

JOB ORDER RANKING FORM

The ranking form below will help you to assess and prioritize the search assignments and job orders on your desk. Using the criterion in the left column, rank each search assignment on a scale of 1 (poor) to 5 (excellent), based on how satisfied you are with the answers you received from taking the job order.

As you can see from the example below, Profiles 2 and 4 appear to be more viable than Profiles 1 and 3.

Job Order Ranking Form				
	Profile 1	Profile 2	Profile 3	Profile 4
1. In your niche specialty	1	5	3	4
2. Thorough role description	3	4	3	4
3. Level of experience required	3	4	2	3
4. Competitive compensation	2	5	4	5
5. Location	4	3	2	5
6. Chemistry/fit	2	4	3	4
7. Sense of urgency	1	4	2	4
8. Compelling opportunity	2	5	3	4
9. Client exclusivity	2	5	3	4
10. Clearly defined Interview process	2	3	2	3
11. Client commitment	3	4	2	4
12. Clearly defined search plan	1	4	1	4
Total	26	50	30	48



Once the score is totaled, identify what category each profile falls:

55-60 points: Priority Search Assignment	41-54 points: Search Assignment	20-40 points: Job Leads	Under 20 points: Not Viable
<ul style="list-style-type: none"> • Closest to Money • Highest Priority on your Desk • Full Commitment from Client 	<ul style="list-style-type: none"> • Moderate Priority • Great Supplemental Searches • Lacking Some Information 	<ul style="list-style-type: none"> • Lowest Priority • Great "Matching and Presenting" Opportunity • Great for Recruiters Just Getting Started 	<ul style="list-style-type: none"> • Little/No Information • Little/No Client Cooperation • Illegal/Unethical Search Requests

Blank Job Order Ranking Form provided on the following page

Job Order Ranking Form				
	Client 1: _____	Client 2: _____	Client 3: _____	Client 4: _____
1. In your niche specialty				
2. Thorough role description				
3. Level of experience required				
4. Competitive compensation				
5. Location				
6. Chemistry/fit				
7. Sense of urgency				
8. Compelling opportunity				
9. Client exclusivity				
10. Clearly defined Interview process				
11. Client commitment				
12. Clearly defined search plan				
Total				