

**ATLANTIC GROUP**  
Professional Search Consultants

## Land Acknowledgement

We are gathering on the occupied land of the Lenape, Rockaway and Canarsie people. Join me in acknowledging the Lenape, Rockaway and Canarsie community and elders, who stewarded this land – past, present and future.

We also acknowledge and lament the history of genocide and displacement of their territory which was rooted in colonization and white supremacy.



## Check-In



How are you coming to today's session  
**and how can I support you**  
during this time we have together?

## Opening Quote

If you wish to **move mountains**  
tomorrow, you must start by lifting  
stones today.

African Proverb





**Daniel Libardi**  
**Senior Managing Director | Health Services Division**

I joined the Atlantic Group in the fall of 2016 in our New York City location. I come from an entrepreneurial background and have over 12 years of knowledge in sales and managing client relationships. My previous roles gave me experience developing new business and managing the recruitment and training of all new staff.

# **Agenda**

- The Atlantic Group: Who we are & What we do
- How to work with a Recruiting Firm
- What are the benefits of working with a Recruiting Firm?
- Job Search & Best Practices
- Additional support
- Q & A

# Who is Atlantic Group

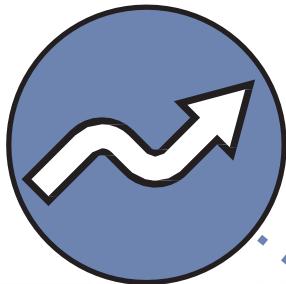
We connect *highly skilled professionals* with a deep client roster, developing a recruitment plan tailored to each individual based on his/her professional goals.

We advise *clients* on best practices in hiring, market trends, and compensation structures. We develop hiring plans that ensure efficient and transparent processes.

We are *business professionals* and *industry specialists* with backgrounds in the verticals for which we now recruit and consult.

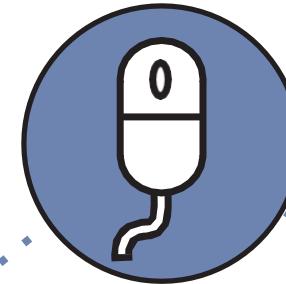
# What We Do

We work directly with those who make hiring decisions. Our consultants help you build strong management and support teams and provide strategic market data to assist in talent evaluations.



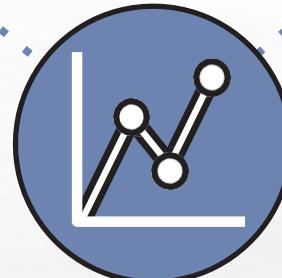
## FINANCE & ACCOUNTING

- Corporate Accounting & Tax
- Fund Accounting
- Public Accounting, Tax & Advisory
- Internal Audit
- Trade Operations & Middle Office
- Financial Reporting
- FP&A/Corporate Finance



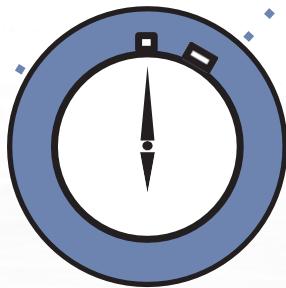
## INFORMATION TECHNOLOGY

- Application Development
- Big Data/Data Science
- Infrastructure/Dev Ops/Cloud Services
- Executive IT Leadership
- Database Engineering/B.I.



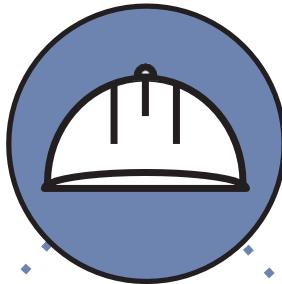
## CAPITAL MARKETS

- Quantitative Analytics & Research
- Electronic Markets
- Fundamental Analytics & Research
- Risk Management



#### TEMPORARY STAFFING

- Accounting/Tax/  
Corporate Finance
- Human Resources
- Administrative Support
- AP/AR
- Legal Support



#### REAL ESTATE & CONSTRUCTION

- Real Estate Development
- Real Estate  
Investment Management
- Construction
- Engineering
- Architecture



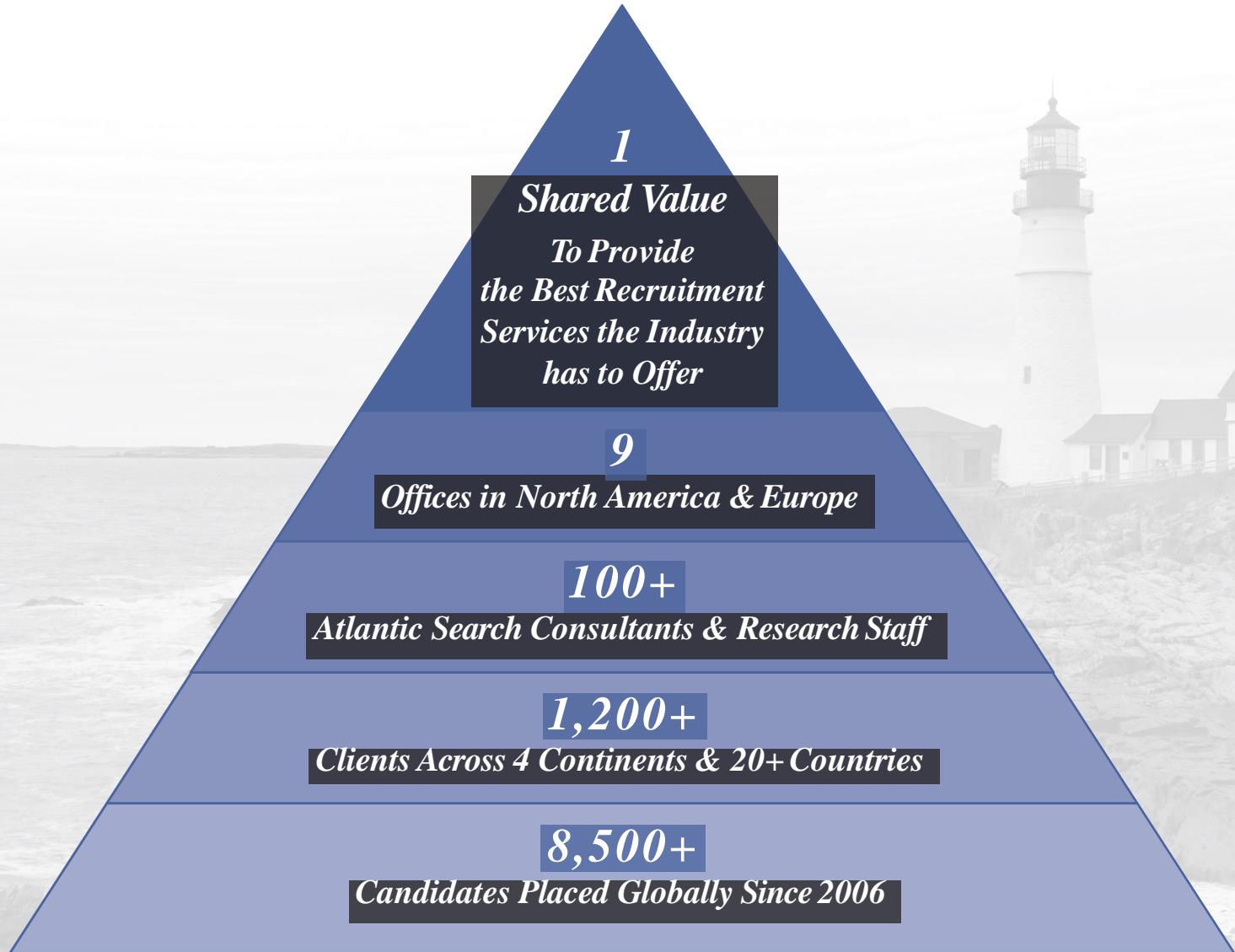
#### ADMINISTRATIVE & CORPORATE SERVICES

- Office Operations
- Administrative/Executive Assistants
- Sales & Marketing
- Human Resources
- Corporate Communications & PR



#### HEALTHCARE

- RNs/LPNs
- Medical Assistants
- Physician Assistants
- Nurse Practitioners
- Social Services



# Working with a Recruiting Firm: What's the Process?

- **Step 1:** Schedule a phone screen with an experienced recruiter to discuss employment history, education level, resume format and type of position you're looking for.
- **Step 2:** In person meeting to sit with your recruiter to discuss specific clients and job opportunities currently available. Will also meet with the Account Executive who manages the client relationship. (During Covid this step has been completed over Zoom or Microsoft Teams)
- **Step 3:** Based on information collected during the meeting the Account Executive will begin submitting your resume to companies we represent.

# **Working with The Atlantic Group: What are the Benefits?**

- No cost or commitment for the candidate.
- Our clients contract us to provide them with high caliber talent for open positions.
- Direct line of communication with Human Resources and hiring managers for open positions.
- Separating your resume from the dozens, sometimes hundreds that apply to job postings online.
- Support and guidance from your assigned recruiter during the interview process.

- **Resume Review:** Our recruiters review hundreds of resumes each week. We assist in resume formatting and layout. Copies of the updated resume and cover letter are provided for no cost.
- **Interview Prep:** The night before a scheduled interview your assigned recruiter will go over the job description, interview structure, and helpful tips from previous interviews.
- **Role play:** Practice answering commonly asked interview questions.
- **Follow up:** Thank you emails to hiring managers.

# What types of employment are offered?

- **Per Diem:** Often candidates are looking to supplement income or receive hours towards a license. Weekends or evenings are common.
- **Contract:** Full-time or part-time hours with a specific start and end date.
- **Temp to Perm:** Full-time hours with a probationary period in the beginning. Commonly about 6 months in length. Candidate is paid hourly through the Atlantic Group until the probationary period is complete. This varies with each company.
- **Direct Hire:** No probationary period.

# **How can I set myself up for success?**

- Prior to meeting or speaking with your recruiter get all documents organized. Resume, cover letter, copy of degree, and three professional references completed if possible.
- Communication: Honest and transparent conversations regarding activity and positions that interest you.
- Information for SCR forms and background checks.
- Direct deposit form and two pieces of identification.
- Research companies and positions that you're interested in.
- Review job descriptions and compare those qualifications with your experience.

# **Thinking about making a career shift?**

- Keep your skills updated. Take a refresher course or certification.
- Stay current with new technology. Add a technology skills section to your resume can be helpful.
- Leverage your network. A professional LinkedIn profile is very important.
- Manage dates on your resume.
- Look for careers that compliment your current skill set.

# FAQ's

- **How long should my resume be?**
  - Depending on experience try to keep everything on 1 page with most recent and relevant experience at the top. Keep education and skills organized on the bottom.
- **Who should I use as a reference?**
  - Companies like to see 2-3 professional references from previous managers or directors.
- **How should I handle my social media accounts?**
  - Keep social media platforms private and create a professional LinkedIn profile.
- **What if I find a position on my own?**
  - Great! Just inform your recruiter and we will withdraw your resume for consideration.

# FAQ's

- **Is there a cost or fee?**
  - No cost for our services, contracts and fee agreements are with our clients.
- **How many recruiting firms should I work with?**
  - 2-3 firms to give yourself maximum opportunities & exposure.
- **How long does the process take?**
  - On average it takes 3-4 weeks to interview and start a new position.  
(This will depend on the type of position and credentialing that needs to be completed)
- **Where should I post my resume?**
  - Build profiles on Indeed, Zip Recruiter, Career Builder, and LinkedIn.
- **How do you connect with a recruiter to schedule a phone consultation?**
  - For Healthcare or Social Services positions you can email me directly at [dlibardi@atlantic-grp.com](mailto:dlibardi@atlantic-grp.com). For other divisions visit our contact page on the website.

# Contact Information

[Dlibardi@atlantic-grp.com](mailto:Dlibardi@atlantic-grp.com)

<https://www.linkedin.com/in/daniel-libardi-b0948924/>

<https://atlanticrecruiters.com/>

## Check-Out & Closing Quote

How are you leaving  
today's info session?



**Challenges make you discover**  
things about yourself that you  
never really knew.

**Cicely Tyson**  
Actress & Fashion Model | 1924 - Present