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| **Job profile:** ${JobTitle} | **Account manager:** ${AccountManager} |

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| **Position details** | |
| Job title | ${JobTitle} |
| Existing / new position | ${ExistingNewPosition} |
| # of vacancies | ${Vacancies} |
| Location | ${JobLocation} |
| # of subordinates | ${Subordinates} |
| Reporting to | ${Reportto} |
| Team size | ${TeamSize} |
| Desired starting date | ${StartingDate} |
| Travelling | ${Travelling} |
| Expected results from hired candidate (3, 6 and 12 months in the job) | ${ExpectedResultsFromHiredCandidate} |
| Target employers |  |
| Salary range | **${MinPay} - ${MaxPay}** |
| Recruitment process | ${RecruitmentProcess} |

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| **Task description** |
| ${JobResponsibilities} |

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| **Remarks** |
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| **Candidate profile:** ${JobTitle} | **Account manager:** ${AccountManager} |

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| **Candidate details** | | | Weight |
| Educational background | REQ | ${RequiredEducationalBackground} |  |
| PRE | ${PreferredEducationalBackground} |
| Professional experience | REQ | ${RequiredProfessionalExperience} |  |
| PRE | ${PreferredProfessionalExperience} |
| Technical skills | REQ | ${RequiredTechnicalSkills} |  |
| PRE | ${PreferredTechnicalSkills} |
| Soft skills | REQ | ${RequiredSoftSkills} |  |
| PRE | ${PreferredSoftSkills} |
| Language skills | REQ | ${RequiredLanguageSkills} |  |
| PRE | ${PreferredLanguageSkills} |
| Personality requirements | REQ | ${RequiredPersonalityRequirements} |  |
| PRE | ${PreferredPersonalityRequirements} |
| Motivational requirements | REQ | ${RequiredMotivationalRequirements} |  |
| PRE | ${PreferredMotivationalRequirements} |
| Desired age | - | ${DesiredAge} |  |
| Other requirements | REQ | ${RequiredOtherRequirements} |  |
| PRE | ${RequiredOtherRequirements} |

\* REQ = required, PRE = preferred but not necessary; KO = Kick-out criteria (max. 3); Weight = Category importance (tot.= 100)

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| **How long has this position already been open?** |  | **How many candidates have you so far already interviewed for this position?** |
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| **Are there currently candidates considered for this position?** |  | **Have you looked internally to fill this position or are you going to look internally to fill this position?** |
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| **Have you already extended offers for this position? If so, what happened?** |  | **Are there currently any offers pending for this position?** |
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| **What has been the quality of the candidates you have been interviewed so far for this position?  What did you like, what did you not like?** |
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| **What are the consequences of not filling this position for the company’s operations?** |
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| **What are the long term prospects for a hired candidate for this position?** |
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| **Could you describe the personality you believe is required to fit well in the team the hired candidate will be working in?** |
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| **What management style do you think a hired candidate should have and why?** |
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| **Could you please specify the 3 most important things your company has to attract qualified talent in China?** |
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| **Could you please specify the company’s plan for the next 5 years?** |
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| **Could you describe the key reasons which attracted you (the hiring manager) to the company?** |
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| **Could you describe the key reasons why employees are motivated to stay with the company?** |
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| **What standard financial and non-financial benefits does the company offer its employees?  (e.g. allowances, free meals, housing, holiday certificates, company bus)** |
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| **Position related Organigram** |
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| **Additional remarks** |
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