



CLIENT			COMPANY REG NO.
ADDRESS			
PHONE			
CLIENT CONTACT (1)		POSITION	
EMAIL		MOBILE	
CLIENT CONTACT (2)		POSITION	
EMAIL		MOBILE	
VACANCY TITLE			
BUDGET (£)		PREFERRED RATE	
		MAX RATE	
HAS THE BUDGET BEEN SIGNED OFF?		YES	NO
ESSENTIAL REQUIREMENTS			
WHAT IS THE REASON FOR THE VACANCY?			
WHAT EXPERIENCE IS NEEDED TO GET THE CONTRACT?			
WHAT WILL THE CANDIDATE BE DOING ON A DAY TO DAY BASIS?			
WHAT SPECIFIC PROJECTS WILL THEY BE WORKING ON?			
WHAT IS THE MOST IMPORTANT SKILL OR EXPERIENCE REQUIRED?			
WHAT HARDWARE/SOFTWARE SYSTEMS DO YOU USE?			



WHAT BACKGROUND ARE YOU PARTICULARLY INTERESTED IN?

ARE THERE COMPANIES THAT YOU PARTICULARLY LIKE TO SEE ON A CONTRACTOR'S CV?

LENGTH OF CONTRACT
(TRY FOR AN EXTENSION)

START DATE

WHAT ARE THE STANDARD HOURS?

WHO DO YOU KNOW FROM YOUR PAST THAT COULD DO THIS ROLE? IS THERE ANYONE YOU HAVE LOST CONTACT WITH?

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 INTERVIEW (THEIR BACKGROUND)?

WHO WILL HE/SHE REPORT TO?

WHO ELSE?

SUBJECTS/AREAS COVERED?



WHAT TESTS DO YOU DO?

WHAT KIND OF QUESTIONS DO YOU ASK?

WHEN WILL THE DECISION BE MADE?

CLOSE

Thank you, that gives me all the information I need for now. We will talk to & screen somewhere in the region of 60-80 candidates to come up with a list of 2 or 3. These will be candidates with the technical and soft skills to do the role. Therefore I would suggest we allocate two potential interview dates when would be best for you?

ADDITIONAL NOTES: