

## **Main – Post Resume and What to Expect**

Lets talk about what will happen when you post your resume online e.g. indeed, career builder, zip recruiter, monster or whichever website you prefer.

- **Recruiters or Companies' Human Resources**

ENTER → Your resume will be searched by the HR or the recruiters based on the resume title or the keywords inside of your resume.

Now who are recruiters and HR? Good question. Recruiters are also referred as headhunters and they work independently to find the right candidate for the right job. Sometimes they have exclusive relationship and contracts with the hiring companies to find them a person for an open position. Companies prefer to work with the recruiters because they specialize in this field. Recruiters search for all the candidates online, shortlist them based on their skills, academic background or experience. They perform initial interview, set the expectation on job duties and salary, present the candidates to the hiring manager by setting up the interviews. Present the offer to the candidate if selected and then sometimes run the background check.

Please remember one thing that recruiters are your best friend in this process. They would try their best to get you the interview. Think of them as your agent who is working on your behalf but at the same time if you do not qualify their initial criteria then they will drop you because they don't want to tarnish their reputation with the hiring manager.

Now who are the HR people? The HR is the human resources department in a companies who deals directly with the candidates. They usually do not search for you online. They will only contact if you have applied for a job on the company website or through one of the job search websites. If you do not qualify for the job requirement then simply an automated email will be sent out to you indicating that they are moving on with other candidates. If they like your resume then they will contact you directly through the phone or email you have specified on your resume.

- **Job description**

ENTER → What will be the second step when a recruiter calls you?

The recruiter will send you the job description and calls you to go over your experience and qualification. He or she will try to match job requirement with your skills. This will be your first and initial round of selection. At this time if the recruiter feels confident that you can be the right candidate then the conversation continues to the next step

- **Full time or Consultant**

ENTER → The recruiter lets call him Mr. Litman. Mr Litman will tell you if this job is a full time or as a consultant. Full time is when you are working directly with the hiring company. A consultant is someone who works either independently on 1099 or on W2 which will be an employee of the recruiting agency. By the way the 1099 or W2 are the tax terms used in the United States. It could be different according to tax department of your country. Anyway, Mr. Litman will specify all these details up front. He will also tell you the duration of the consultancy. It can be either 6 months to a year or unspecified number of years.

- **Rate negotiation**

ENTER → Now the money part. Mr. Litman at this point asks you about your salary expectation or per hour rate. Tell him that you are flexible and willing to negotiate or if you are already in IT then you should have a better idea of what you ask for.

- **Updated resume with rate confirmation**

ENTER → When agreed to a rate then Mr. Litman will send you an email and he would ask you to acknowledge the rate confirmation. He will also ask you to send him your updated resume if there is some updates required. Often times this email will also have some questions for you to fill out. E.g. your full legal name, your address, telephone number, if you are authorized to work in the country, your last 4 digits of social security, or birth month and day. Now please don't be scared to provide that information. They are not here to steal your identification, this is how they keep track of candidates in their database.

- **Quick interview with the recruiter's manager over the phone**

ENTER → The next step is that Mr. Litman might ask you to talk to his manager who is also in the recruiter agency. There will be a quick 10 minutes interview with Mr. Litman's manager who will also go through you resume, your background and if you are ready to be presented.

- **Meet the recruiter in person**

ENTER → Sometimes Mr. Litman or his manager will ask you to come and meet them in person if they are in the same city as yours. This will be the perfect opportunity for you to go and meet them and start practicing your in-person interview skills. You can deny the meeting request but perhaps it might effect your chances to be presented. I would recommend that you make some time and go see them.

- **Resume submission**

ENTER → After all the conversation and formalities with Mr. Litman, your resume will be submitted to the hiring manager. It can take anywhere from 2 days to a couple of weeks for the hiring manager to get back to Mr. Litman.

- **Interview schedule**

ENTER → Once your resume is reviewed by the hiring manager and shortlisted then Mr. Litman will be notified and a request for interview will be placed. Mr. Litman will reach out to you with a few interview time slots. Pick your desired time slot and start the preparation. If the hiring manager does not like your resume then he will notify Mr. Litman. If you don't hear back from Mr. Litman for 3-4 weeks then you should assume that it's a NO. You can always call Mr. Litman for a follow up.

- **First phone interview**

ENTER → So lets be optimistic. You are scheduled for an interview. The first interview will be most likely a phone interview and it can last up to an hour. This can include technical questions as well.

- **Second in-person interview**

ENTER → A couple of days later you will get a call from Mr. Litman you will provide feedback based on your interview. If you have cleared the first interview then he will schedule the second round of interview. This will be most likely on-site in-person interview and can include additional technical interview questions. You will meet with the team so make sure you are dressed with a suit and tie and present yourself professionally.

- **Offer Letter**

NEXT → A few days go by and your phone will ring. Mr. Litman will give you the great news that you have been selected and the hiring manager is ready to offer you the job. You of course jump off the bed and ask for more details about the start date.

- **Acceptance and start date.**

NEXT → Mr. Litman will send you all the required paper work to fill out and sign the offer letter. Also at this point you might have to go through the background check which might include, education history, experience, criminal record and sometimes a drug test depending on the hiring company requirements.

When you start the first day then you will feel that your hard work has finally paid off. Congratulate yourself.