not for a specific job) and don't hear anything, what should you do? "Our consultants are constantly searching the database for candidates that fit our open job profiles so if you don't hear anything it's most likely because your profile was not a match to any open positions. In this case, it's best to sit tight and wait to be contacted," says Jan.
3. If you follow up and are told your profile was not a match, be prepared to take 'no' for an answer. "If you follow up on a specific position you applied for and the consultant tells you that your profile was not a match, it's difficult to hear but it's important to move on. We want to fill positions just as much as people want to find a job, but we know our clients and specifically what they're looking for. We'll be thrilled to call you if you're a fit but if you're not we'll at least keep you in mind for other positions as they become available."
4. In the event you are contacted about a position and are determined to be a potential fit, there may be occasions where you don't hear anything from the consultant for a week or two. In that case, "Give it a little bit of time (at least a week or two) before emailing the consultant to find out where things stand. Sometimes the client slows or stalls the process and we are waiting to hear next steps from them before contacting candidates."

For a complete listing of the latest Baldwin Gilman job postings, visit our website regularly:

www.baldwingilman.com/JOBS

The bottom line?

"It's o.k. to bug. Just don't be a pest. Good luck with your search!" - Jan

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