

Permanent Job Qualification

Manager Name:	Client Name:
Manager Job Title:	Position Job Title:
Establish the Need/Urgency: <ul style="list-style-type: none"> <i>What is the reason for the role being open?</i> <i>New position</i> <i>Start date? (implication of delay?)</i> <i>How long have you been looking? (if a long time, why?)</i> <i>Location</i> 	
Job and Person Specification: Is there a formal job spec?	
Role Description: <ul style="list-style-type: none"> <i>Can you describe the structure of the team/department and where this role fits?</i> <i>What exactly will the responsibilities of this person be?</i> 	
Essential: <ul style="list-style-type: none"> <i>In priority order, what are the essential skills/experience/qualifications/education this person will need to have? (environments, languages, regulatory systems, countries, qualifications)</i> 	
Desired: <ul style="list-style-type: none"> <i>What other skills/experience would be desired?</i> 	
Hiring Process: <ul style="list-style-type: none"> <i>What is the interview process? Who is involved in decision process?</i> <i>Offer</i> <i>Agree interview slots - time, date and who involved and exact time and date for CV feedback</i> 	
Salary, benefits and fees: <ul style="list-style-type: none"> <i>What is the salary range? What flexibility could there be? (under what circumstances)</i> <i>What are the benefits and other elements of the package? (car, pension, insurance etc)</i> <i>What type of contract is this?</i> <i>Hours per week? (overtime? flexible hours? Part time? Home working?)</i> <i>WFH policy</i> 	
Company Culture and Selling Points: <ul style="list-style-type: none"> <i>How would you describe the company culture?</i> <i>What are the things that would attract someone to this company, team and position?</i> 	
Additional Questions: <ul style="list-style-type: none"> <i>What are the things you pay attention to when you review a CV?</i> 	
Full Job Spec	
Interview Slots	
Start Date (Provisional)	
Fees and T&Cs Agreed	
Level of Commitment (A,B,C,D)	
<ul style="list-style-type: none"> Exclusivity - The benefits of giving us exclusivity on this role are +++++Agree exact time/date of next contact and actions for each party+++++ 	

Permanent Job Qualification

Manager Name:	Client Name:
Manager Job Title:	Mobile Number:
Position Job Title:	Number of Positions:
Establish the Need/Urgency:	

Job and Person Specification: Is there a formal job spec?

Role Description:
Essential:
Desired:
Hiring Process: What is the process that will happen from this conversation to the candidate's starting day at work?

Salary, benefits and fees:

Company Culture and Selling Points:

Full Job Spec	Y/N
Interview Slots	Y/N
Start Date (Provisional)	Y/N
Salary Approved	Y/N
Fees and T&Cs Agreed	Y/N
Level of Commitment (A,B,C,D)	
Fill ability (1-9)	

Exclusivity:

+++++Agree exact time/date of next conntact and actions for each party+++++