

# Frequently Asked Questions

## Will your company keep my information job search confidential?

We respect the privacy of those seeking employment as well as our client's looking to hire. Please be aware that we DO NOT share your information with a prospective employer unless we have received your prior approval. Your information is held strictly confidential. We fully discuss and answer any questions about the job before submitting your resume to a client. In turn, we expect the same level of integrity from our candidates. Understand that submitting your resume for a position does not equal consent to forward it to the hiring company. More information can be found in our Privacy Policy on our website.

## Do I pay a fee to send in my resume or engage with a consultant in the job search process?

It costs you nothing to utilize our company in your job search and career advancement strategy. All fees are paid by the employer companies, and there is never any cost to the applicant.

## Why do I need to setup an account if my contact information is on my resume?

Entering your contact information enables our system to recognize you each time you visit our site. This will significantly reduce the amount of time it takes for you to apply to future positions. Additionally, if you're the right person for the job, we will want to contact you as soon as possible! Whether you are new to the site, or have been visiting us for a while, please make sure your contact information is accurate so we can connect with you to discuss any new opportunities! We contract for many positions with our clients that may not be posted, so providing us with your valuable information will help us find opportunities for you that may not even be listed on our site.

## How will I know if you received my resume?

Each time you apply to a position, you will receive a notification via email letting you know your application was received and the next steps. This notification will be sent to the same e-mail that you used to register on the website. Be sure to check your spam and junk e-mail folders in the event that you may not have added us as

an approved sender in your system. Also know that our recruiters are sent a notification each time you apply for a job

## How long will it take to be contacted by a recruiter?

Your application and resume are very important to us. Our team of recruiters will personally review your information and consider you for both the position you apply for as well as any others we may have open at the time or in the future. Depending on the volume of incoming applicants for a specified job, as well as other varying factors, it could take up to a week for a recruiter to contact you. While we would like to be able to visit with everyone, only candidates that meet the requirements of our clients will be contacted to further discuss the position. If you apply for a position and do not possess the required experience or skills, please do not expect to be contacted. However, your information will be kept in our system so that we will be reminded of you and your qualifications, if an opportunity comes up that better fits your skills and experience. At any time you may re-enter the database and update your information and we encourage you to do so.

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## What if I think I meet all of the requirements, but I'm still not being selected?

A candidate must not only meet the requirements of the job, but must also be able to be more qualified than the other candidates that may be considered for the position. Remember that in many cases you are competing for the position with many others, so it is vital that you present all pertinent information about the qualifications and successes of your career in order to be considered a top candidate.

## How long does the placement process take?

Each employer has their own unique interview process. Some do one interview, others do several interviews. As a result, the time from sending in your resume to the final job offer can take anywhere from 2 weeks to 2 months depending on the urgency of the employer to fill the position, the number of applicants to be interviewed, and the complexity of their overall interview process. Typically there is not a "closing date" for our positions until the positions are filled.

## Does your company place job seekers in entry level positions?

Most of the positions we have require at least a few years of experience. However, we encourage new graduates to apply to our database to gain the benefit of being considered for our entry level opportunities as they arise, in addition to gaining access to the valuable resources we will continue to offer job seekers in our system. As your career progresses, keep us informed - your opportunities with us will increase as your experience level increases.

## Does your company place job seekers nationally or only in specific geographical locations?

Our scope is national. To leverage our industry knowledge in the areas we support, we have consultants positioned to cover geographical regions throughout the United States. Our recruiters work together as a team which enables us to not only find you the best opportunity in your area, but also give you the flexibility to move to another part of North America to take the next step in your career, if that is what you would like to do!

## Can I call in and get more information about the job?

To respect the confidentiality of the organizations seeking employees, we are not able to provide any information about the employer and/or position beyond what is posted on the job listing until a candidate has passed the initial review process. This includes the location of the position. If you desire more information, the first step is to apply.

## If you still have questions not answered here, please contact us.