5. Candidate Submission to AM (Endorse your Candidate)

You're sourcing on a few roles, and you now have candidates you want to present to the Account Manager. What should you do? You've spent the time to find the right candidate, let's make sure we do our best to get them an interview! How can we give the candidate the best opportunity to succeed?

Guideline:

Here's a guideline that you could follow; remember to control the process as best as you can, set expectation and hold everyone accountable.

1. **Understand the submission requirements from the Account Manager**
    a. Review previous training modules; talk to your AM and see what is required for you to have a successful submission: **Candidate's Info, Resume (what format), Location (current and future), Work Status, Salary Expectations (Specific not Range), Availability to Interview - Availability to Start, Skill Matrix, Summary of Notes, etc...**
    b. In the notes:
        i. skill matrix (must have and nice to skills w. years of experience)
        ii. availability (interview notice period and resignation period)
        iii. endorsement notes (Unique selling points / relevant projects)
        iv. communication skills, personality
        v. other interview pipelines.
2. **Get the right to represent:**
    a. Have you applied for this role before?!?!?!?!
    b. Although we did our due diligence to verify that the candidate has not applied to the role before on their own or through another agency; no one is perfect. Get a right to represent from the candidate, an email acknowledging that they would like you to represent them for the role. This is a timestamp, incase we run into duplicate submissions.
    c. **GUIDELINE:** "Do I have your permission to submit your profile to Google, for the Java Role, at 50$ an hour?" (attached the JD again)
3. **Control the process, set expectations, and request information from the candidate.**

    a. Don't disclose all the information all at once, ask them questions and reinforce what you learned during the meeting with the candidate.
        i. Example: I remember you want a role where you can still work on React.JS, and looking for something in Santa Clara that pays $140K. Here's a role that fits all your requirement. Hook the candidate in with what they want, then reset expectations with the candidate. Are you interested? Let's set up a call at 3PM, I'll share the Job Description, discuss the role in detail, and what I'll need from you to submit your profile.
        ii. Answer questions about $, location, interviewing process, etc.
    b. If they are not interested, ask why, get the details, and share with your AM; ask for referrals, and expand your network.
    c. If they are interested, set some expectations:
        i. Example: I expect all the information sent back to me by no later than 6 PM tonight; that will give me time to review and advise you on anything that can help improve our chances of securing you an interview. If anything changes or you need to reach out to me for more detail, please call me anytime; I expect the same in return, if I have any questions I will call you before 9 PM.
    d. Let the candidate know the process for this specific role/client.
        i. Example: I will be submitting your profile to the AM for review, I will notify you of the feedback within 24 hours.
        ii. Hold the AM to the same expectations: Example: I've submitted a candidate to your role, please let me know if you intend to submit to the client or not (get the detailed reason why) within 24 hours.
    e. Figure out their timeline; are they interviewing elsewhere? How does this role compare?
        i. If I can get you an offer at $100,000 would you happily accept?
        ii. Where else are you interviewing, how does this role compare?
        iii. What's your current timeline, are you currently in final rounds elsewhere? Should we still proceed with this submission even though the process could take longer? How interested are they?

4. **Submit the candidate**
    a. Submit via APN, then notify the AM that you submitted a candidate. Set up a call with your AM, pitch your candidate; you just did all that work, if you think the candidate is great; it is your responsibility to convince your AM as well. Example:
        i. You were looking for a candidate with ABC, I found you someone with ABC, please submit the candidate to the client, otherwise please let me know what's missing.
        ii. I found you a candidate with ABC which was what you were looking for and now you're looking for D. When did this change? Remember you are the AM partner, open

communication is key! Hold each other accountable.

iii. LOWER EXPECTATIONS!

Best Practice:

Differentiate yourself from the competition.

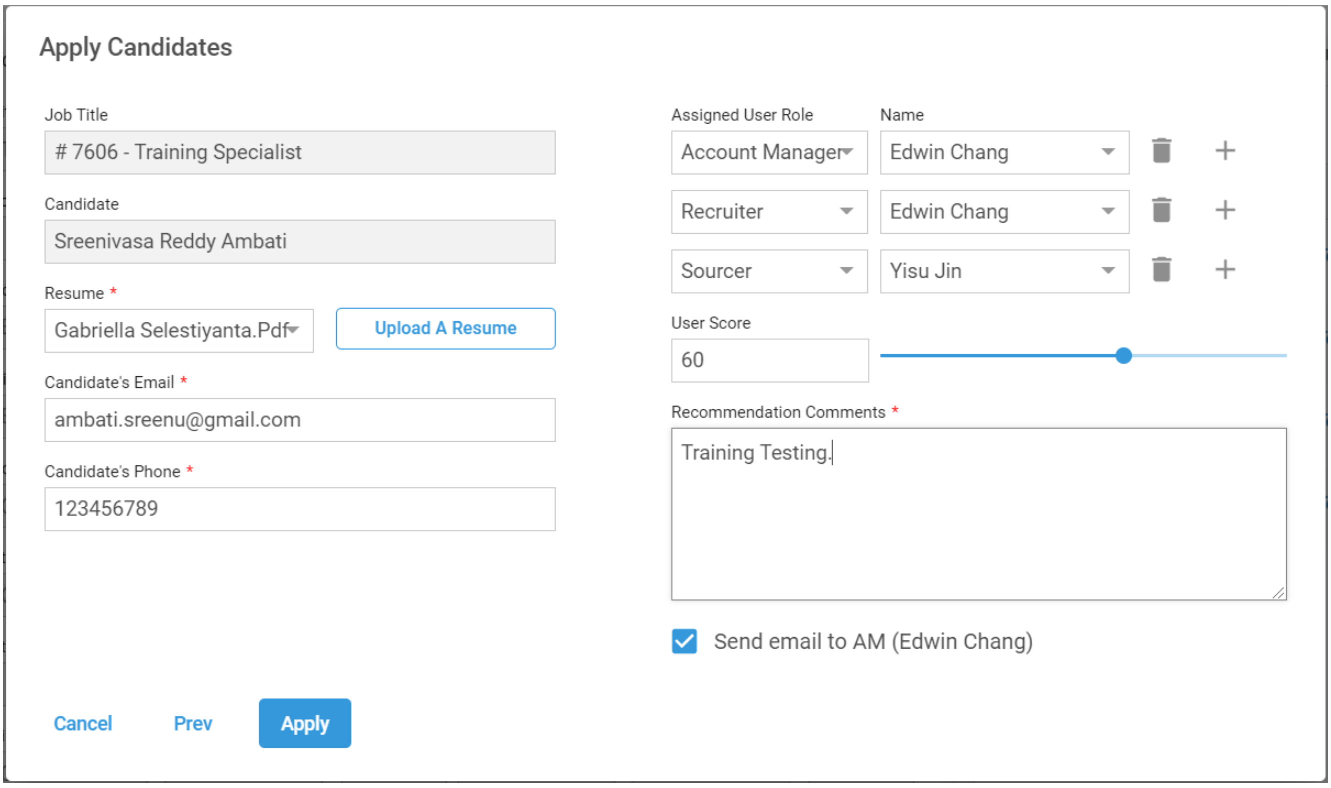
If we have detailed knowledge of the candidate's motivation/priority stack for looking at opportunities (and why the client's/req's value proposition is a match), we can include this as well to demonstrate the depth of our relationship and our understanding of best fit criteria.

APN: Upload Candidates to APN, Organizing your Candidates

Best Practice: Make it a habit...

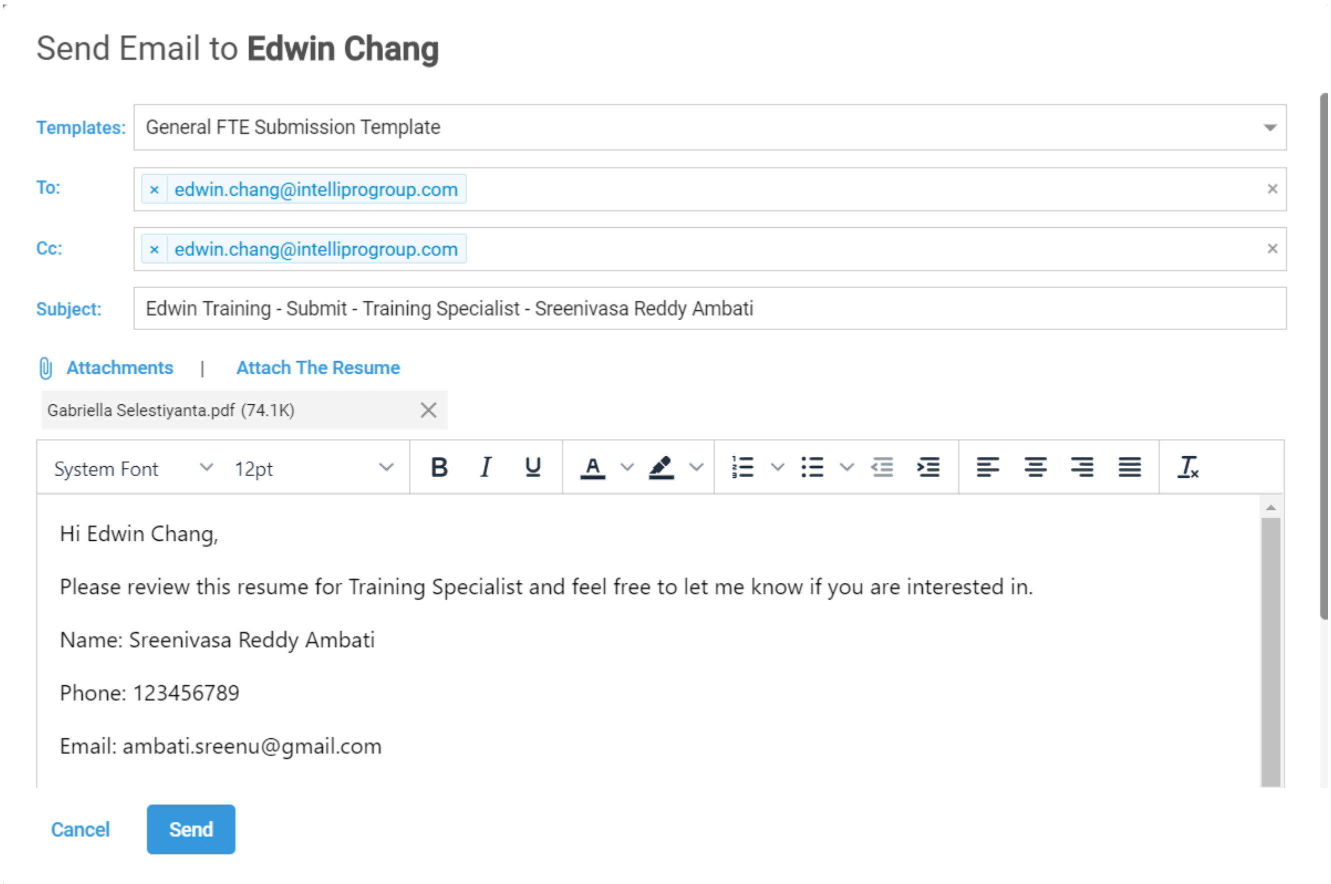
Keeping track of multiple candidates as they move through various stages of the recruitment process can get confusing. Luckily you can stay organized and track this information within APN.

- When submitting candidates through APN make sure you attach the latest copy of the candidate's resume. Note that most Account Managers will want you to submit your notes and send an email with the preferred template. When in doubt, please partner up with your AM and ask how they want the candidate to be submitted.



1. Upload the latest resume
2. Verify the User Role

3. Confirm contact information
4. Add your notes
5. If Account Manager prefers the email, please check the send email box. (Regardless if you check the box or not, the AM will get a notification email. Make a habit of sending a message to your AM via Lark as well; better yet, pick up the phone and sell your candidate!)
6. Click Apply



1. Select the template that your Account Manager prefers
2. Click on **Attach The Resume** (this will automatically upload the resume you chose in the previous window)
3. Fill out the template
4. Send

- The recruiter is responsible for submitting the candidate to the role. AM is responsible for the activity update from "submit to AM" to "submit to client" or "rejected by AM", all other steps are the recruiter's responsibility. Once recruiter updates status to [Offer Accepted], AM will be responsible for [Start], and once AM finishes [start] process, candidate's status will be updated to [Onboarded]
    - **PS: AM will not be allowed to [Start] until the onboarding date of the candidate is confirmed.**
- You can also track your entire pipeline on the ATS homepage.

Links to Other Modules

- 0. Prelude: Way of Work - Organization, Best Practice, Top of Mind
- 1. Introduction - Recruiter
- 2. What to Work On - Partnering with an Account Manager
- 3. Sourcing (Networking) & Boolean
- 3.5. Resume Screening
- 4. Candidate Interview vs Talent Meeting, Relationship, Work Smart
- 5. Candidate Submission to AM
- 6. Interview Scheduling & Interview Prep
- 7. Feedback/Debrief - Offer Stage
- 8. Onboarding, Background Checks, & Future Opportunities