

Leading with Courage

A professional learning experience on
the African American presence at UC

How to Work with Executive Recruiters to Take Your Career to the Next Level

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INTRODUCTIONS

- The Hawkins Company is one of the premier African American-owned, senior level executive search firms in the United States.
- Over the last 35 years, we have completed over 700 executive searches assisting public, private, not-for-profit, and educational organizations.
- Proven track record in identifying, recruiting and placing transformational and high performing leaders into C-Suite and senior executive positions on behalf of our clients.
- We are a general practice firm with a specific niche in diversity recruiting. Over 75% of our placements have been women or people of color.

**HOW MANY PEOPLE HAVE EVER WORKED
WITH A RECRUITER?**

WHAT KIND OF POSITIONS ARE EXECUTIVE RECRUITERS RETAINED TO SEARCH FOR?

GETTING ON AN EXECUTIVE RECRUITERS RADAR

Three ways for a recruiter to learn about you:

1. Referral from a Thought Partner or source
2. Research
3. Direct contact from potential candidate

GETTING ON AN EXECUTIVE RECRUITERS RADAR: THOUGHT PARTNER/SOURCE REFFERAL

- Executive Recruiters look for leaders!
- Direct contact with leaders who have the similar title of the position we are looking for or one step below
- Operate from the place of “Birds of a feather flock together.”

HOW TO GET NOTICED BY A THOUGHT LEADER/SOURCE

- **Be forward thinking.** Have an idea about what you want to do and the position you want to move up and into
- **Have a go getter attitude**
- **Do stretch assignments** to better prepare yourself, build your skill set and get some different experiences
- **Get on a committee with other executive leaders** and take on projects outside of your comfort zone and normal responsibilities
- Establish yourself as a **team player and team builder**
- Be known as an **executor, the go to person to get things done**
- Be or become a **subject matter expert**
- **Be approachable, personable, exercise emotional intelligence, likability goes along way!**

GETTING ON AN EXECUTIVE RECRUITERS RADAR: RESEARCH

Looking for leaders who have the similar title of the position we are looking for or one step below & have the leadership competencies and experience that match our client's profile.

- We'll look for and at:
 - Bios
 - LinkedIn
 - Social Media: Twitter, Facebook
 - Professional Associations: Board Leadership, Committee's, Conference Agendas

You must be **reachable!**

GETTING ON AN EXECUTIVE RECRUITERS RADAR: CANDIDATE CONTACT

- Candidates who respond to a job posting or hear about a position they are interested in.
- On the flipside, when you are ready and proactively looking to take your career to the next level, there is nothing wrong with calling and developing a relationship with an Executive Recruiter.
- Use recruiters as another resource in your journey to make a career transition.

WHAT DO WHEN A RECRUITER CALLS YOU...

- **Be responsive** - answer the call; return the phone call, email, LinkedIn message, DM, etc.
- **Be ready** – to speak about yourself.
- **Be open** – listen and explore.
- **Be helpful**
- **Engage, engage, engage!**

You never know where the call may take you!

**WORKING WITH A EXECUTIVE RECRUITER IS AN
EXCERCISE TO ENHANCE YOUR PERSONAL AND
PROFESSIONAL DEVELOPMENT.**

PREPARING FOR THE NEXT STEPS: THE RESUME

Prepare your resume that is:

1. In reverse chronological order
2. Speaks to your experience and accomplishments that align to the position you are being recruited for
3. Have a compelling cover letter that expresses your interest and what about you makes the best candidate for the position

PREPARING FOR THE NEXT STEPS: THE INTERVIEW

Interview Preparation:

1. Practice, practice, practice.
2. Create your opening statement.
3. Use examples to answer every question
4. Come suited and booted.
5. Shake hands with everyone on the interview panel upon entering and exiting.
6. Research the organization, and everyone you will be meeting with
7. Ask relevant and thoughtful questions.
8. If there is anything that you missed discuss it in your closing statement.
9. Be yourself and own the position that you are interviewing for.

QUESTIONS?

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