



DATE: _____

Basic Information

| | | | |
|-----------------|-------|-----------------|--|
| Company: | | Position Title: | |
| Address: | | Client Contact: | |
| City/State/Zip: | | Phone #: | |
| Website: | | Fax #: | |
| Email: | Cell: | Number Needed: | |

Determining Wants and Needs

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|----|
| 1. |
| |
| 2. |
| |
| 3. |
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| 4. |
| |
| 5. |
| |

Determining Duties and Responsibilities

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|----|
| 1. |
| |
| 2. |
| |
| 3. |
| |
| 4. |
| |
| 5. |
| |

Uncovering What they Offer

| |
|----|
| 1. |
| |
| 2. |
| |

Uncovering What they Offer (Con't)

3.

4.

5.

Understanding Company Info

1.

2.

3.

4.

5.

Understanding Selling Points

1.

2.

3.

4.

5.

Learning about the People and Leadership

1.

2.

Learning about the People and Leadership (Con't)

3.

4.

5.

Gauging What's Been Done So Far

1.

2.

3.

4.

5.

Determining Agreed Upon Hiring Process

1.

2.

3.

4.

5.

Determination of Cooperation and Urgency

1.

2.

Determination of Cooperation and Urgency (Con't)

3.

4.

5.

Establishing Mutual Expectations

1.

2.

3.

4.

5.

Screening Questions

1.

Answer:

2.

Answer:

3.

Answer:

4.

Answer:

5.

Answer: