

JEFFERSON GROUP CONSULTING

VETTED SEARCH & SALES BEST PRACTICES FROM A RECRUITING ENTREPRENEUR
WHO STILL WORKS A SEARCH DESK EVERYDAY, JUST LIKE YOU

JGC TAKING THE SEARCH QUESTIONS

- Why is the position open?
- Why do you need the position filled?
- When do you want the position filled?
- If they say ASAP, ask them if they would be prepared to make an offer to the right candidate tomorrow?
 - When do they realistically expect to have the position filled by?
 - Can they commit to interview times for candidates now? Set them up!
- If a new position, what happened to precipitate the approval of budget dollars for this position?
 - Who (what group of people) wrote the position description?
 - How long did it take to approve position?
- If an incumbent left, why?
- If incumbent promoted, is that opportunity available to the next hire? Other opportunities?
- Where did you get the incumbent from?
 - Can I see a copy of the incumbent's resume?
- Who is the **best employee** you have ever had doing this job? Why? Where did they come from? Where are they now?
 - Do you have a copy of their resume from when they worked here that I could review?
- What background would the ideal candidate bring to this position?
- What skills?
- Are there any specific places (*companies / organizations*) you would like me to recruit from to fill this opening?
- Any specific candidates? Why? Where can they be reached?
- How long do people generally stay in a job like this? Why?
- What else are you doing to fill the opening through **ALL** sources?
- Who are the key stakeholders concerned with getting this job filled?
- What keeps you up at night as you think about finding the right hire for this position?
- What happens if this job remains open for more than a month? Three months? Six months? Longer?
- Who, specifically, will suffer if this job remains unfilled?
- What initiatives/projects will suffer if this job remains unfilled?

- Once you hire the new candidate, how will you measure their success?
- What will the candidate accomplish in three months, six months, a year from now to make you know you made a **great** hire?
- If you hire a great candidate, what processes/reviews do you have in place to ensure you **retain** the candidate?
- What do people generally say about working for your company, both as current employees and as former employees?
- How long have you worked for the company? How did you get here?
- Tell me why you like working in this organization?
- What is your organization's "recruiting brand" in the marketplace? (*what is recruiting brand...what people generally think about working at/for an organization...street talk*)
- Why will someone get excited to work in this job?
- Why will someone be excited to work for this supervisor/boss?
- Why will someone want to work for your organization? (*always interesting to see how this differs from why they like working here*)

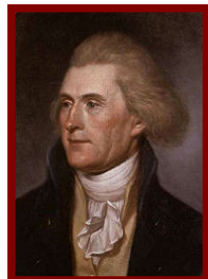


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*CERS...Certified Employment Retention Specialist...the most advanced NAPS (National Association of Personnel Services) credential for professionals in the search profession, a credential that less than 50 elite senior search professionals in North America have earned.



- Going back to the stakeholders who want this position filled, who is going to be involved in the hiring process? Why?
- Is filling this position really a priority for everyone involved in the hiring process?
 - That means they are already planning on setting aside time to do the necessary interviews to fill this position?
 - If someone is not on board enthusiastically with this hire, what are the landmines that we need to be aware of?
- Tell me about everybody involved in interviewing for this hire?
 - How often have they each done hiring and interviewing before, in the last 12 months?
- How do those involved in the interview process typically prepare to do a successful interview?
- How have they been trained to do competitive interviews?
 - Do we need any input on how to do a quality competitive candidate interview?
- How have they been trained to be PR ambassadors for your company?
- Are they aware that it is equally important to interview the candidate, AND strategically sell the candidate on the whys of working here during their interviews?
- Have all the stakeholders/interviewers **recently** read the current job description that I have seen (*will see*) and agreed on what this candidate will do once hired?
- Is it more important for a candidate to have the skills to do the job, or to fulfill the academic/experience requirements of the job?
- Has anyone done a **RECENT** salary survey to make sure that your salary range is competitive?
- Who can I safely discuss the money/salary issue with during this process?
- Who can I tell the candidates to safely discuss the money/salary issue with? Who should they NOT talk money with?
- Is there anybody in the process who needs to do a rubber stamp final interview? Who? Why?
 - Do they have a history of vetoing hires? Why?
- Do you have peers involved in the interview process? Why? Are they trained interviewers?

THESE QUESTIONS HAVE OFTEN BEEN ASKED IN A PRIOR MEETING/ LUNCH or CALL often worth reviewing them again if you haven't discussed recently

- What is the process by which you will decide who to hire and why you will hire them over the others you interview?
- What is your company's "recruiting brand?" How does your organization actively build/improve/ market itself so as to create/ build its "recruiting brand?" (*this Q is above too*)
- How often do you work with third party recruiters in a year?
- How much did you spend on third party recruiting services in the last year / last 12 months?
- Tell me about a third party recruiter that got it all wrong. Tell me about a third party search professional that got it done right. What did they do that you would like to see us replicate?
- Tell me about how you work third party recruiters in the hiring process?
 - Will I have access to get feedback from everyone involved in the process? Why or why not?
 - Do you see me as a mere resume source, or a consultant in the hiring process?
 - Who is the best third party recruiter you have ever worked with?
 - Why did you like them so much?
 - If I see you doing something in your recruiting process that may harm your "recruiting brand," do you want me to say something? To who?
 - How hard should I push if I see you making what I think is a "mistake" while we are working together?
- How often do the others involved in this process work with third party recruiters? What is their attitude about having to do this?
- What have I failed to ask here to help us find you a great candidate to fill this position?
- What have I failed to ask today to help us understand your recruiting process and recruiting brand, so that we can successfully partner in completing this search with you and your team?
- What do you have open right now that I can begin working on to earn your business by what I do, instead of what I say?

OR How soon can our relationship become one where I get to work with you to earn your respect through the work we do together to fill an open position?



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