

From the Editor

## How to Work with Your Medical Affairs Recruiter

**You want a Medical Affairs job, and your recruiter wants to help you land that job!**

But, did you know there are things you can do to ensure your Medical Affairs recruiter produces the most positive results for you?

Our corporate clients desire professionals with specific skills to fill their open Medical Affairs positions, and it's this fact that drives every candidate search conducted by the recruiters. So, while finding and

placing candidates, like you, is the key role of recruiters and the most satisfying part of their work, they are answerable to the companies who pay for the candidate search.

That said, there is no reason why this scenario can't be advantageous for you.

Recruiters want you to succeed, and that's why the recruiters at TriNet Pharma have created **a list of dos and don'ts** that if followed will yield positive results for you.

## The Dos

### Know thy self!

What are your strengths and areas of expertise? In which of your abilities do you have the most confidence? What position could you begin today without struggling? If you had to choose three therapeutic areas in which to work, what would they be and how would you rank them? How does your experience match up with those therapeutic areas? Write down exactly what you want in a Medical Affairs position and how you can succeed in it, then inform your recruiter. This guide will help your recruiter find positions that match your desires.

### Be fully aware of what you're leaving.

Know what you may leave behind in terms of financial compensation (e.g., bonus, etc.). Know your vesting schedule. A clear understanding of your current financial situation will ensure you make a clearheaded decision about leaving for another opportunity.

### Keep your resume and LinkedIn profile up to date.

Life Sciences companies are dynamic enterprises. Things change. New opportunities become available all the time.

Additionally, clinical trials fail. Therefore, it is in your best interest to have your resume and LinkedIn profile up to date. Should your career status change instantly, by having your resume and LinkedIn profile up to date, your recruiter can immediately submit you for open positions. **Extra:** It is advisable to have a minimum of three bullet points under each job in your LinkedIn profile. And, make sure your profile image is professional (no vacation snapshots, no images with another person cut out of the image, etc.).

### Keep track of all the jobs you apply for.

Use a spreadsheet to keep a record of all the jobs you've applied for, and include the company, job title, page link to the job description, and the date you applied. Keep a notes section for all activities that happen in relation to that job. Other items you might want to track are territory, therapeutic area, and indication. By tracking this information, you can keep your recruiter well-informed of the company job application systems in which you're tracked. Your recruiter may also have a connection with the hiring manager of a job you've applied for, making it much

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easier for you to get a foot in the door. And, it helps your recruiter find positions that are comparable.

**If you see a job you're interested in online, let your recruiter know.**

Contact your recruiter before you apply for the job. TriNet Pharma has many client relationships and it could be the job that interests you is one a TriNet Pharma client wishes to fill.

**Tell your recruiter your salary expectations, including bonuses, options, etc.**

Discuss your compensation package with your recruiter and get their advice. The recruiter can present your requests to the employer and negotiate for you.

**Communicate with your recruiter regularly and responsively.**

If you want to be submitted for positions, your recruiter needs you to return calls, text messages, and emails as quickly as possible. The more communication is streamlined between you and your recruiter, the easier the entire process will be. Responsive communication expedites all phases of the hiring process.

**Keep your recruiter informed of all phone interviews, face-to-face interviews, offers, acceptance, and promotions.**

Do this even if the interviews, offer, and an accepted job is not a result of working with your TriNet Pharma recruiter. By keeping your recruiter informed, the recruiter can keep your record up to date. This means that in the future, the recruiter can inform you of opportunities that are aligned to your experience and salary expectations.

**Have your references available and make sure they're informed of your job search.**

You don't want your references to be taken by surprise when they're contacted by an employer. Let them know who may be contacting them and guide them on how they should answer

questions. Also, the employer fully expects to speak to informed references.

**Inform your recruiter of any problems.**

If you have any concerns, questions, or issues, let the recruiter know. The recruiter can frame your concerns to help you be more successful in the hiring process. For example, if you've been unemployed for three months, provide details to your recruiter. The recruiter can explain the situation to the employer in a positive way.

**Work with other recruiters!**

This may seem an odd recommendation, but if you're to find the perfect job, you need to work with more than one recruiting agency. Agencies have different clients with many unique opportunities. However, don't forget to keep your recruiter(s) informed of the hiring processes you are involved in (see #5, 7, and 8 above).

## The Don'ts

**Don't fib, fabricate, or lie about your employers, employment dates, experience, and compensation.**

TriNet Pharma, other recruiters, and employers will all discover the truth of your employment record when they conduct an extensive background check. Honesty is the best policy!

In closing, Medical Affairs recruiters can be strong allies and knowing how to work with them can help you now and in the future. By following this meager advice, you can be as competitive as possible. And, when you land that dream job, pay a little forward and write a recommendation for your recruiter on LinkedIn. Let them know they've done a good job and that you look forward to working with them again should the need arise. ■