

Date:	Company:
Contact:	E-mail:
Phone:	Cell:

Who will approve the service agreement?

1. Position Title:	Product:
2. Location:	Territory:
3. Reason for Opening:	How Long:

4. Ideal background:

5. Three Specific requirements:

6. Comp. Package:

7. Position Accountabilities (Define target performance):

8. Day in the life of position (Travel, Office Time, Phone/Face to Face, etc)

9. Hiring Process: (Needs to be around 4 weeks or less)

a. Who Interviews?

b. Telephone Interview?

c. Other Steps Needed:

d. Who makes final decision?

e. Decision Time Frame? (offer)

f. Need to fill by?

10. Company Background:

Website:

Company Selling points:

Job Selling points:

11. Background of Hiring Authority:

12. Ideal People/Candidates:

13. Define Internal Search Efforts to date:

a. Internal Candidates:

b. HR Efforts

c. Job Boards – When, what results

d. Candidates still in process

14. External Search Efforts?

a. Other Recruiters? How many, How long, What candidates delivered?

b. How many / how long?

c. Candidates Delivered?

15. Define the Pain!

- a. What Pain are they experiencing?

- b. What happens if you don't fill the position?

- c. Is there a reason you need to fill it now versus six months from now?

16. Maximize the Pain!

- a. WOW, its costing you this much!
- b. Other costs that you are not considering are: Personal, Time, Account losses etc.

Bridge to a Return on Investment(ROI).....Call (Next 24 hours)

To Do's:

- Salary Survey for Location (Salary.com)
- Investigate when you can spend time on Search and delivery dates
- Put team together on search (research, recruiting and project management)
- Put together timeline of recruiting
- Come up with a fee structure

20-Point Search Assignment: Part II

ROI Call:

- Review Job Requirements
- Review Time to fill by
- Review Hiring Process
- Review Pain
- Anything changed?

17. Here is how we work at _____ and how we can take away the _____ (pain).

- 3 – 5 “A” Players in 3 weeks, here is how...
- Search Profile – put together
- Search Plan – put together
- Target Account List
- Team together – Research, Fulfillment and Account Management
- Presentation to sell your organization
- Execute plan
- Take 2 weeks to identify top candidates
- Take another week to qualify (3 Interviews)
- Submit top 3-5 candidates

18. Based on a reasonable ROI – we strongly suggest you work with us this way:

- Priority Search – Priority for office- allows us to place our team and resources on the most critical openings. (Money down covers some of the initial cost.)
- Retained – 1/3, 1/3, 1/3
- Exclusive Contingency – Highest price

19. Interview Dates:

20. Set expectations and agree on the following:

A. Communication:

- Method: email, cell, work phone
- Time frame: (4 hours)
- If we don't meet expectations these are the ramifications...

B. What we are doing to do for you....

- Invest the time and money into this search
- Make the calls
- Search Team Together
- Search Plan
- Provide with only the best 3-5 players
- Give you complete Timely and Honest feedback on candidates
- Cost of search for two weeks is heavy – we will invest

C. What I need from you for us to work together successfully

- Make this a priority for you
- Return calls in the time frame
- Open and honest feedback
- Let me know if something has changed
- If at anytime we don't live up to our expectations, you can take us from this search. However....if at anytime we feel this is not a priority for you – we will have to stop working on the search.

GLOBAL
PERFORMANCE
COACHING

Transcending Potential Worldwide