

What questions you should ask when approached by a recruiter? These questions should move beyond the basic job responsibilities and location, and dig deeper into learning about the company, the potential for career growth, and the search/interview process.

Knowing which questions to ask helps you fully evaluate the opportunity. (As an added bonus, it also helps you determine how valuable the recruiter will be.)

ABOUT THE JOB

1. Can you send me the job description?
2. What are the top 3 skills (technologies, certifications, experience, etc.) any candidate must have to be submitted?
3. What are the three key factors to success in the role?
4. What is the duration of the project? Are there any extensions? (for contract roles)
5. Why is the position open? Is it new or a replacement?
6. Who does this role report to and where does their role fit within the org chart? What kind of person is this? How would you describe the supervisor's leadership style?
7. Current and future projects this role will be involved in?
8. What does a typical day look like for someone in this role?
9. Where is the job physically located? What percent is it in-office/on-site, travel, remote work?

ABOUT THE COMPANY

1. What are the company's goals for this year and what are the critical department goals?
2. What is it like to work at the company?
3. What can you tell me about the company culture and work environment?

ABOUT THE SEARCH

1. Tell me more about the interview process: when can I expect to have interviews scheduled, will it be phone, video, or in-person?
2. Who will be involved in the interview process? Can you tell me about them?
3. Has long has this position been open? When do they intend to fill it? (If it's been open for a long time, why has it been open for long time?)

At Whitaker, these are part of our standard job order conversations with clients that provides the clearest vision of the potential career move for our candidates.