

Briefing Your Recruiter

To show your role and the business in the best possible light, we've compiled a list of enquiries that candidates often have when presented with a potential opportunity. In a competitive candidate market, creating strong answers around these questions can help you gain an advantage over your competition and speed up the recruitment process.

- What direction is the business heading in?
- What challenges does the company face and why?
- Are there any future projects in the works? For example: systems implementations, expansions or product launches?
- What is the culture of the business? Is it a driven corporate environment where staff wear suits and work 10 hour days? Is it a relaxed 9 to 5 team environment? Do employees enjoy team lunches, casual Fridays and celebrate birthdays? Candidates often want to know about the "warm and fuzzy" side of the business so make sure you give this some consideration. Often it is this information that applicants will use to compare opportunities rather than job responsibilities, particularly when the competing roles are similar, or for more junior roles such as Accounts Payable Officer or Assistant Accountant.
- How is the team structured?
- What skills will be developed by undertaking the role?
- Are there any overseas secondment opportunities?
- What is your management style and the culture you try to cultivate?
- How frequently are performance reviews scheduled? (Don't forget to include any preparation on the part of the employee if required.)
- Do you encourage internal promotion? Are there structures in place to ensure succession planning occurs?
- What are the progression opportunities for this role?