

ACS Webinars™



We will start momentarily at 2pm ET



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- Identify subject matter experts as potential speakers and moderators
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- Improve ACS Webinars programs and technology in development

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Upcoming ACS Webinars™

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Thursday, April 7, 2011


Optimizing the Workplace Across Five Generations of Scientists

Tamara Erickson, author and trainer on how to build an innovative organization

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ACS Webinars Classics



Want a Higher Salary? Increase Your Compensation?



Knowing Your Worth: Strategies to Negotiate for a Higher Salary or Pay for Chemical Professionals
Meredith Dow, Partner at Proven Inc.

View the YouTube recording:
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ACS WEBINARS™
 April 5, 2011



*Successfully Working with Recruiters
 – Do's and Don'ts*





Patrick Ropella,
Ropella Group

Chemjobber (CJ),
Industry Chemist

Don Alexander,
Carlyle and Conlan

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POLL #1A



I am currently...

- A student (undergrad/graduate).
- An academic professional.
- An industry professional.
- In transition.
- Retired.

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POLL #1B



Years of professional experience...





- Still in school.
- 0 to 5 years.
- 5 to 10 years.
- More than 10 years.
- Don't ask – don't tell.

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**Successfully Working
with Recruiters
– Do's and Don'ts**

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Executive Search | Recruiting | Consulting

Don Alexander
*Vice President, Life Sciences
Development & Commercialization*
Carlyle & Conlan
www.ccesearch.com

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Patrick Ropella
Chairman & CEO
The Ropella Group
www.ropella.com



Overview of the search industry:



SEARCH INDUSTRY OVERVIEW

- Career Builder - Monster.com**
Post your resume and get zero assistance with your career search efforts - It's all up to you.
- Employment Agency**
Candidate pays for resume writing, interview coaching, and a few leads to jobs - most often not directly related to candidate's experience - very hit and miss approach and historically rife with consumer fraud complaints.
- Contract Placement**
Candidate pays a percentage of employer's wages to C.P. firm. Candidates have generalized skills in engineering, nursing, or admin. roles and are placed in short term to year long contracts when their experience relates closely enough that, with training, they can do the job.
- Contingency Placement Generalists**
Focus on placing candidates in client jobs - fast, and often with no real focus by industry or niche. Most heavily focused on functions like sales, R&D or manufacturing in a local or regional area. Only get paid when a placement is made. Very low service and typically pretty inexperienced recruiters.
- Contingency Placement Specialists**
Focus on placing candidates in client jobs - fast, and focusing primarily on a specific, industry niche or two. Will sometimes get cash up front and/or during the search. Mid-level service quality.
- Niche/Retained Search Firm**
Focusing on being the best brand in their respective industry niches. Typically very active in associations, PR efforts, and marketing themselves as the niche leader. Process improvements and satisfied clients are the key to their success. Fees are typically paid 1/3 up front, 1/3 in 30 days, and 1/3 on completion.
- Major Retained Search Firm**
Typically a large number of offices located around the country or globe. Staffed heavily with ex-industry experts who focus on relationship through relationships. Staff of junior consultants do most of the search work behind the scenes. Typically the market leaders have 3 to 5 industries they focus on, and primarily at the top levels of management.
- Placement - Search Firm Network**
There are many such networks all over the globe. Most will group together firms who are working in the same "service level" for software, purchasing, power, sales services, training, and internally focused networking opportunities. Some of the better groups do externally focused marketing to corporate clients to show their combined size and partnership as a global services provider. Other much broader capabilities and reach, therefore the boutique firms are able to compete directly with the major retained search firms.
- Outplacement Firm**
When a company goes through reorganization or downsizing and has to let employees go, often they will do outplacement firms to assist with the departing employees to assist them in exit interviews, career counseling, resume writing, interview preparation, and job hunting efforts. Fees are paid primarily by the company - extra services often being paid for by the departing employees.

www.ropella.com

- Client vs. candidate pay.
- Retained vs. contingency vs. contractor.
- Specializations (*Recruiter Red Book) and Geographies.

http://www.ropella.com/index.php/toolbox/articles/search_industry_overview/

POLL #2



Have you worked with recruiters in the last 3 years?

- Yes, at least once.
- No, it's been more than 3 years.
- No, I've never had the opportunity to work with recruiters.
- I won't with recruiters – had a bad experience.

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Advantages of working with a recruiter:



- Knows the market. Much broader base of contacts than any single employer!
- Knows who is coming in (*and out) of what employer. Often has information not publicly available (*and must use extreme discretion in any dissemination of this information).
- Knows what clients are after in a given market.
- Knows compensation in a given market.

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Advantages of working with a recruiter: *(cont.)*



- Can help you with resume guidance, interviewing and follow up techniques.
- Often has worked with client on prior placements and knows what is NOT written on the job description.
- For retained search:
 - “Off Limits List”
 - “Can’t Serve Two Masters”
- Work with one contact at firm, particularly larger firms.

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POLL #3



Are you currently seeking new career opportunities?

- Yes - actively searching & ready to interview.
- Yes - semi-active and open to interviewing.
- Not looking - but willing to take calls & listen to opportunities.
- No - am very happy & have zero interest or time to consider a change.

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How to approach and contact a recruiter:



- Best way: Be introduced. Just like approaching an employer, better with a champion!
- Recruiters (*headhunters) want to find you. Help them do so (*LinkedIn profile, "in" the industry, etc.).
- Know recruiters in your market (i.e. if you are a chemist, don't send your resume to IT recruiters, it is a waste of your time and theirs!)
- Recruiters are not the best means to change industry (They are paid to find people that can offer an ROI, short term).

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How to approach and contact a recruiter: (cont.)



- Answer questions that recruiters ask.
- They may well not have an opportunity for you right off...
- Establish the relationship when you don't NEED an opportunity (*i.e. not unemployed).
- Stay in contact with recruiter periodically (*but either agree to timeline or make the touch point have impact).
- Keep them updated.
- Develop an ongoing relationship. It is often the 2nd job search where a placement is made!

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How to approach and contact a recruiter: *(cont.)*



- Become a client to a good recruiter!
New role with hiring needs? - provide the recruiter with business.
- Provide other types of value to the recruiter.
- Examples: I know I'm not a fit for that role, Don, but someone I worked with previously may be... I saw this article on human capital trends and thought you'd like to see it...
- If desiring to relocate, build "visit list" from regional meeting / conference with anchor list of contacts, search firms that focus on geographical areas, being one of them.

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POLL #4



* If you are active in your search.

Has the improving economy, over the last 4 to 6 months, affected your job searching activity?

- Yes - I have been on more interviews that actually interest me.
- Some – I've seen a small increase in interview opportunities.
- Not really – it seems about the same as the past couple of years.

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What information to present / Questions recruiters will ask:



- **Resume:**
 - Employer (*what do they do / link),
 - What did you do?
 - What did you accomplish? If short tenure, why you left (*i.e. company downsizing as result of acquisition) – or address this in cover letter.
 - Industry “buzz words” – present or not?
 - “White out” technique.
 - “Summary section”
- **Cover Letter:** If applying to specific role, why do you meet role? Why do you NOT meet role?
- **Opportunity:** What can you do? What do you want to do? What are you willing to do?
- **Key accomplishments?** (i.e. what separates you from others?)

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What information to present / Questions Recruiters Will Ask: (cont.)



- Where do you stand in interview process and how are you going about your search?
 - Relocation needs?
 - Compensation
 - Be realistic
 - Know your market value (*recruiter's in your industry will).
- Why is the job I presented to you better than what you are doing today?
- Have you tried to fix the reason you are looking?
I.e. discussions with boss (counteroffers)?

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How to motivate and help your recruiter help you:



- **Resume:**
 - Have good first professional version (i.e. have you had someone else review it prior to sending it to recruiter?)
 - Write resume “master file” – ALL accomplishments, timeline, etc.
 - Whittle down to what is appropriate for the job! 2 pages, whatever, depends on the situation. Practice the art of brevity but GET point across!
- **Answer Questions Asked:**
 - i.e. Why you are and are NOT a fit!
 - “Tell the Truth, Attractively”
 - What was your compensation at your last/present employer?
- **Process:** Keep recruiter in the loop with both where you stand on other searches and any interviewing you are doing with client company. Recruiter should do the same with you.

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How to motivate and help your recruiter help you: (cont.)



- No surprises.
- If the opportunity you are working on together is not the right fit for any reason - an eloquent disconnect early in the process is ALWAYS the best route.

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Q&A Session

April 5, 2011



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