



CLIENT			COMPANY REG NO.
ADDRESS			
PHONE			
CLIENT CONTACT (1)		POSITION	
EMAIL		MOBILE	
CLIENT CONTACT (2)		POSITION	
EMAIL		MOBILE	
VACANCY TITLE			
SALARY PACKAGE/ BENEFITS			
THE ROLE			
WHAT ARE THE DAY TO DAY RESPONSIBILITIES FOR THE ROLE? (JOB DESCRIPTION)			
WHAT SKILLS ARE YOU LOOKING FOR IN THIS PERSON?			
ESSENTIAL		DESIRABLE	
WHAT IS THE STRUCTURE OF THE TEAM/DEPARTMENT? WHO WILL THIS PERSON REPORT TO?			
AT INTERVIEW HOW WILL YOU SELL THIS ROLE/THE COMPANY TO A PROSPECTIVE EMPLOYEE?			

**THE PROCESS**

WHAT'S THE RECRUITMENT PROCESS FOR THIS POSITION?

WHO ELSE IS INVOLVED IN THE DECISION MAKING PROCESS?

WHEN DO YOU NEED THIS PERSON TO START?

FOLLOWING CV SUBMISSION - WHEN CAN I EXPECT TO RECEIVE FEEDBACK?

ASSESS THE COMPETITION

HOW HAS THE POSITION BECOME AVAILABLE?

WHAT STEPS HAVE YOU TAKEN TO FIND SOMEONE?

WHAT CVS HAVE YOU RECEIVED? (Get names of candidates to avoid duplication and provide client with more choice)

WHAT DID YOU LIKE ABOUT THEM? HOW COULD THEY BE IMPROVED?

WHO HAVE YOU INTERVIEWED?

WHO ARE YOU CONSIDERING INTERNALLY THAT IS CAPABLE OF DOING THIS JOB?

NOTES:



Go on to SELL YOUR BEST CANDIDATES NOW!

Block book 3-5 interviews for you to fill with your candidates.

INTERVIEW SLOT 1	
INTERVIEW SLOT 2	
INTERVIEW SLOT 3	
INTERVIEW SLOT 4	
INTERVIEW SLOT 5	

PERMISSION TO ADVERTISE ROLE

TERMS AGREED - VERBALLY

TERMS SENT TO CLIENT

TERMS RECEIVED BACK SIGNED

WHO ELSE IN THE BUSINESSES IS RECRUITING?