

What To Expect Once You've Entered Your Profile

Q. Will I get a response to my profile?

A. If your background and qualifications match the requirements of a position, a recruiter will contact you to screen you over the phone.

Q. Should I assume that I didn't get the job if I don't get a call right away?

A. Don't be discouraged if you don't hear from recruiters right away. It's possible that you weren't a match for any of their job req's and won't hear from a recruiter at all, but it's also possible that you'll be a great match for a future position. At most of the larger companies, new jobs are being posted every day.

Q. Because I'm sending my information to a database instead of a person, should I expect the entire hiring process to take longer?

A. No. Recruiters using pre-screening application tools can identify the best candidates for a position much more quickly, start the interview process earlier, and reduce the overall "cycle time" to hire a candidate.

Q. If I enter my profile on a company's recruiting site, will I have to create a new profile each time I apply for another position at that company?

A. No. Once you create an online profile you'll be able to submit it for various job openings at the hiring company, even if you return to the site another day. On most sites you can do so simply by indicating that you are a returning user, and entering your e-mail address and password.

In some cases, you may be asked to answer a few more questions that are specific to a new position you are applying for to ensure that you have the necessary background for that job, i.e., familiarity with a certain software, but these questions are very basic.

Q. Can I change/update my profile once I've entered it?

A. Yes. You can always go online and edit your profile if, for example, your address changes, you've earned your degree, your security clearance paperwork comes through, or you decide that you'd consider relocating after all. Hint: When entering your profile at different sites, be sure to write down the passwords you create. You'll need to enter them before making any changes to your profile.

Q. Will applying for a certain position, as opposed to submitting a general profile, take me out of the running for other positions?

A. No. The system will still match you to any jobs that you may be a fit for. What *may* limit your options for job placement is narrowing the location in which you'd be

willing to work. Clearly, you'll improve your chances of getting a job at a specific company if you indicate that you're willing to work at any of the company's offices, or any of its North East offices, for example, and not specifying a certain office in New York.