



Qualigence  
International

# **20 Questions Recruiters MUST Ask the Hiring Manager (and Client)**

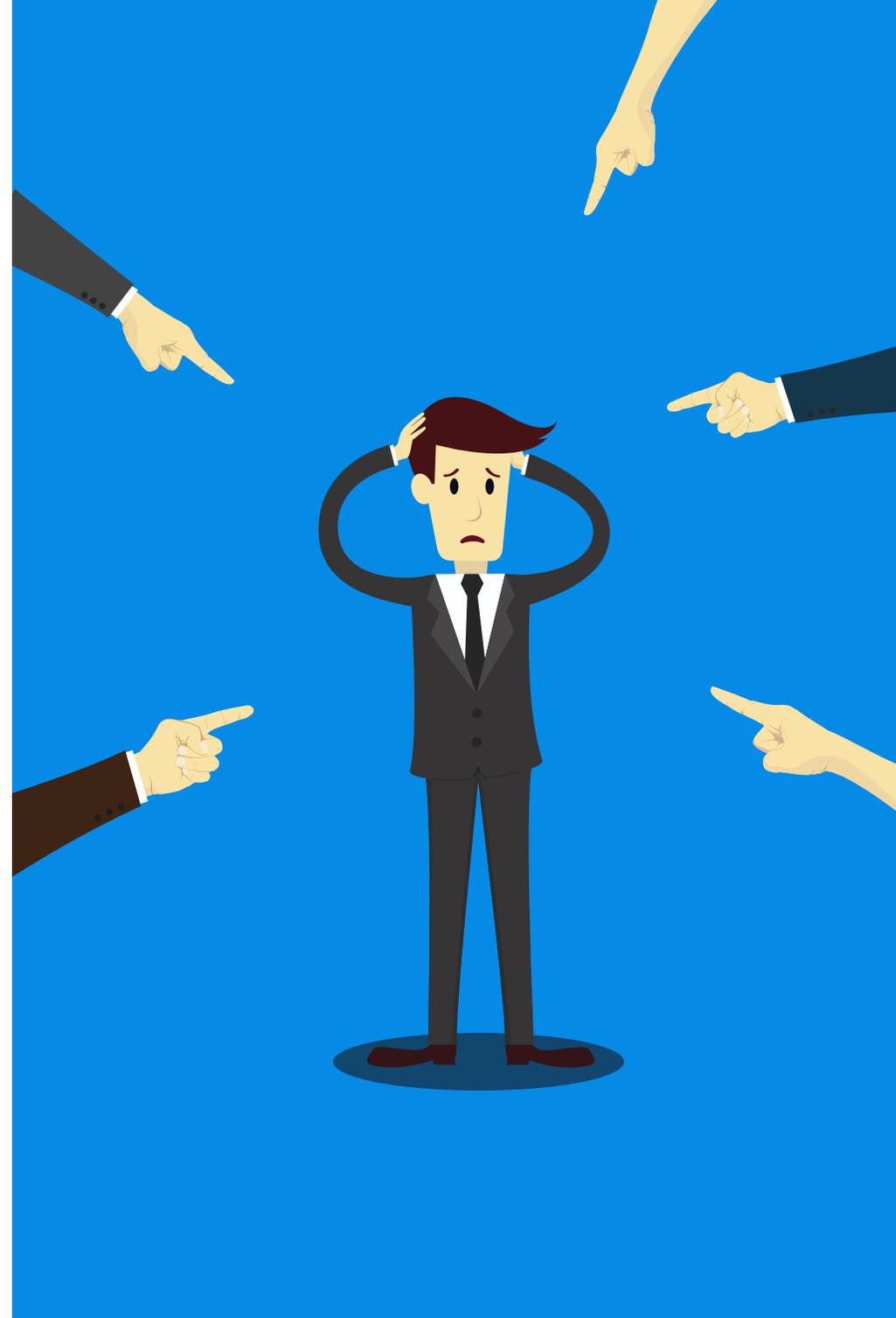
eBook

## Introduction:

There's much debate surrounding the responsibility of the Hiring Manager vs. the Recruiter in the hiring process.

But when we set the finger pointing aside, one thing is certain: The role of the recruiter is changing, and as a result, a more thorough communication process is a necessity on both the client and candidate side.

Now more than ever, quality candidates have a say in where they want their career to go next. It's crucial that recruiters have a thorough understanding of the open position and all of its details in order to make a successful placement of top talent.



**Keep these Hiring Manager & Client questions in mind the next time you gear up to recruit for a position.**



# Before You Even Begin

Research the company (i.e. location of corporate offices, financials, any recent news on company, acquisitions, number of employees, etc.)

Then, receive and review the job description/position profile.

The job description should include:

- Company Background
- Position Summary
- Reporting Relationships
- Major Responsibilities
- Ideal Experience
- Critical Competencies for Success
- Short term Objectives

If the job description does not have these items, make note of them to ask the Client/Hiring Manger



## On the Call: The Basics

Begin the conversation by asking overview questions to clarify the position. Even if you already know some of these from reviewing the job description, it doesn't hurt to re-verify the basics. This will come in handy later when talking with the candidate.

### Overview Questions:

- What is the Job title?
- How many positions are we recruiting for?
- What is the location of the role (s)?
- What is the Reporting structure (who will the candidate report to)?
- Who will be their direct reports or will they be an individual contributor?
- What is the team structure (i.e. how many peers)?



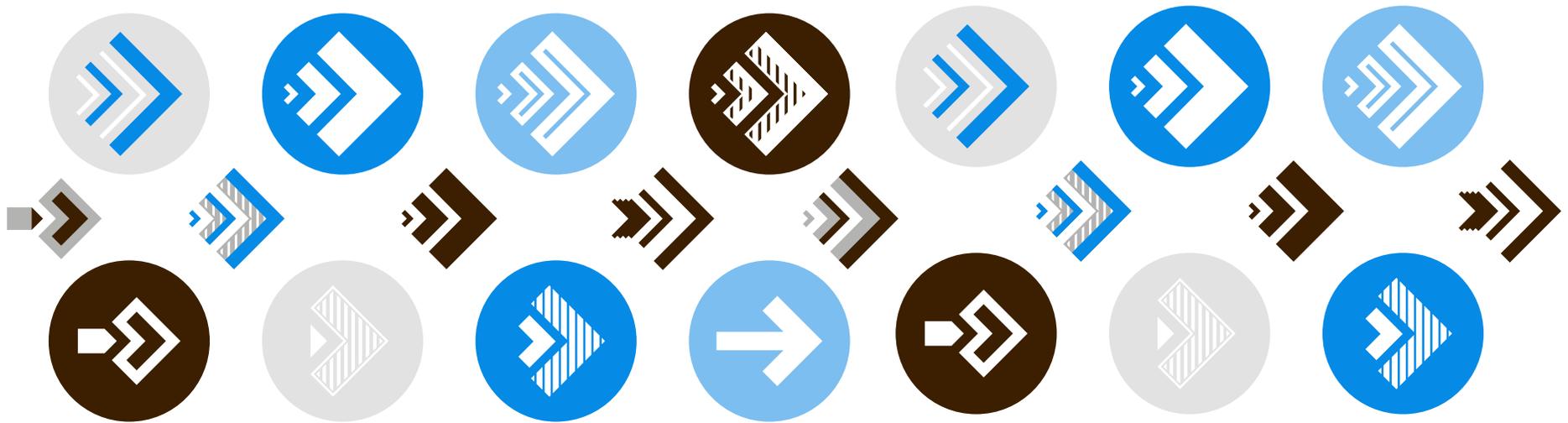
## On the Call: The Basics (continued)

### Overview Questions:

- Reason for the opening (acquisition, company growth, termination of employee) – if it's a replacement ask the question, "What happened to previous person?"
- How long has the position been open?
- Any difficulties facing the team (i.e. high turnover, not enough experience within the team)?
- Will they have budget or P/L responsibilities?
- Will there be advancement opportunities?



# Diving Deeper : Take the Conversation to the Next Level



## Diving Deeper

Once you understand the basics of the role you're looking to fill for the client, take the conversation to the next level to truly assess the wants vs. needs of the client or hiring manager.

### Deeper Questions:

- What are the long term objectives for this role (try to get three)?
- What are the short term objectives for this role (try to get three)?
- What will be a day in the life of this role?
- What are the must have skills for a candidate to be successful? Have the hiring manager rank them in order of importance.
- What are the preferred skills for a candidate to be successful? This is a good opening to have the client or hiring manager rationalize the requirements.
- What is the Hiring Manager's managerial style?
- Is relocation offered – if so, what will the company provide?
- What is the base salary/bonus/commission/sign on bonus/Visa sponsorship?



## Why it Matters

If the Recruiter and Hiring Manager don't understand each other, it can be incredibly costly. An unclear position leads to a mis-hire and can cost a client up to a third of the new hire's salary to replace them. Avoid the disconnect between hiring managers and recruiters to save everyone time and headaches.



## About Qualigence

Qualigence International is the largest Recruitment Research and professional search firm in the United States, and proudly serves as a unique alternative to traditional retained or contingent recruiting models.

[www.qualigence.com](http://www.qualigence.com)