Global Sourcing & Procurement Services

Job Seeker Screening – Resume Coversheet

### Candidacy Validation

As part of your responsibilities as a Preferred Supplier to the AIG CRM, please confirm the following:

*\*all fields are required – failure to complete form will result in job seeker rejection*

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. Are you legally eligible to represent this candidate for assignment at AIG? (i.e. visas in place, non-compete agreements reviewed, etc) | x |  |
| 2. Has your firm briefed the job seeker on the client, Job Posting ID Number, location, position specifics and been given written permission to submit their details/information? | x |  |
| 3. Has your firm asked the job seeker if they have already been approached by another agency about the specific Job Posting ID Number? | x |  |
| 4. Is an up-to-date resume attached? | x |  |
| 5. Have professional references and education verification been initiated on the candidate? | x |  |
| 6. Has this candidate worked previously at AIG or any of their acquired companies?  *(If Yes, please contact former manager to complete a professional reference check. Provide Manager Name, Business Unit and dates of employment to CRM.)* |  | x |
| 7. Is the candidate currently on assignment at AIG?  *(If Yes, please be sure to provide assignment details including manager, Business Unit and current end date)* |  | x |
| 8. Is the candidate interviewing for other vacancies at AIG?  *(If Yes, please give CRM Name, manager and JP #)* |  | x |
| 9. Is the candidate interviewing for other positions outside of AIG?  *(If Yes, please provide if these potential opportunities are full time or contract positions and additional details on how far along in the interview process they are)* |  | x |
| 10. Is the candidate local and can they complete an onsite interview? |  | x |
| 11. Does the candidate have any upcoming vacations during the Job Posting assignment dates that would require them to take time off during the work week? *(If Yes, please provide dates the worker requires time off)* |  | x |

### Skills Summary

Please enter the required and preferred skills for this job posting, the number of years experience and the date last utilized. *\*CRM to provide top 3-5 required and preferred skills in the job description*

|  |  |  |  |
| --- | --- | --- | --- |
| Skill | Years of Experience | Capacity Used | Last Utilized |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### If your candidate does not possess all of the required skill sets, in the space provided, please elaborate on why they are a good fit for this position.

### Qualification Summary

Please enter the technical qualifications obtained that are required and preferred for this job posting. (Please note that certificates and confirmation of Qualification ID’s may be requested at any time). *\*CRM to provide qualifications in the job description if required*

|  |  |  |
| --- | --- | --- |
| Qualification | Training Establishment | Date Exam Taken |
|  |  |  |
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### Additional Comments

Please have your candidate answer the below two questions.

Why are you leaving your current position?

Why are you interested in this contingent job posting at AIG?

Please provide any additional information that highlights why you feel your candidate is right for this position.