

Title: Assignment Ref:

Client:

Account Manager:

CV Deadline: (not ASAP)

Do you have:

Job Spec Person Spec Client Info Interview Dates

What is the match?

	A	B
Skills		
Experience		
Qualifications		
Technology		
Sector/Industry		

Killer Questions:

1.
2.
3.

What are the USPs of the job/client?

Resourcing Plan

	✓	Date	Notes: Results, highlights, review, where?
Advertised			
Hot list search			
Active candidate data-base			
Inactive candidate data-base			
Job board CV search			
Job board alerts			
Linkedin network search			
Connections mailed			
Linkedin saved search			
Other steps			