

How To Effectively Call A Recruiter About A Job

1

Know the name of person you are wanting to speak to, and expect them to answer the phone.

2

Have the in front of you, and read it a number of times so it feels familiar to you.

3

Research the company thoroughly and have notes in front of you.

4

Be clear with the recruiter about which role you are referring to.

5

Have 2 or 3 prepared questions written down in front of you, and practice asking them before you call.

6

Keep the call brief, but be prepared for a longer conversation if the recruiter keeps the conversation going.

7

If you aren't feeling confident then practice. Ask a friend to act the role of recruiter and pretend.