

When a Recruiter Calls You

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What should you do if you get a call from an executive recruiter? Be sure to take the call. Never brush off a headhunter or play too hard to get.

And never say never. Even if you're happy and secure in your job, it would be wise to volunteer to at least aid the recruiter in identifying good people in your field for any of his or her future searches. You might say something like, "I am not interested in leaving my job now, but if I can help you, I'm pleased to do it." That is an invitation for the searcher to call you again, and it keeps your lines open.

Business is changing so fast that the job you love today may be quite different tomorrow. You never know.

Always have ready in your mind—in case somebody asks—a summary of your current job responsibilities, your talents and what you hope to do next. Most people can convey in two minutes the key essentials of who they are and what their credentials are.

Remember, too, that recruiters often consult with former employees of your company. Be nice to everybody.