



CLIENT			COMPANY REG NO.
ADDRESS			
PHONE			
CLIENT CONTACT (1)		POSITION	
EMAIL		MOBILE	
CLIENT CONTACT (2)		POSITION	
EMAIL		MOBILE	
VACANCY TITLE			
RATE (£) Equiv. Salary (£)		PREFERRED RATE	
		MAX RATE	
HAS THE BUDGET BEEN SIGNED OFF?		<b>YES</b>	<b>NO</b>
<b>ESSENTIAL REQUIREMENTS</b>			
WHAT IS THE REASON FOR THE VACANCY?			
WHAT EXPERIENCE IS NEEDED TO GET THE JOB?			
WHAT WILL THE CANDIDATE BE DOING ON A DAY TO DAY BASIS?			
WHAT IS THE MOST IMPORTANT SKILL OR EXPERIENCE REQUIRED?			
WHAT EQUIPMENT/SOFTWARE/SYSTEMS WILL THEY NEED TO USE?			



WHAT BACKGROUND ARE YOU PARTICULARLY INTERESTED IN?

ARE THERE COMPANIES THAT YOU PARTICULARLY LIKE PEOPLE TO COME FROM?

LENGTH OF JOB  
(TRY FOR AN EXTENSION)

START DATE  
What could stop you taking someone from tomorrow?

WHAT ARE THE STANDARD HOURS?

### PROCESS

HOW LONG HAVE YOU BEEN LOOKING?

REASONS FOR REJECTIONS?

HOW MANY OTHER AGENCIES AND CANDIDATES ARE IN THE PICTURE?

WHERE ARE YOU UP TO WITH THE PROCESS?

WHO WILL HE/SHE REPORT TO?

WHAT IS MOST IMPORTANT TO YOU WITH THIS JOB?



WHAT IMPACT WOULD NOT FINDING SOMEONE HAVE ON YOU?

**CLOSE**

"Thank you, that gives me all the information I need for now."

Now sell your best temp for a straight start. Explain the benefits of a straight start.

Explain your selection and referencing procedure.

ADDITIONAL NOTES:

Large empty rectangular box for additional notes.

**YES**

**NO**

**SOLD A STRAIGHT START?**

**WORKING INTERVIEW**

**EMAILED CV TO CONSIDER**

**CALL BACK SCHEDULED**

**- TIME**

**TIME JOB IN:**

**NEXT STEP:**