



NLE Quick Tip: Advice I Would Have Given Myself as a Rookie

***Presenter: Christine Geiger, Partner, Senior Director of Training,
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Christine Geiger is an industry veteran starting as a recruiter at a 2-million-dollar search firm in the late 80s, to now training hundreds and hundreds of search professionals through a network of search firms, Sanford Rose Associates. She's learned a few things along the way. In Christine's presentation, she shares the advice she would have given her "rookie self" to build a long-term career in search.

Meeting: "Advice I Would Have Given Myself as a Rookie" by Christine Geiger

(Facilitator): As you listen to the thirty-six tips she shares in this presentation, ponder what resonates with you and how to take her suggestions to heart to support your long-term career in professional search!

1. **Never ever, EVER give up!** List an example of when you felt like giving up but instead pushed through with sheer determination. What was the result, and how did you feel about it?

2. **Learn from the mistakes of others and your own. Mistakes mean growth.** What is one mistake you've already learned from in your role as a recruiter?

3. **Keep on keep'n on. Every no puts you closer to a yes!** Are you ready to adapt to this mindset?

4. **Seek help- DEMAND help! Be proactive, not reactive.** Is there any area you really need some assistance on but have hesitated to ask? What is it, and when will you seek help?

5. **Adopt the mindset that "If it's going to be, it's up to me."** What is one of your favorite self-empowerment phrases?

6. **Get clear performance expectations from your mentor and your market.** Do you know what your boss expects of you daily, monthly and annual basis? If not, what will you do about it?

7. **Listen to yourself & have others listen and critique.** What will you record for training and education, and when?

8. **Be a student of the business.** You are already a student of the business by watching this session! Props! What's next on your list? What is your plan to make time for consistent, continual learning?

9. **Do not ever cheat on your phone time.** If you are tempted, seek assistance now!

10. **Learn to enter data while on the phone.** How good are your skills in this area? If a bit lackluster, what will you do to improve?

11. **Never get behind with data entry.** Evaluate your commitment to staying current with data entry. Is this an area of possible improvement? How?

12. **Code, tag, and organize your data for easy retrieval.** Evaluate your data coding, tagging, and organizing skills. Can it be better? How?

13. **Don't take on a candidate with low potential as a personal crusade.** Guilty or not guilty?! How to avoid in the future?

14. **Meticulously track your activities and know your metrics.** From a psychological perspective, knowing your numbers will help you get through your search ups and downs. Are you meticulously tracking key metrics? If not now, when?

15. **Stop your workday at a reasonable hour, some of the time.** What days or nights will you plan to stop working at a reasonable hour?

16. **Don't burn the midnight oil every night of the week, or you will burn out.** This is the same basic message as #15, stated differently. When will you "turn it off" to have that work-life balance?

17. **Have your candidates work their schedules around yours.** Script out how you will professionally communicate to candidates multiple options that require them to be a little more flexible.

18. **Only check your email two to three set times per day.** Ready to ditch the electronic leash? What will be your two or three designated times to check email?

19. **Start your day early. Give yourself a jump-start!** Do What are your thoughts on getting an earlier start on certain days?

20. **Trust the process – know that your time for success will come if you follow the system and trust the process!** Have an honest conversation with yourself and ask, am I truly willing to trust the process taught?

21. **Never be afraid to ask your manager questions to learn more about the area you recruit. Also, let your market educate you – people are willing to help you.** List out three questions you will ask your manager and three questions you will ask people in your market/industry:

22. **Energy is all you have at the beginning of your search career, and it is the one tangible thing rookies can bank on. Some people will succeed because of the sheer energy expended.** How is your energy? If it needs a boost, what is your plan?

23. **Make a firm commitment to succeed vs. "trying" our business.** Interview yourself and ask, "Am I committed to giving this business my all? Am I truly committed to succeeding?" If not, why?!!!

24. **Plan daily. I mean REALLY plan.** How is your planning? Is it a habit? When do you set aside dedicated time for planning?

25. **"Cherry pick" your calls. Plan your best calls daily!** How many calls are on your daily plan? Are you simply listing the required number of planned calls or indeed cherry-picking the best prospects?

26. **Partner up with an accountability partner & commit to positive dialog.** No time like the present to get an accountability partner! Who will you approach?

27. **Always do the right thing.** Do you practice the golden rule? The platinum rule?

28. **Always conduct your business in a professional & ethical manner. No monkey business!**

Enough said. Christine didn't go there, and you shouldn't either!

29. **Pat yourself on the back for the little things – celebrate small successes!** Commit to celebrating the smaller successes, starting now! What are two small things to celebrate?

30. **Have fun!** Do you have a mirror in your office to see your smiling face?

31. **It doesn't mean partying every night.** Enough said here too. Just keep this in check!

32. **Be mindful of what you are saying and who you are saying it to.** How do you feel about adopting a mindset of "go to the source?"

33. **Also, feed yourself properly and regularly. This is your friendly reminder that your body needs nutrition for your mind to function at its peak.** How are you doing in the nourishment department?

34. **Watch how you dress if you want to be taken seriously. Want to be in line for promotions? Dress the part.** How would you feel about visiting a client in the outfit you have on right now? What about having a meeting with your boss? If you aren't 100% sure you will represent well, time for a wardrobe change!

35. **Don't post inappropriate pictures of yourself on social media.** Are you in the clear, or is some clean-up in order?

