

## Name Gathering Questions

### **While taking the Job Order:**

- *Is there anyone you've interviewed in the past that you wanted to bring on board but he/she declined, either to revisit as a candidate or to use as a referral source?*
- *Who have you networked with in the last year (trade shows, industry functions, etc.) that you'd like to target for candidacy or referrals?*
- *What companies might your #1 candidate come from? What companies have your best hires come from?*
- *The others on your team – where did they work prior to joining your firm? Who on your team could I talk with to see if they have any contacts at their old companies that I might call?*

### **To determine the organizational structure:**

- *How many people are in your department? I know Rob, Jim, and Sue – who am I missing?*
- *Who do you report to? Who does that individual report to?*
- *How many people report to you?*
- *I know in most organizations, your department will have (titles), (titles) and (titles). What roles do you have within your department? How many people are in each of those roles?*
- *Who else is in the same role at your current company? What is the next role you will move into?*
- *Who trained you for this role?*
- *Who is in charge of hiring for your team?*

### **When talking with an active candidate:**

- *If you left, who in your department would backfill your position?*
- *Where have you interviewed in the past year and who did you interview with?*
- *Who else in your department is considering change?*
- *Who are two people you respect at competitors doing what you are doing?*
- *How active are you in the industry - are you a member of a committee or any trade associations? How many members are there? Who is the lead/head/director?*
- *Where did you get your degree? Who did you graduate with that you still keep in touch with (in the industry)?*
- *When you send me your resume, please also include six references who can vouch for you if we move forward – make sure two of the references are people you've reported to, two are peer level, and two are individuals who have reported to you at some point.*
- *Will you do me a favor - shoot me an email with a directory of your past/current company, or an org chart.*

### **When on a client development call:**

- *Which other candidates are you interviewing, have interviewed, or have you passed on?*
- *Who would you go after if you had a need for a (title)?*
- *From what companies does your company recruit?*
- *Who are you most proud of developing/training?*
- *Which friends or colleagues at your level might be interested in considering other opportunities?*
- *Who reported to you at your previous company?*

**When on a recruiting call:**

- *I know you have a lot of management responsibilities, and it would be good to get a feel for your team. How many people report directly to you? Do all four of them have the same title? Actually, what are their titles? How do you break down the different responsibilities/territories with individuals who are in the same role? (Call the gatekeeper later to gather names associated with the roles/responsibilities)*
- *I've been referred to a couple people there, and I don't know what they do. I'm sure you can help me. What does (name) do? Is (additional name) in the (type of) department?*
- *Who else is in the same role at your current company?*
- *Who has been promoted recently? Who has been passed over?*
- *Who did you replace? Where is he/she now?*
- *Who was your mentor? Who helped you out in the beginning?*
- *Who is the best manager/leader you've ever worked with? Where are they now?*
- *Who are the three or four individuals you consider to be the best you've ever worked with?*
- *The last person who left your team/department/company – where did they go? Who was it?*
- *Who have you hired recently? Where did they come from?*
- *I know (name) is no longer with you – do you know where they went?*
- *What company did you used to work with? What was your team? Who did you report to?*
- *I used to know someone at (name of previous company). He was a (title)...if you said the name...*
- *I know you used to work at (name of previous company) – I was referred to (name of candidate) who I think you may have worked with when you were there. What's your take on (candidate) – do you think he'd have the right background to fit the role we just discussed?*
- *Who else was responsible for your role at your previous company?*