



DATE: _____

CONDENSED SEARCH ASSIGNMENT QUALIFICATION FORM

Company Name: _____ Hiring Authority: _____

What are the most urgent and critical positions you need filled? _____

What are the primary responsibilities – can you describe a typical ‘day in the life’? _____

How long has the position(s) been open? Why? _____

How have you attempted to fill this position? _____

Is there a drop-dead date to fill? What are some of the long-term, lasting effects of not having this position filled by your timeline? _____

Who have you already interviewed for this position? _____

Who internally have you considered? _____

What candidates are currently in process? _____

How many offers have you extended that were rejected? Why? _____

Have you used other search firms on this position? What worked and what could have been better?

What is your role in this process? Is there anyone else involved in the hiring decision? _____

What is your ideal salary range? What is the top end you would offer a superior candidate? _____

Overall ranking of this Search Assignment: _____ Additional notes: _____
