**What Will My ELK Solutions’ Recruiter Expect From Me In Return?**

1. **Professionalism:** Treat your recruiter in the same manner you would an employer - with professional courtesy.
2. **To Maintain an Open and Honest 2-way Communication:** Be upfront about the details of all your career requirements necessary in your next role; for example: salary, location and, any other important details your recruiter must know in order to represent you to the best of their ability. Remember, your recruiter is your agent. If you are not upfront with your agent regarding these important details, then your true abilities will not be properly articulated to our hiring authorities. This could delay the hiring process or cost you the opportunity altogether.
3. **To Be Proactive and Inquisitive:** Call your recruiter, develop a working relationship with him/her; and don't be afraid to ask your recruiter all the questions that are important to you. That is what your recruiter is here for.
4. **To Be Cooperative:** Work your recruiter's process. Not returning their calls, not disclosing pertinent information etc. makes it difficult to properly represent you. This can be construed as a lack of seriousness regarding your next career move and for this reason your recruiter may choose not to work with you at all. If you cannot follow their procedure, you most likely won't follow a potential employer's rules either.
5. **To Be Patient:** This is a process, not a fly-by-night staffing agency. We take very seriously everything that is important to you in your next career move and we conduct our searches based on what you have told us. We are NOT resume factories and will not send your resume all over town until we have generated some interest. Our goal is to help leverage your career, not to find you the first available opportunity.
6. **To respect the Search Process:** Our highly trained recruiters have spent a great deal of their time developing relationships their corporate clients. Although it may seem like the right thing for you to do, do NOT go around your recruiter and call the company yourself. Often our clients call us asking for our help locating, identifying and, evaluating the top talent in the industry on their behalf. Calling our client yourself shows your disrespect for the rules and could cost you the opportunity altogether.
7. **Please Don't Take Advantage of Your Recruiter:** If you are going to engage with a search firm, be serious about your decision. We take each search very seriously and approach each search in a professional manner. Don't use a recruiter if you are just kicking tires to see what's out there. Most recruiters work on a straight commission basis and do not get paid until you accept a position and maintain employment past our guarantee period. A mutual respect for each other's time will be expected.