

### **Job Search Advice from a Top Recruiter: An Interview with Dmitry Prokofiev**



Dmitry Prokofiev is one of the market's top recruiters. He speaks with The Well about his advice to job seekers on how to deal with situations that arise when working with professional recruiters.

#### **Why do job seekers who send in their resumes sometimes not hear back from recruiters and what advice can you give them?**

One reason can be timing – that the vacancy they are applying for is already filled or the client is in the last stage of their decision process from short-listed candidates previously presented. Another reason could be that the recruiter did not find the job seeker suitable for available positions, due to the job seeker not matching clients' candidate criteria requirements. And it can happen that the recruiter never received your resume.

I would advise job seekers to contact the recruiter by phone or email, asking if their resume was received and reviewed and what steps the recruiter can recommend the job seeker to take now, and what opportunities are possible.

Job seekers are in tight competition with other job seekers, so I would further advise them to ensure they meet the stated candidate requirements in the published job descriptions and that their resume and cover letter are written and formatted to perfection.

Ensure you have a capable friend proofread your resume before sending it out and don't forget to send it with a cover letter, explaining why you are applying for the specific vacancy.

In the cover letter and email it is always better to address the recruiter by name, if you know the exact person, rather than generally to "Dear Sirs". Since recruiters view about 100 resumes a day, a letter addressed to the recruiter personally would better grasp his attention.

Do not send your resume in an email addressed to all recruiting firms in Moscow, as the long list of email addresses ends up taking more than one and a half pages of the screen and is a real turn off for serious recruiters.

#### **Why do job seekers sometimes not hear back from recruiters after being interviewed by them?**

There could be several reasons. Again, timing could be an issue with the vacancy being filled or close to it. The recruiter's client might have rejected the job seeker's candidacy. It is also possible that the person did not fit the requirements, or that the recruiter became ill, left his job, or was replaced by another recruiter for the assignment.

In these situations, I would recommend to the job seeker to try to contact the recruiter to try to discover where things stand and what possible realistic prospects there are.

If you find out things are not moving in your favor, try to find out what may be the reason, why you didn't suit the vacancy, and what the employer's comments were. Then discuss your possible further steps with the recruiter.

### **What happens when a job seeker has made it to the interview stage with the recruiter's client, but then once interviewed he never hears anything?**

It is possible that the employer filled the position, that the job seeker did not impress the employer on interview, or that the interview process is still ongoing at the initial stages and the employer is not yet ready to arrange further interviews with the candidate.

In these cases I would recommend that the job seeker be patient and try to contact the recruiter often to try to get updates on their status. Many times the recruiter is as in the dark as you are and does not always have the power to push things along, so be patient, too.

### **Why can it be beneficial for job seekers to work with recruiters?**

The first reason to work with recruiters is because they are the ones who have all the specific details on the hiring needs of numerous employers in the market. A good recruiter will tell you everything you need to know about the vacancy and the potential employer, they will try to present you at your best to the company and help you prepare for the interview.

After the interview a good recruiter will receive feedback from the employer and discuss it with you, will help you negotiate offers and agree upon final new employment terms if needed. Recruiters can also inform you of the market situation and help you determine your market value.

It is a recruiter's job to make sure your interviews with potential employers go well, and the value of information you get from your recruiter depends upon his/her professionalism and knowledge of the market. Good candidates know their good recruiters and hold on to them, while recruiters know their best candidates in the market.

Job seekers are free to choose whether to work with a recruiter or search for a new job themselves. In either case, we wish everyone professional success and financial prosperity.

Interviewed by Elizaveta K. Levina (December 2005, The Well magazine)