



**Most important requirements / NON NEGOTIABLE**

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Salary Minimum \_\_\_\_\_ Basic \_\_\_\_\_ TCTC

Salary Maximum \_\_\_\_\_ Basic \_\_\_\_\_ TCTC

**BENEFITS**

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EE \_\_\_\_\_ NON EE \_\_\_\_\_ (Mark X)

Gender \_\_\_\_\_

Age \_\_\_\_\_

Industry experience \_\_\_\_\_

Any company you would like the candidate to have experience working at?

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Level of Position ? (junior, skilled, management)

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Grade if applicable \_\_\_\_\_

Area where candidate will be working \_\_\_\_\_

Travel : Yes \_\_\_ NO \_\_\_ (Mark X)

**Qualifying Criteria:**

Ideal start date? \_\_\_\_\_ Urgent \_\_\_\_\_ (Mark X)

Why is the position available? Resignation \_\_\_ Growth \_\_\_\_\_ (Mark X)

Has the position been internally approved? Y / N

How long has the position been vacant? \_\_\_\_\_

How many agencies are you currently dealing with on this specific role? \_\_\_\_\_

Have you interviewed any candidates? \_\_\_\_\_

Have you received any Cv's? \_\_\_\_\_

Why hasn't this position been filled internally? \_\_\_\_\_

Why would someone want to join your company? \_\_\_\_\_

What is the challenge of the opportunity? \_\_\_\_\_

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**Department / Organizational Structure / Selling Points**

Who does this person report toe? \_\_\_\_\_

Will anyone report to the candidate? \_\_\_\_\_

Final Decision Maker? \_\_\_\_\_

If yes how many people? \_\_\_\_\_

Where does the position fit into the department / company? \_\_\_\_\_

How big is the team? \_\_\_\_\_

If working on a project what is the value of these projects? \_\_\_\_\_

**Process:**

How many interviews? \_\_\_\_\_

With whom? \_\_\_\_\_

If test are being done how long after results received will decision be made?

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How quick can an offer be extended? \_\_\_\_\_

Timeline from receiving Cv's to interviews? \_\_\_\_\_

Interview Times? \_\_\_\_\_

**Additional Comments :**

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