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# 20 Smart Questions to ask every recruiter ... so they'll work smart for you!

## These questions will help you ...

- Find recruiters in your area of expertise
- Determine if a specific job is right for you, and if you have a chance of getting the job
- Put your best foot forward ... every step of the way
- Establish a great relationship with the recruiter, for today and tomorrow

## When introducing yourself to a new recruiter, ask these questions:

1. "What is your area of specialty? (What type of positions do you work to fill?)"
2. "What type of positions are you working on right now?"
3. "Do you have any interest in talking with me? I am a ... (insert 30-second pitch outlining your target job, key skills, and differentiators)."
4. "Do you have any job openings I can help you find people for? I might know someone ..."

## When pursuing a specific job with a recruiter, ask these questions:

5. "What would an ideal candidate look like to you?"
6. "What are the 3 to 5 critical (must-have) skills for this position?"
7. "Out of curiosity, why is this position open?" (Did someone quit/get fired or is it a new position?)"
8. "Is there anything else you would like to see or hear from me to help you explore this position for me?" (Do I need to rework my resume? Offer samples of my work?)
9. "Based on our conversation so far, do you see any gaps between what you are looking for, and what your client (hiring manager) wants?"
10. "How do I compare to other candidates for this job?"
11. "Please describe the rest of your process (how many interviews, etc.)"
12. (If an agency recruiter): "How did your firm get selected to work on this job opening?"
13. (If an agency recruiter): "Aside from working with you, do you know what else the client is doing to fill this position?"
14. How and when would you like me to circle back with you after the interview?"

## Once you have been selected for an interview, ask these questions:

15. "What tips do you have for me ... to help me prepare well, and put my best foot forward?"
16. "Who will be interviewing me?" (Names, titles, role in the process)
17. "Do you (or the hiring manager) have any concerns about my fit for the position?"
18. "Why is this position open?"
19. "If they like me, what will the next steps in the process be?"

## At the end of every interview, ask these questions:

20. "How do I compare to the other candidates for this position?"

**Need more help with you transition? We're here for you!**

**About ARBEZ** You are not alone! We've been closing the gap between people and their career dreams since 2006. We're the creators of the groundbreaking new approach to job search: zCoach™ and the Job Hunt Coaching System online (Preview & purchase at [www.arbez.com](http://www.arbez.com)). This "job hunt coach in a bottle" is being used in companies, universities, career counseling firms, networking groups and homes from Minneapolis, MN USA to Johannesburg, South Africa. We know what it takes to get you hired ... in the job that's right for you! You are not alone! Let us help.