

Understanding JPI recruiting

JPI recruiters perform highly specific client-based searches, and are careful to get complete details and background information from clients about each search, position and company. Our recruiters take this information and begin using our database, along with sophisticated networking skills to find potential candidates with the appropriate talent and experience. Once relevant candidates have been identified, a recruiter contacts each of them in order to have them come to the JPI offices for an interview. In this interview, the recruiter discusses that candidate's past experience, current career interests, resume, and if applicable, portfolio. The recruiter then submits to the client the resumes and portfolios of those candidates who are the most appropriate for the position. For those candidates who are responded to favorably, the recruiter arranges client interviews, follows up with both client and candidates, and often helps negotiate salaries, starting dates, benefits and titles. JPI recruiters always provide accurate information about a job and a company to each candidate and request consent before sending that candidate's resume or portfolio to that client.

If a candidate is not interested in a position, it is important for he or she to communicate this to the recruiter before affirming that the recruiter can send a resume or schedule a client interview. The feedback approach differs from client to client, and while some are very responsive, others for a number of reasons do not respond as quickly or as thoroughly as we would like. Please know that recruiters are constantly communicating to the client the importance of feedback. It is equally important for a candidate to give the recruiter feedback on interviews so that the recruiter can continue to be effective in helping that candidate and in moving forward with the search. Recruiting is a business, and an involved process of merging the most appropriate people with specific positions. Recruiters wish to build strong relationships between candidates and clients. As is often the case, our candidates are eventually in a position to interview and to hire others. Having gone through the job search process at JPI before, these clients have an extraordinary rapport with us and a deep understanding of the recruitment process. These long-term candidate/client relationships help us in striving to attain the highest standards for our profession.

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Communication with JPI Recruiters

Time constraints make it impossible for recruiters to meet with each and every candidate who shows interest in JPI. General candidate interviews must therefore be scheduled according to search-based and highly prioritized needs. Recruiters often require that a candidate drops off his or her portfolio for review. This is an effective approach because multiple recruiters need to review each book, and the coordination and review often take a couple of days to complete. Occasionally we are unable to give feedback at the time of pick-up; this does not mean that we are uninterested. With the amount of books coming into our offices daily, we cannot possibly provide every applicant with an extensive critique of their work. In most cases, time only allows recruiters to give brief comments about portfolios, usually relating to the candidate's career path, job options and available positions. Depending upon the nature of current JPI searches, a recruiter may wish to meet with certain candidates for a more in-depth conversation after reviewing their books.

It is certain that if a candidate is qualified for a position that we are working on, a recruiter will be in touch at once. Our candidates are important to us. We trust that our relationships will be comfortable, long-lasting and mutually beneficial

Your Job Search with JPI

Resume

- Resumes should be clear, concise and not over-designed.
- Use 8 1/2" by 11" format (vertical orientation is preferred).
- State "References upon Request" (optional).
- Include a brief cover letter telling JPI your desired position, salary and location.
- Include dates of employment and education.
- Avoid including pictures and hobbies.

Portfolio

- Remember quality versus quantity in determining how many pieces to include in your portfolio.
- Consider preparing multiple portfolios or creating sample books.
- Keep extra copies of your resume in your portfolio.

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JPI Portfolio Policies

We place an extremely high value on your work, and we take exceptional care of all portfolios that enter our offices. JPI may ask you to "drop off" your portfolio. If you are not comfortable leaving behind your portfolio, leave samples. Please be aware that an unwillingness to drop off your portfolio may disqualify you from potential opportunities.

We can only assume the cost of sending your work to and from our clients, but we cannot cover delivery costs between you and our offices. If you are from outside the New York or San Francisco areas and cannot drop off your book, you will be responsible for the costs of sending and returning your work to our offices. When we deliver portfolios to our clients, normal turn-around time is three days to a week. If you must have your book back, please contact your recruiter. Checking with the receptionist is another quick way of finding out the status of your portfolio.

Books may be dropped off at JPI offices Monday-Friday from 8:30 a.m.–5:30 p.m. Please call the receptionist for a scheduled pick-up time of your portfolio. If your portfolio is going to be picked up by a friend/messenger, you must call ahead of time with the name of friend/ messenger service. The portfolio will not be released without your verbal permission, both for your protection and for ours. If you are not actively working with a recruiter, please schedule a time to pick up your book.

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