

# Doris Cheng & Associates Retained Executive Search

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# RECRUIT

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The Straits Times

## So call me, NOW!

**D**on't be too surprised if you get a call from a job search consultant asking for a confidential chat.

To those who receive such calls regularly, it can become a chore to tend to, especially if you are happy with your current job, and very busy as well.

But for those of you who are yet to receive such a call, how should you handle it so as to boost your chances of success?

After all, the opportunity offered by the search consultant could be the one you have been waiting for.

**Want to be the hunted, not the hunter? With the job market getting better, you just might get that long-awaited phone call.**

aligned to different sectors such as IT, financial services and retail.

As the an effort to find out the nature of the companies that operate in your field.

When that telephone call does come, you will be able to improve the odds by demonstrating your knowledge about the company.

The telephone call is not a high-stake bet.

You receive the "headhunt call" and your ego is boosted, but don't jump the gun.

Candidates who are confident with how the search industry works often assume that they'll be called. But no.

The search consultant will have to convince you in an interview.

At the same time, they will be trying to understand your personal aspirations so that they can determine if this opportunity is suitable for you.

If so, they will want to meet you for a one-on-one discussion and then present you to their client as one of the best candidates available.

It's not to the "headhunter" but there are need to play hard to get.

If you are not interested in the position, reject it politely.

If you are interested in finding out more, be so open-minded to share your latest thinking long-term relationship with search consultants.

Since if the candidate opportunity is in the right area for you, standing a few more years up on lines. And if you handle yourself professionally, you'll be the first person the client will remember should an offer be required when it comes.

It's worth mentioned by Doris Cheng, the director/consultant at Doris Cheng & Associates.

### Watch that attitude

Some candidates are hesitant about being called. Some are not ready to call back after the first or second call.

Don't forget that the person who is the client will be the one who is most likely to hire you.

What the client really is that is likely to call you back will be the first call, but sometimes you may need to call back and see what the client is like.

Candidates should be aware that some candidates are not called back because they are not a "headhunter's candidate".

On the other hand, search consultants can be very effective in helping you to get the best out of the client's search.



If you are lucky, you may not have to search for a job through the usual means - a job search consultant might call you.

## SO CALL ME, NOW!

**Want to be the hunted, not the hunter? With the job market getting better, you just might get that long-awaited phone call.**

Don't be too surprised if you get a call from a job search consultant asking for a confidential chat.

To those who receive such calls regularly, it can become a chore to tend to, especially if you are happy with your current job, and very busy as well.

But for those of you who are yet to receive such a call, how should you handle it so as to boost your chances of success?

After all, the opportunity offered by the search consultant could be the one you have been waiting for.

## **Some Tips:**

### **1. Research the search industry. Don't wait for the telephone to ring.**

Recruitment firms usually operate by market segments.

Those who operate at senior management levels usually do not advertise, so you might not come across them unless you're approached.

Then there are the recruiters who operate very effectively at the mid-management levels through regular newspaper advertisements.

Finally, there are employment agencies. These consultants will usually also be aligned to different sectors such as IT, financial services, retail etc.

Make an effort to find out the names of the companies that operate at your level.

When that telephone call does come, you will be able to impress the caller by demonstrating your knowledge about the company.

### **2. The telephone call is not a job offer yet.**

You receive this "headhunt call", and your ego is boosted. But don't jump the gun.

Candidates who are unfamiliar with how the search industry works often assume that the call is an offer. Not so.

The search consultant will first try to interest you in an opportunity.

At the same time, they will be trying to understand your personal aspirations so that they can determine if this opportunity is suitable for you.

If so, they will want to meet you for a more detailed discussion and then present you to their client as one of two or three short-listed candidates.

### **3. Think long term.**

It's nice to be "headhunted" but there's no need to play hard to get.

If you are not interested in the position, reject it politely.

If you are interested in finding out more, be co-operative. It does not hurt to develop long-term relationships with search consultants.

Even if the immediate opportunity is not the right one for you, something else may come up in future. And if you handle yourself professionally, you'll be the first person the consultant will remember, should another job vacancy arise.

### **Watch that attitude**

Some candidates are inconsiderate, telling (not requesting) search consultants to call them after office hours or on weekends.

Don't forget that these people have a life after work too.

Others are arrogant, secure in the knowledge that they are very comfortable in their current job.

What they don't realize is that in today's world, you could have the best job in the best company, with the best boss, but tomorrow your company could be taken over and your job will be history.

Part of maintaining your own marketability is to always act professionally.

Candidates should be aware that search consultants network too. And there is such a thing as a "blacklisted candidate".

On the other hand search consultants can be very effective bridges, linking you to that job on the next rung of the corporate ladder.

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