

Questions to ask recruiters who reach out to you:

1. Are you reaching out to me about a specific role, or collecting information to add to your database for future roles?
2. Ask the recruiter to tell you a little bit about themselves and their background.
 - How long have you been recruiting?
 - How long have you been with your current firm?
 - Look up the recruiter's LinkedIn profile prior to getting back to them.
3. Ask how many employees they have placed with this employer client this year or in recent history.
 - You need to determine whether the recruiter who calls you has a "real" relationship with the employer who is hiring, or are they just tossing resumes at the employer and hoping they'll become a client by hiring one of the recruiter's candidates.
4. Ask them to provide you more detail about the company and the role, and make sure to ask them where the hiring company is in the process so far. Is this a new search? Are there other candidates well into the process?
5. Ask for job title and what is the salary range for the position?
 - If the recruiter has a "real" relationship with the employer who is hiring, the recruiter will have this information or at least a range to share with you.
6. Where is the position located?
7. What kind of background and which skills is your client looking for?
8. Set out your expectation for the recruiter who is interested in submitting your resume.
 - Require the recruiter to obtain an email from you giving them permission every time the recruiter wants to share your resume with a prospective employer.
 - Tell them that you expect that after every interview, you will want to talk to them within a day or two whether the client has made a decision or not. And you expect that the recruiter is willing to spend time with you recapping what type of feedback they received from the employer after every interview.
9. Clarify the process and ask about specific steps that the recruiter will be taking if you send them your resume. Get a commitment as to when you will hear from them.

Never pay a recruiter to search for a job for you. NEVER.

The recruiter should be more than happy to answer your questions. If they are hurried, rude, try to rush you, or not helpful, end the call.