



► **Email** jobs@you-global.com
► **Website** www.you-global.com

QUESTIONS FOR CLIENT

What kind of person are you looking for ?

1. POSITION TITLE ?

2. DUTIES (JUST BRIEF, OR FEEL FREE TO PROVIDE AN ALREADY PREPARED POSITION DESCRIPTION)?

3. TO WHICH POSITION DOES THIS POSITION REPORT ?

4. HOW MANY STAFF WILL REPORT TO THIS POSITION ?

5. GENERAL CHARACTERISTICS & PERSONALITY ?

On a scale of 1 to 10, how important is this attribute to the role?

Not very 1 2 3 4 5 6 7 8 9 10 **Very**

6. NATIONALITY PREFERENCES OR EXCLUSIONS ?

On a scale of 1 to 10, how important is this attribute to the role?

Not very 1 2 3 4 5 6 7 8 9 10 **Very**

7. LANGUAGE REQUIREMENTS ?

On a scale of 1 to 10, how important is this attribute to the role?

Not very 1 2 3 4 5 6 7 8 9 10 **Very**

8. AGE RANGE ?

On a scale of 1 to 10, how important is this attribute to the role?

Not very 1 2 3 4 5 6 7 8 9 10 **Very**

9. GENDER ?

On a scale of 1 to 10, how important is this attribute to the role?

Not very 1 2 3 4 5 6 7 8 9 10 **Very**

10. YEARS EXPERIENCE - GENERAL? SPECIFIC?

On a scale of 1 to 10, how important is this attribute to the role?

Not very 1 2 3 4 5 6 7 8 9 10 **Very**

11. SPECIFIC SKILLS REQUIRED ?

On a scale of 1 to 10, how important is this attribute to the role?

Not very 1 2 3 4 5 6 7 8 9 10 **Very**

12. FORMAL QUALIFICATIONS REQUIRED ?

On a scale of 1 to 10, how important is this attribute to the role?

Not very 1 2 3 4 5 6 7 8 9 10 **Very**

13. RESIDENCY OR VISA CONSIDERATIONS ?

14. ARE YOU HAPPY FOR US TO SOURCE CANDIDATES GLOBALLY, OR WILL YOU CONSIDER ONLY LOCAL CANDIDATES ?

15. WORK HOURS / DAYS / LEAVE ENTITLEMENTS ?

16. WORK LOCATION/S ?

17. REMUNERATION ? BENEFITS ?

18. **URGENCY** – HOW LONG DO WE HAVE TO FIND THIS PERSON? WHAT DATE WOULD YOU LIKE THE PERSON TO START?

19. ANY OTHER RELEVANT INFORMATION ?

