

B E L S B E R G

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	JOB DURATION	HOURS PER WEEK	
Latest			
RATE Ideally	LOCATION (REMOTE?)	IDEAL PROFILE (NAME)	
Maximum			

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CLOSING

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