

PROJECT ONBOARDING QUESTIONNAIRE

Rec+onnect MVP

Please complete this questionnaire before our kickoff call. Your answers will help us configure the platform correctly and avoid delays during development. Leave any uncertain items blank and we can discuss.

Section 1: Branding & Identity

Due: Week 1 (Required for landing page and app design)

| # | Question | Your Answer |
|-----|--|---|
| 1.1 | Company name as it should appear (exact spelling and capitalization) | |
| 1.2 | Do you have logo files ready? (SVG preferred, PNG acceptable) | Yes / No / Need to create |
| 1.3 | Primary brand color (hex code if known, e.g., #4F46E5) | |
| 1.4 | Secondary brand color (optional) | |
| 1.5 | Preferred font style? | Modern / Traditional / Friendly / No preference |

Section 2: Landing Page Preferences

Due: Week 1 (Required to begin landing page design)

| # | Question | Your Answer |
|-----|--|---|
| 2.1 | Preferred domain for landing page (e.g., reconnect.io) | |
| 2.2 | Do you have this domain registered? | Yes / No / Need help |
| 2.3 | Any websites whose design you like? (for inspiration) | |
| 2.4 | Primary CTA (call-to-action)? | Book demo / Sign up / Contact / Other |
| 2.5 | Do you have existing Google Analytics? | Yes (provide ID) / No / Need help |
| 2.6 | Key messages/taglines to include? | |
| 2.7 | Sections needed on landing page? | Features / Pricing / Testimonials / FAQ |
| 2.8 | Do you have testimonials or screenshots ready? | Yes / No / Will provide later |
| 2.9 | Contact form or just email link? | Contact form / Email link / Both |

Section 3: UX & Design (Platform)

Due: Week 1

| # | Question | Your Answer |
|-----|--|---|
| 3.1 | Any competitor designs to avoid or differentiate from? | |
| 3.2 | Design style preference? | Minimal / Modern / Corporate / Playful |
| 3.3 | Light mode, dark mode, or both? | Light only / Dark only / Both / User toggle |
| 3.4 | Any accessibility requirements? (WCAG compliance) | Yes (level AA) / Yes (AAA) / No specific |
| 3.5 | Mobile responsive required? | Must work on mobile / Desktop-only OK |

Section 4: Platform Model

Due: Week 1 - Important for architecture decisions

| # | Question | Your Answer |
|-----|---|---|
| 4.1 | Is Rec+onnect a SaaS for multiple companies, or internal tool only? | SaaS (multi-company) / Internal tool |
| 4.2 | If SaaS: Can companies have their own branding inside the platform? | Yes (white-label) / No (Rec+onnect only) |
| 4.3 | Will candidates see anything from the platform? | Internal only / Candidates see some parts |
| 4.4 | Who signs up first - company admin, then invites others? | Yes / Different flow (explain) |
| 4.5 | Can one person belong to multiple organizations? | Yes / No |

Section 5: User Roles & Permissions

Due: Week 2

| # | Question | Your Answer |
|-----|---|--|
| 5.1 | Who should have Admin access? | |
| 5.2 | Can Hiring Managers create new playbooks, or only Admins? | Managers can create / Admins only |
| 5.3 | Should Interviewers see others' feedback before submitting? | Yes (visible) / No (blind until submitted) |
| 5.4 | Who can view candidate salary expectations? | Everyone / Managers+Admins / Admins only |
| 5.5 | Approval workflow for publishing playbooks? | Yes (requires admin) / No (immediate) |
| 5.6 | Can collaborators be invited without full accounts? | Yes (magic link) / No (must register) |

Section 6: Playbook Configuration

Due: Week 2

| # | Question | Your Answer |
|-----|--|--------------------------------------|
| 6.1 | What regions/markets will clients typically hire in? | e.g., Ireland, UK, US, Global |
| 6.2 | What industries are your primary clients in? | e.g., Tech, Finance, Healthcare, All |
| 6.3 | Default interview process length? | 3-4 stages / 5-6 stages / Varies |
| 6.4 | Should JD style default to Formal, Creative, or user's choice? | Formal / Creative / Always ask |
| 6.5 | Standard stages to always include? | e.g., Always include reference check |
| 6.6 | Show competitor company names in market insights? | Yes / No (just 'competitors hiring') |

Section 7: Recording & Debrief

Due: Week 5

| # | Question | Your Answer |
|-----|--|--|
| 7.1 | Will interviews be recorded in-app or uploaded externally? | In-app / Upload / Both |
| 7.2 | How long should recordings be retained? | 30 days / 90 days / 1 year / Until deleted |
| 7.3 | Should AI include an overall hire/no-hire recommendation? | Yes / No (just highlight points) |
| 7.4 | Feedback form: ratings style? | Stars (1-5) / Numbers (1-10) / Thumbs |
| 7.5 | Required fields before submitting feedback? | e.g., Must enter notes / Must select rec |

Section 8: Authentication & Login

Due: Week 1

| # | Question | Your Answer |
|-----|-------------------------|---|
| 8.1 | Primary login method? | Email/password / Magic link / Both |
| 8.2 | Enable Google login? | Yes / No |
| 8.3 | Enable LinkedIn login? | Yes / No |
| 8.4 | Enable Microsoft login? | Yes / No |
| 8.5 | Password requirements? | Standard (8+) / Strict (12+, special chars) |
| 8.6 | Enable 2FA? | Yes (required) / Yes (optional) / No |

Section 9: CMS & Admin Controls

What should admins edit without developer help? Due: Week 2

| # | Question | Your Answer |
|-----|--|-------------------------|
| 9.1 | Edit skills taxonomy? | Yes / No / Nice to have |
| 9.2 | Edit industry/discipline categories? | Yes / No / Nice to have |
| 9.3 | Manage job level definitions? | Yes / No / Nice to have |
| 9.4 | Create/edit interview stage templates? | Yes / No / Nice to have |
| 9.5 | Manage the question bank? | Yes / No / Nice to have |
| 9.6 | Create/edit JD templates? | Yes / No / Nice to have |
| 9.7 | Customize email templates? | Yes / No / Nice to have |
| 9.8 | Save playbooks as reusable templates? | Yes / No / Nice to have |

Section 10: Notifications & Emails

Due: Week 3

| # | Question | Your Answer |
|------|---|---------------------------------|
| 10.1 | Notify collaborators when assigned? | Yes / No |
| 10.2 | Notify manager when feedback submitted? | Yes / No |
| 10.3 | Notify when AI synthesis is ready? | Yes / No |
| 10.4 | Reminder emails for pending feedback? | Yes (daily) / Yes (weekly) / No |
| 10.5 | In-app, email, or both? | In-app only / Email only / Both |
| 10.6 | User notification preferences? | Yes (configurable) / No |

Section 11: AI Output Preferences

Due: Week 3

| # | Question | Your Answer |
|------|-------------------------------------|--|
| 11.1 | Default AI tone? | Formal / Professional / Friendly / User choice |
| 11.2 | Default JD length? | Concise / Standard / Detailed / User choice |
| 11.3 | Include 'AI-generated' disclaimers? | Yes (always) / Yes (toggle) / No |
| 11.4 | Default currency for salary data? | EUR / USD / GBP / Auto-detect |
| 11.5 | Support multiple currencies? | Yes / No |
| 11.6 | Questions per interview stage? | 3-5 / 5-10 / 10+ |

Section 12: Data Retention & GDPR

Due: Week 4

| # | Question | Your Answer |
|------|---------------------------------------|---------------------------------------|
| 12.1 | How long retain candidate data? | 30 / 90 days / 1 year / Until deleted |
| 12.2 | How long store CVs/resumes? | 30 / 90 days / 1 year / Until deleted |
| 12.3 | Candidate data deletion request flow? | Yes (build flow) / Manual process OK |
| 12.4 | Auto-delete rejected candidates? | Yes (how many days?) / No |
| 12.5 | Export playbooks to PDF? | Yes / No / Nice to have |
| 12.6 | Export data to CSV? | Yes / No / Nice to have |
| 12.7 | Default timezone? | Europe/Dublin / UTC / User local |

Section 13: Technical & Infrastructure

Due: Week 7 (before beta)

| # | Question | Your Answer |
|------|---|---------------------------------|
| 13.1 | Preferred domain for the platform? (e.g., app.reconnect.io) | |
| 13.2 | Do you have this domain registered? | Yes / No / Need help |
| 13.3 | Anthropic (Claude) API account? | Yes / No / Need help setting up |
| 13.4 | OpenAI API account (for Whisper)? | Yes / No / Need help setting up |
| 13.5 | Payment method for infrastructure? | Credit card / Invoice / Other |
| 13.6 | Security requirements beyond GDPR? | e.g., SOC2, ISO27001, None |

Section 14: Beta Testing

Due: Week 7

| # | Question | Your Answer |
|------|---|---------------------------------------|
| 14.1 | How many beta testers? (5-10 recommended) | |
| 14.2 | Internal staff or actual clients? | Internal / Clients / Mix |
| 14.3 | Method for collecting beta feedback? | Direct / Shared channel / Form |
| 14.4 | Specific scenarios to test? | e.g., Full hire cycle, specific roles |

Section 15: Business Model & Monetization

NOTE: Payment processing is NOT in MVP scope. This is for future planning.

| # | Question | Your Answer |
|------|--------------------------------------|--|
| 15.1 | How do you plan to charge clients? | Subscription / Per-seat / Per-playbook / Other |
| 15.2 | Different pricing tiers? | Yes / No / Undecided |
| 15.3 | Free trial period? | Yes (how long?) / No / Undecided |
| 15.4 | For MVP: manual invoicing or Stripe? | Manual invoicing / Need Stripe (sep. quote) |
| 15.5 | Any pricing model in mind? | e.g., €99/mo per company |

SUBMISSION INSTRUCTIONS

Please complete this document and return it to **nikita@akellainmotion.com**. You can fill it in digitally or print, complete by hand, and scan. Items marked with earlier due dates should be prioritized. We will review your answers together during our kickoff call.

Questions? Email **nikita@akellainmotion.com** or call **+353 89 467 8757**