

Interview Your Recruiter

Introductions

How did you find me? Online Job Board, personal introduction, referral?

Have we spoken before?

Assignment and Project

Please provide details for this assignment.

What is the job title, duties, responsibilities?

What skills do they need?

What methodologies must I be proficient in? PMBOK, Agile, RUP, etc?

Is this project fully funded? If not, what are the approval processes that it must go through (and how long will that take?)?

About YOUR firm (the IT Recruiting firm)

Are you local? If not, where are you offices?

Does your company have the right type of contract (CMAS, MSA, etc) to do business with this client and for this assignment?

Has your firm done anything like this before? If so, will you be providing the reference sites? If not, what are the chances you will win this engagement?

About the Company – Client you will be working at:

Tell me about company history - both locally and nationally or internationally (can get this online in some instances).

What is the organizational model? Is it matrix? Typical Up – Down?

Where do I fit in the organizational hierarchy?

Who are the people I will be working with?

Is there a team in place? Will I be able to assemble the team?

Relationship with Client

Has your company worked with this client before or will this be a first attempt?

What other projects have you completed for this client?

What are the chances your firm will be warmly received by the client?

Have you personally met this client or are you a remote IT Staffing firm?

Do you have other engagements with this client?

Do you have other consultants currently working at the client site?

Type of Employment

Who am I working for? The I.T. Staffing firm or the end client?

What type of employment is this? 1099, Corp to Corp, W-2,

Do I need to have General Liability Insurance, Errors and Omissions, Anything else?

How do I turn in my time?

Who will pay me and how often?

Do I need to wait for the client to pay you before you pay me?

Pay Rate

What is the rate cap that the client is holding you to? Do you have a standard mark-up?

What is my pay rate?

Is the client paying a consulting fee?

Should there be a change of roles, duties, responsibilities, on this assignment once underway, can I renegotiate the rate pay once we begin the project?

Proposal

Are you bidding against other companies for this project?

Do you need to prepare a Proposal in order to submit me for this position?

If you are asking me to prepare the proposal, will you pay me for that effort?

Do I need to sign a Non Disclosure Agreement in order to be submitted on this proposal?

Proof of Submitting Me

Will you provide me a copy of the Proposal or RFO reply so that I can verify you have submitted me to the client?

If you win the contract, do you have the right to substitute my resume and services with someone else? Under what conditions would that be done?

Am I the only one who is being proposed for this project or are you submitting multiple names and the client then picks who they want?

Contract Term

What happens if there is excessive “down time?” Will you pay me a retainer?

If this project fails to deliver the hours promised, can I leave the engagement with short notice?

What happens if the project stalls and I am sitting idle?

If this project stalls or fails, do you have other projects for me to work on?

What is the expectation if there is no other immediate (or forthcoming) contract?

Flexibility of Hours and Minimum Billing Periods

If this is a part time position, am I expected to be on call 5 days a week, tied to a desk, or can I come and go as I please?

Are there ongoing mandatory meetings that I must attend?

Can I charge time of a meeting is cancelled?

Can I charge a minimum billing period (i.e. minimum 1 hour per meeting, .25 hour per call, etc)?

Performance Review

Will I be given a Performance Review? If so, by who and when?

Will this review affect my position?

Location of work

Can I work from home? What are the telecommute possibilities?

Expenses

How will my expenses be paid?

Will the client report the payments of these expenses on a 1099?

Are they providing cell phone, Internet, mileage?

Travel

Do I need to travel for this job?

If so, how often and what is the distance?

Will I be paid for two way travel?

Benefits, Perks

Do you offer any benefits for this contract?

If you offer benefits during my employment, what happens (what is the expectation) should the contract end early? Are there continued benefits?

If the contract ends prematurely, will you provide me with a severance package?

Do you offer vacation time? If so, how will this be handled?