

Presented by Barbara J. Bruno, CPC, CTS

It's easy to want to work your own orders vs. another recruiter's in your office, but is your job order the hottest? There are specific steps you can take to ensure you only work orders that provide you with the greatest possibility of success.

When you take a job order, in addition to the specifications of the position, salary and minimum skills needed, it is important that you obtain the following:

1. Interview times
2. Name of a person to confirm interviews
3. Specific target date to fill
4. Problem that exists - *as a result of this job not being filled*
5. What has been missing in candidates interviewed to date
6. Expectations

INTERVIEW TIMES

By asking for interview times you are obtaining your client's commitment to interview your candidates. You are also giving your commitment to present top talent. Your job as a recruiter is to get your candidates in front of hiring authorities every day. Interviewing times guarantee you will book interviews! This also eliminates the problem of clients disappearing once you have completed your recruiting efforts.

NAME OF AN ALTERNATE PERSON

Most hiring authorities are extremely busy and often don't return calls. It is critical for you to obtain the name of an alternate person who can confirm interview times. Again, this ensures your ability to schedule interviews.

SPECIFIC TARGET DATE TO FILL

Effective immediately – you will no longer write down “immediately, yesterday or ASAP” on your job orders. You will ask for a specific target date to fill. Too often clients say ASAP and yet they have no intention of filling a job for sixty days. Timing is everything in recruiting and a specific date guarantees that both you and your client are on the same timeframe.

PROBLEM THAT EXISTS

If no problem exists as a result of a job being open, that could negatively affect the urgency to fill. On the other hand, if a person was threatening to quit, the client has great motivation to fill the position. It is important to identify the problems so you can keep the interview process going.

WHAT HAS BEEN MISSING?

If your client has been interviewing on their own, you can now obtain critical information to help you fill the position. Key in on the credentials your client has **not** been able to identify, and you will make a placement!

EXPECTATIONS

Recruiting firms are no longer “cookie-cutter.” It is important that you provide your clients with a list of expectations. Write down what they can expect from you and what you expect from them. Stress the WIIFM (What’s In It For Me).

Clients are very confused about how to effectively work with recruiting firms. They actually appreciate knowing up front what to expect.

ONE LAST TIP - EMAIL A COPY OF YOUR JOB ORDER

Email a copy of your job order to everyone in the hiring process. If your contact does not want you to do this, ask them to circulate your job order. Over 50% of the time someone in the process will make major changes – that will save you a ton of time.

Once you have obtained the information outlined you will never again have to wonder which job order is the hottest. You will know!

If you plan on growing your business or hiring, outsource your training to Barb Bruno, CPC, CTS. Let Barb be your Training Department if you don't have one or provide your Training Department with more **Horsepower** if you do! Take time to review the [Top Producer Tutor!](#)

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