

Project Management and Business Consulting

Interview Your Recruiter

Introductions

- How did you find me? Online Job Board, personal introduction, referral?
- Have we spoken before?

About YOUR firm (the IT Recruiting/Staffing/Consulting firm)

- What type of company are you? IT Recruiting? IT Staffing? IT Consulting?
- Are you local? If not, where are your offices?
- Does your company have the right type of contract (CMAS, ITMSA, etc) to do business with this client and for this project?
- Has your firm completed a project this before? If so, will you be providing the reference sites?
- If your firm has not completed a similar project, what are the chances of winning this contract?
- Will you or someone from your company be working onsite too?
- Can you provide names of other consultants in the Sacramento area who have worked for you?

About the Company – Client you will be working at:

- Tell me about company or organization; their operations, current standing.
- 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?
- Do you have other engagements with this client?
- Do you have other consultants currently working at the client site?
- Have you personally met this client or are you a remote IT Staffing firm?

Assignment and Project

- Please provide details for this assignment, the job title, duties, and responsibilities.
- Can I see the RFO or Purchase Order?
- 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?

- What is the “definite” start date?
- How many hours and what days per week?
- If uncertain, are you willing to pay a retainer for potential down time?
- Is anyone else associated with your company working at this client site?
- Can you give me references from other consultants for this particular client?
- For this project, on what basis are you competing? Pay rate, experience, get your foot in the door?
- Have you personally met the individual I will be working with? What is that person’s name?
- Has this project assigned a Sponsor? If so, what is their name?
- What else can you tell me about the person/group that I will be working with?
- Is there a team in place or will I be asked to assemble the team?

Type of Employment and Pay Rate

- Who am I working for, you directly or the end client?
- What type of employment is this? 1099, Corp to Corp, W-2?
- Will we sign a Subcontractor or Employment Agreement?
- 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?
- What is the rate cap that the client is holding you to? Do you have a standard mark-up?
- What is my pay rate?
- What is the split (in either dollars or percentage)?
- 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 and Bidding

- 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 without my approval? 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 Terms, Flexibility of Hours, and Minimum Billing Periods

- 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?
- 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)?
- Can I charge a minimum billing period for onsite visits?
- Can I work from home? What are the telecommute possibilities?
- 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?