# C:\Users\Katherine\Documents\Recruiting Workshop\Web site info\key lock header.jpg

# Questions Order-Takers Don’t Ask

What makes this a great career opportunity?

What is happening in the company overall, this portion of the company, etc., that would be important for the candidate to know?

What does the near term future look like? What new things are you planning?

What are you excited about in your business?

How would you describe the culture today? What is it like to work in this group?

What are you like to work for? What is your personal style, preferred management style, etc?

Success factors of predecessor or the best people in the position. What do/did they do that is different than average? If there was someone in the position just recently: What did that person do that you would like to see the person we hire also do?

Job objectives to be achieved within first 6 months. Which is the most important; what makes it the most important?

What is the most important task for this position? What makes it important to you?

What are the key issues this person would need to address short-term? Longer-term? Internal and external?

Any challenges to success? Internal? External?

Are there key categories of people you are looking for (e.g., hard charger, creative, intellectually curious, etc.)? If so, how do you define those terms?

What would make you say “Wow” when looking at a resume?

How do you know when you’re sitting across from a great candidate?

How does the hiring manager want to receive resumes for review, e.g., one at a time via email, once a week in a phone call or meeting with you, when you have a certain number ready for review, etc.?

How soon, on average, will the hiring manager be able to get back to you after reviewing resumes and after interviews?

More Tools:

**Start NOW to Build your Business Partner Relationship with Hiring Managers and HRBPs**

The Consultative Recruiter: Get More Candidates, Faster Time to Fill Stats & Happier Hiring Managers

New ebook now available on Amazon: <http://www.amazon.com/dp/B00KY3YCMU>

NEW Strategies to solve the five biggest challenges you can encounter working with your hiring managers. See them at: <http://www.theconsultativerecruiter.com/recruiters-cheat-sheet/>