The Direct Hire Job Order Form

The first step in taking a job order is ensuring you've completed all of your company research. Find out as much information about the company, team, and hiring manger that you're looking to support. The more information you have, the easier it will be for you to sell the opportunity to your candidate, and the easier it will be to continue to build that relationship with your clients and candidates. Find out something exciting...check google.com, news, videos, and blogs. Check hoover.com...see what type of action they have going on the social media networks (Twitter, LinkedIn, and Facebook).

Very Important: check www.glassdoor.com to see what type of reviews employees have left on the company, department, and/or hiring manager you are recruiting for.

Do your own research:

- ✓ Google.com Check the News, Videos, Blogs, Discussions, Applications, and Patents
- ✓ Hoovers.com
- ✓ Glassdoor.com
- ✓ Twitter.com
- ✓ Facebook.com
- ✓ LinkedIn.com
- ✓ Company Web Site

Find out things like:

- Public, Partnership, or Private company
- How long has the company been in business
- What are their annual revenues

Great, now let's dig in. It's your job as the recruiter to get as much information about the job order from the source as often as you can. If you do not have access to the hiring manger or the person that has the need, push back, and schedule some time to have the conversation that's needed to get the following information:

Company Name: Address: Phone:
Position Title:
Hiring Manager Name: Department:
Email Address: Office Hours:
Reports to: Team Size (#): Culture:
Hiring Manager's Management Style:
What's the salary range for this position? (Decide who extends the offer and that should be you!)
Please provide me with a detailed description of your benefits package so that I may use it as a tool to interest the best talent.
What is your company's policy on reviews and raises?
What is creating the need for this hire?
Have you eliminated the possibility of an internal promotion?
How long has the position been open?
What sources have you used already? What other sources are you planning on using?
How many candidates have you seen? How many are still pending?
What have you liked or disliked about these candidates?
What is the deadline for having someone in this position and what problems will arise if that does not occur?
Tell me about your hiring process (Who is managing the process, who will be involved in the interview process, who makes the ultimate hiring decision, will tests need to be given?)
Find out their availability for interviews this week and next week?

You ***may*** also want to ask the hiring manager which three characteristics of the hire are they prepared to sacrifice to obtain the other two:

1) Quality of hire? 2) Speed of hire? 3) Cost of hire?

Are they willing to sacrifice the quality of hire for the speed or cost of hire? Are they willing to sacrifice the cost of the hire for the quality or speed of the hire? These are the important questions you want to ask to get a true idea of what the hiring manager is looking for.

Expand, Dig, & Confirm the Job Order:

You will want the manager to Describe A Day In The Role Of This Person. This will give you some understanding of the departmental culture to gauge the type of person who will "fit in" to this team.

- What are the day-to-activities this person will be involved in?
- What other areas of the company will this role interface with?

- Will this role require traveling? How much on average?
- What have you seen, either professionally or personally, in your current office environment, that would exclude an otherwise great candidate from being successful?
- What is the toughest challenge the candidate will face??

Ask about the Value Proposition, questions like:

- Why would a *Rockstar* candidate want this role?
- Why types of projects will this candidate be working on?
- Are you using any new technologies that would be appealing to a potential candidate?
- What would an ideal candidate need to accomplish or be a "rock star" on in order to accomplish the objectives of the position or project? How can they ace the performance review?

Get more information about the Required Skills & Educational Background for this position:

- What are the top 3 absolute skill requirements you need in this person — e.g. software knowledge or industry knowledge?
- Which skills are most important to them?
- How flexible are they on the years of experience?
- What is the minimum educational requirement?
- How flexible are they on the educational background?
    - For example, if a requirement says MBA in Accounting, would they also consider someone with a master's degree in Accounting?
    - Or if the experience level says bachelor's degree with 5-7 years of experience, would they consider someone with a master's who has 3-4 years of experience?

The key and the concept is to take every item on the traditional job description and ask the manager what the person must do with it to prove superior competency. For example, if the manager says the person must have three to five years of industry experience, ask how will the person use their industry experience? This is how you convert job descriptions into performance profiles.

Don't be afraid to Inquire About Past Hires with questions like:

- Where have your best hires come from in the past?
- Did they come from networking or advertising from any organization or association?

Ask the hiring manager if they have 2-3 example profiles either from current employee resumes or someone who has left the company who had the right resume profile for you to compare your sourcing with.

Try to get a List of Competitors or Target Companies to use. When you are speaking with the hiring manager, have a list of 3-5 competitors ready for the meeting or conversation, even if you aren't sure those should be on the list or not. Sometimes a target company may just be a company that is local and not necessarily in the same industry. Okay, so, first you want to discuss the competitor list with the hiring manager, then ask questions like:

- Are any companies he/she has hired from in the past?
- Which, if any, companies listed would be most preferred for their next hire?
- Do they have any additional companies they would like to add to the list that are also highly desired for the target list?
- Also, very important, are there any companies on the list that he/she would **not** want to see candidates from?