



# Information gathering questions

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## **Client organisation**

- How many roles become vacant in a year?
- What roles were they?
- Why did you need someone to come in as x?
- Was it temp or perm? How many temp, how many perm?
- What does your department do?
- Who else is in your team?
- Who do you report to?
- Who reports to you?

## **Agency usage**

- Who did you use?
- How often do you use them
- Why did you use those agencies?
- What are your likes/dislikes?
- Who chose to use those agencies/who is the decision maker?
- Who agrees the psl?
- What do I have to do to be considered?
- When is the psl reviewed?
- Who reviews it?
- Who deals with it when you are away?

## **Agency staff**

- Who was your last recruit?
- How did you find them?
- What process did you follow for that recruitment?
- Why did you take them on?
- What puts you off a cv?

## **Client contact**

- How do you recruit?
- What is your process?
- Who has the final decision?
- Is anyone else involved that I should be speaking to?
- What 3 things do you look for on a cv?
- What is the importance, rate in order



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- How long does your recruitment process take?
- How could we help improve that process for you?

## **The individual**

- How long have you worked at x?
- What do you enjoy about it?
- If there was one thing you could change about your role, what would it be?
- Who reports in to you? Who do you report into?
- Where did you work before?
- What is your long term career goal?
- What does your role involve?

This is by no means an exhaustive list but will be a good starting point. You will of course get objections for some of these – but remember – you deserve and need to know!

Have this printed out and available on your desk/notes somewhere .

