



CANDIDATE		HOME TEL	
JOB TITLE		MOBILE	
COMPANY		EMAIL	
CURRENT ROLE			
TALK ME THROUGH YOUR CURRENT ROLE?			
WHAT IS THE STRUCTURE OF THE CURRENT TEAM?			
WHAT WAS YOUR REASON FOR JOINING THAT COMPANY?			
WHAT IS YOUR REASON FOR LEAVING?		NOTICE PERIOD?	
		EARLY EXIT?	
COMPENSATION & BENEFITS			
WHAT IS YOUR BASIC SALARY FOR THIS POSITION?			
ARE THERE BONUSES ASSOCIATED WITH THIS POSITION?			
HOW ARE THEY CALCULATED? (COMPANY/PERSONAL PERFORMANCE, PROFIT SHARE?)			
IS THERE A COMPANY CAR/CAR ALLOWANCE?		HOLIDAYS, DAYS/WEEKS? ANY RESTRICTIONS ON USE?	
MEDICAL INSURANCE/LIFE ASSURANCE?		PENSION? WHEN ELIGIBLE?	
SHARE PURCHASE/OPTIONS?		OTHER FRINGE BENEFITS?	

**PREVIOUS ROLE**

TALK ME THROUGH YOUR PREVIOUS ROLE?

WHAT WAS THE STRUCTURE OF YOUR PREVIOUS TEAM?

WHAT DID YOU ENJOY MOST ABOUT WORKING THERE?

WHAT WAS YOUR REASON FOR JOINING THAT COMPANY?

WHAT WAS YOUR REASON FOR LEAVING?

WHAT WAS YOUR SALARY? WHAT ADDITIONAL BENEFITS DID YOU RECEIVE?

EXPECTATIONS

WHAT ARE YOU LOOKING FOR IN YOUR NEXT POSITION?

WHAT ARE THE MOST IMPORTANT THINGS THAT YOU ARE LOOKING FOR?

WHEN YOU GO FOR AN INTERVIEW WITH ONE OF MY CLIENTS HOW WILL YOU KNOW THAT THE ROLE AND THE COMPANY IS RIGHT FOR YOU?

**EXPECTATIONS (CONTINUED)**

WHAT SALARY ARE YOU LOOKING FOR? (TEST THIS TO ENSURE YOU KNOW WHAT THEY ARE BASING THIS ON)

WHAT IS THE MINIMUM SALARY YOU WOULD ACCEPT?

WHEN WAS YOUR LAST PAY REVIEW?

WHO WILL YOU HAVE TO RESIGN TO? WHAT ARE THEY GOING TO SAY? (START COVERING OFF COUNTER OFFER NOW)

WHICH LOCATIONS WOULD YOU CONSIDER WORKING IN?

WHERE WOULD YOU CONSIDER RELOCATING TO?

IS THERE ANYTHING ELSE THAT YOU FEEL WE HAVEN'T COVERED WHICH IS IMPORTANT TO YOU WHEN CONSIDERING YOUR NEXT POSITION?

ASSESSING THE COMPETITION

WHAT STEPS HAVE YOU TAKEN TO FIND YOUR NEXT POSITION?

WHERE HAVE YOU SENT YOUR CV TO IN THE LAST 3 MONTHS? WHAT FEEDBACK HAVE YOU RECEIVED?

**ASSESSING THE COMPETITION (CONTINUED)**

WHEN WAS THE LAST TIME YOU HAD AN INTERVIEW? WHO DID YOU SEE?

WHICH JOB BOARDS DO YOU LOOK AT MOST FREQUENTLY?

WHICH OTHER RECRUITERS ARE YOU DEALING WITH?

WHAT POSITIONS HAVE THEY SPOKEN TO YOU ABOUT?

PERSONAL

MOBILITY		HOME OWNER		MARITAL STATUS		# CHILDREN AGES?	
LANGUAGES				MOTIVATION TO MOVE			
REFERRALS							
NAME (1)							
COMPANY							
TELEPHONE							
BACKGROUND INFORMATION							
NAME (2)							
COMPANY							
TELEPHONE							
BACKGROUND INFORMATION							
NAME (3)							
COMPANY							
TELEPHONE							
BACKGROUND INFORMATION							

**COVER THE COUNTER OFFER IN FULL HERE**

WHO WILL YOU RESIGN TO?

WHAT ARE THEY LIKELY TO SAY?

WHAT WOULD THEY BE ABLE TO DO OR SAY TO GET YOU TO STAY DO YOU THINK?

****NOW COVER THE REASONS NOT TO ACCEPT A COUNTER OFFER****

WHICH COMPANIES WOULD YOU PARTICULARLY LIKE TO WORK FOR? WHY?

WHICH COMPANIES WOULD YOU NOT LIKE TO WORK FOR? WHY?

ACTION PLAN

- agree with the candidate a course of action on any current requirements and sell opportunities accordingly
- give the candidate a task to complete prior to the next stage of the process
- agree when you will next speak

MAKE SURE YOU DELIVER WHAT YOU PROMISE

NOTES: