

| JOB QUALIFICATION FORM | | | |
|---|--------------------|--------------------------|---------------------|
| CONTACTPERSON + POSITION | | DECISIONMAKER + POSITION | |
| CONTACT DETAILS | | | |
| TELEPHONE | | | |
| EMAIL | | | |
| PROJECT INFORMATION | | | |
| JOB TITEL: | AMOUNT: | LANGUAGES: | BUDGET SIGNED OFF?: |
| REASON FOR JOB OPENING: | | | |
| ESSENTIAL KNOWLEDGE & EXPERIENCE: | | | |
| SPECIFIC (DAY2DAY) RESPONSIBILITIES: | | | |
| PREFERRED (NON) ESSENTIAL KNOWLEDGE & EXPERIENCE: | | | |
| ADDITIONAL RELEVANT INFORMATION - goal of the project etc.: | | | |
| START DATE Ideally Latest | JOB DURATION | HOURS PER WEEK | |
| RATE Ideally Maximum | LOCATION (REMOTE?) | IDEAL PROFILE (NAME) | |

| CLOSING | | | | | | | | | |
|---|---|---------------|---------------|----|--|----|--|----|--|
| <p>TEAM/ DEPARTEMENT STRUCTURE: (How many fte, external/internal, reports to etc.)</p> <p>15</p> | <p>CULTURE: (Management style, formal/ informal etc.)</p> | | | | | | | | |
| COMMITMENT & EXCLUSIVITY | | | | | | | | | |
| <p>OTHER AGENCIES WORKING ON THIS? IF SO, WHICH?</p> <p>AMOUNT OF RESUMES RECEIVED:</p> | <p>EXCLUSIVITY (PITCH YOUR SERVICE):</p> <p>TOTAL OR 48 HOURS OR 24 HOURS OR OTHER:</p> | | | | | | | | |
| <p>FEEDBACK SLOTS: (what I if send you 2 resumes today, when are you able to give me feedback? Who checks the resumes?)</p> | | | | | | | | | |
| INTERVIEW SLOTS | | | | | | | | | |
| <table border="0"> <thead> <tr> <th><u>DATES:</u></th> <th><u>TIMES:</u></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </tbody> </table> | | <u>DATES:</u> | <u>TIMES:</u> | 1. | | 2. | | 3. | |
| <u>DATES:</u> | <u>TIMES:</u> | | | | | | | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| <p>INTERVIEW PROCESS: (How many interviews, with whom, technical or personal, etc)</p> <p>ADDITIONAL INTERVIEW INFORMATION: (Have there been other interviews & what (did not) go well, etc.)</p> | | | | | | | | | |
| ANY OTHER VACANCIES?: | ANY OTHER MANAGERS WITH VACANCIES?: | | | | | | | | |
| DISCUSS FOLLOWING INTERNALLY (WITH YOUR MANAGER) | | | | | | | | | |
| TERMS & CONDITIONS (ours / clients): | WHO IS RESPONSIBLE FOR CONDITIONS: | | | | | | | | |