

# Recruiter Checklist for Candidate Exploratory Call



## PRE-CALL

1. Sit down with the Hiring Manager to understand the scope of the role.

- What will the candidate be working on? What is the problem that they will be solving?
- What will make this person successful and what are the metrics on which they will be evaluated?
- How will their work impact the team's success?
- How will their contribution align with the company's vision and objectives?
- What is the growth potential for this role?
- What is the opportunity for broader impact - How will they be making a difference in their industry or in the way the world works?
- What are the tools, programming languages and software the candidate is expected to work on?
- Do they have any preferences of profiles? What kind of work should the candidate have experience in?
- What are the salary constraints?

2. Research about the candidate

- If you're hiring through Belong
  - Read the reachout mail sent to the customer for context.
  - Based on the points of interest in the email itself, dig deeper into the social dashboard in the candidate's profile on Belong
- If you're not hiring through Belong,
  - Go to the LinkedIn profile of candidate - check previous companies, work done in each and if there are any common connections between candidate and you/company.
  - If the candidate is an techie, check GitHub and StackOverflow - check out the kind of projects they have worked on, questions they ask and answer
  - If the candidate is a designer, check Behance and Cargo Collective - have a look at their work
  - Check if the candidate has written any blogs, research papers, holds any patents

3. Prepare a personalized pitch of the company and the role based on the candidate's interests and aspirations.

## POST-CALL

1. If the candidate is interested, send an immediate follow up email after the call, reiterating information about the role, the company and the interview process
2. Even if the candidate is not interested right now or is unsuitable for the role, send a follow up email thanking them for their time
3. Connect with them on LinkedIn and try to keep in touch.