

# Working With a Recruiter – the process explained

*What to expect – from first conversation to first day at the new job*

**Working with a recruiter is completely free for you. KOB Solutions is paid by the hiring company – not by candidates. You will be a full-time permanent employee of the firm that hires you.**

## So, WHAT'S THE PROCESS?

|    |                                                                                                                                                                                           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>Kerry sends you the job description.</b><br><i>Review it carefully. Does it align with your background and goals?</i>                                                                  |
| 2  | <b>You send Kerry your resume.</b><br><i>Include your full CV and a list of publications. Please don't apply directly. Let Kerry submit on your behalf.</i>                               |
| 3  | <b>Kerry forwards your resume to the hiring manager.</b><br><i>She advocates for you and provides context beyond what's on the page.</i>                                                  |
| 4  | <b>If they're interested, they'll say, "Yes, let's set up a call!"</b><br><i>This is typically a 30-45 minute phone or video call with the hiring manager.</i>                            |
| 5  | <b>If that goes well, they'll schedule a panel interview + usually a presentation.</b><br><i>This can happen on-site or via video depending on the company and everyone's location.</i>   |
| 6  | <b>If that goes well, they'll ask for 3 professional references.</b><br><i>Including at least 2 past supervisors. Kerry will help you prepare and format your reference list.</i>         |
| 7  | <b>If that goes well, they'll start the offer discussion.</b><br><i>Kerry will be with you through this entire stage. See tips below on negotiating.</i>                                  |
| 8  | <b>Background check + drug screening.</b><br><i>Standard for most biotech and pharma companies. Kerry will keep you informed on timing.</i>                                               |
| 9  | <b>If everything checks out, the offer goes out.</b><br><i>Written offer with full details: title, salary, bonus, start date, benefits.</i>                                               |
| 10 | <b>Negotiate – gratefully and tactfully.</b><br><i>If a verbal offer comes first, that's the moment to negotiate. If they go straight to a written offer, you can negotiate then too.</i> |
| 11 | <b>Accept your offer!</b><br><i>Once you accept, you'll typically have 2 weeks to a couple of months before your start date.</i>                                                          |

Of course, Kerry is here with you every step of the way!

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## A FEW THINGS TO KEEP IN MIND

- **Don't apply directly:** even if you find the role online. Let Kerry submit your materials so she can advocate for you and provide context that the hiring manager won't get from a cold application.
- **Keep Kerry in the loop:** if you have other opportunities in play, let her know immediately. Timing and communication can make all the difference.
- **Send a thank-you email after every conversation:** phone screen, panel interview, and any informal conversations. It sets you apart.
- **Prepare your references early:** don't wait until Step 6! Start thinking about who your 2-3 strongest professional references are and give them advance notice.
- **On negotiation:** if you don't ask, the answer is always no. But be thoughtful and specific. Ask Kerry before you respond to any offer.
- **The timeline varies:** the full process typically takes 1-3 months depending on the company, the role, and the time of year. Be patient and keep other options active until an offer is signed.

**Ready to explore opportunities? Schedule a 10 min call with Kerry!**

<https://calendly.com/kerryboehner/discussion>