***Accountability Document***

Goal – *“3-5 “A” candidates in less than two weeks”*

**A. Research**

1. When was Research Done ?
2. What Research has been done?
* Tools Used
* Key Words used
* Candidates put on roll up lists
* Linked, Linked in Groups, Contact Linked in
* Posted
* Google/Yahoo
* Mass email sent out
* Posted?
1. What was the results – how many new candidates put on roll up?
2. How many were exceptional fits?
3. What is the roll up name?
4. Did you follow up with AE or PR for the accuracy and results?

**B. Project Recruiting**

1. How many People called on roll up?
2. What was script used?
3. How many candidates did you get a hold of ?
4. How many candidates were delivered to job?
5. In what time frame?
6. What’s the key to getting people interested in this job – key selling point?
7. What are you committed to do over the next few days?

C. **Changes needed to Produce Candidates and Achieve Goals**

D. **Commitments and Priorities for all team members?**