

Permanent Job Qualification

Manager Name:	Client Name:
Manager Job Title:	Position Job Title:
Establish the Need/Urgency:	

- *What is the reason for the role being open?*
- *New position*
- *Start date? (implication of delay?)*
- *How long have you been looking? (if a long time, why?)*
- *Location*

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

Role Description:

- *Can you describe the structure of the team/department and where this role fits?*
- *What exactly will the responsibilities of this person be?*

Essential:

- *In priority order, what are the essential skills/experience/qualifications/education this person will need to have? (environments, languages, regulatory systems, countries, qualifications)*

Desired:

- *What other skills/experience would be desired?*

Hiring Process:

- *What is the interview process? Who is involved in decision process?*
- *Offer*
- *Agree interview slots - time, date and who involved and exact time and date for CV feedback*

Salary, benefits and fees:

- *What is the salary range? What flexibility could there be? (under what circumstances)*
- *What are the benefits and other elements of the package? (car, pension, insurance etc)*
- *What type of contract is this?*
- *Hours per week? (overtime? flexible hours? Part time? Home working?)*
- *WFH policy*

Company Culture and Selling Points:

- *How would you describe the company culture?*
- *What are the things that would attract someone to this company, team and position?*

Additional Questions:

- *What are the things you pay attention to when you review a CV?*

Full Job Spec

Interview Slots

Start Date (Provisional)

Fees and T&Cs Agreed

Level of Commitment (A,B,C,D)

- *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 contact and actions for each party+++++