



### Search Assignment Form

(As cited in Greg Doersching's NLE TV Episode – "Critical Control Points")

Company:		Date:		Consultant:	
Position:		Client Contact:			
Location:		Title:			
Client Phone:		Client Email:			
Start Date:		End Date:		Assigned to:	
# Needed:		Emp Type:		Travel Required:	

***"(Client name), there are two things that would really help me get off to a quick start. Can you forward me a copy of your internal job description as well as a copy of the benefits summary that you might give to a new hire - I get so many direct questions about benefits these days it will save us a ton of time later if I have them upfront. Thank you! Now can you give me the quick highlights of what you're looking for?"***

JOB QUALIFICATIONS	
REQUIRED	PREFERRED

**Past experiences a candidate must have or don't even bother sending them:**




***"(Client name), one of the situations I know I'm going to face is candidates asking me some specific questions about your organization, especially if they are interested in you. I'd like to go through some of the typical things they ask me."***

**ABOUT THE COMPANY**

How many locations do you have?		Are you publicly or privately held?	
Total annual sales of the company?		Your main products and customers?	
Who does this position report to?		Who reports to this position?	

**Get a copy of the company job description and employee benefit summary.**

Why position open:		Will Relocate:	
Base Pay:		Bonus Pay:	

***"(Client name), one of the ways we really separate ourselves from other agencies is that we will be actively recruiting candidates who aren't on the job market but know how to respond to an opportunity. In order to do that, I need to be able to paint them a picture that this is the kind of opportunity they need to pay attention to. I'd like to ask you some things that will really help me attract candidates to your company."***

**SELLING THE OPPORTUNITY**

**What are 3-4 things someone should know that will make them want to join this company:**


**What are 3-4 things about this group of people or department that will make someone want to come to work:**




***"(Client name), now that I know what to say to potential candidates, I want to make sure we are targeting the right kinds of organizations that might employ those people. Let me ask you..."***

**SEARCH STRATEGY**

Are there any companies or types of companies you would like us to target:

Are there any companies we need to stay away from due to customer relations or strategic partnerships:

***"(Client name), I'd like to cover the most important part of our working together, understanding your hiring process, so I can let candidates know what to expect. As you know, with the market today the need to keep a process moving forward is critical for our success. So let me ask..."***

**CLIENT COMPANY PROCESS**

Any internal candidates:

**COMPANY INTERVIEW PROCESS:**

How far is along are internal candidates:

Other agencies on the assignment:

***"(Client name), one thing I've found that really helps move this process along is to pre-arrange times for first interviews. Can you look at your calendar for about 2 weeks from now and let's block out three one-hour blocks and I'll make sure you have the candidates to fill those times."***

**Prescheduled Interview Dates and Times:**

1st Slot:

2nd Slot:

3rd Slot:

**Fee Agreement:**

Fee %

Engagement Fee:

Replace Policy: