

- Establish a deadline: Agree to extend it only if you have evidence the agency is doing a good job.
- Get reports: Ask for and expect detailed reports on the agency's activity on your behalf. Terminate the agreement if the agency is not delivering.
- Control your résumé: Get a written statement that the agency will distribute your résumé only during the term of your agreement.

## Handling the first call

From: *What should I do to survive an interview with a headhunter?* — p. 62

### Three parts to start

- Introduction: Are both of you sharing info? Is the conversation balanced? Or is the headhunter talking mostly in buzz words she doesn't really understand?
- Decision: Should you continue talking? Is the headhunter credible? Is the job right for you? If not, politely end the call.
- Cooperation: If you're going to continue, help the headhunter fill the assignment without suggesting you are the right candidate.

### If the call goes well

- Don't start selling: Be yourself, not who the headhunter wants you to be. If you try to force a fit, you'll break the relationship.
- Cooperate: Help the headhunter help his client. Discuss possible solutions to problems. Do it well and you'll become his candidate.
- Show what you can do: This is the magic dust. Try to show how you will help the client be more successful.

## Gather information you need

From: *How should I manage a call from a headhunter?* — p. 66

### What to ask the headhunter

- How did you find out about me? (Who recommended me?)
- What do you already know about me? (Or is this a random cold call?)
- What is it about my qualifications that made you call me?