

SUITABILITY CHECKLIST

Use this checklist to ensure you are covering off your candidates and closing them effectively on the roles you share with them. It will help you know what you've covered and what you need to discuss at the next conversation to complete the suitability assessment.

Is the candidate suitable for the job?

- Salary inside budget?
- Benefits in line with current (or better)?
- Skills & capability assessed
- Motivation to accept qualified
- Technology | equipment | machinery – do they have recent relevant experience?
- Location fits with client expectation?
- Can they do the job?

Is the job right for the candidate?

- Does the role align to candidate expectations?
- Can the candidate define what makes it of interest?
- Is the candidate available to start in the right timescales?
- IR35 & contract status OK?

Does job have required challenge | enjoyment

Is environment |flexible working in line with candidate goals?

Threats to placement

What other jobs is the candidate considering?

Counter offer assessed? Extension probability discussed?

Notice period confirmed (avoid accepting “I think”)?

Motivation grid completed?

Concerns and personal situation assessed?