

## CANDIDATE REQUALIFICATION/ RELOCATION CHECKLIST

**Candidate Name:** \_\_\_\_\_ **Recruiter:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

1. Have you set expectations with the candidate?
2. Has the candidate been thoroughly prepped for the final interview?
3. Have you full researched the products, the company, and the Hiring Manager on Google?
4. Can you pass a background check (felony, misdemeanor, drug)?

5. Hot Buttons:

- a. What's most important to you in your next position?

- b. What do you want to stay away from in your next position?

- c. How does this opportunity meet the requirements you are looking for in a position?

6. On a scale of 1 to 10, with 10 meaning that you are ready to accept the position, where are you in terms of interest?    1    2    3    4    5    6    7    8    9    10

7. What do you need to see to make it a 10?

8. Motivation to change:

9. Why? What do you like? What are your concerns?

10. Do you have other opportunities on the go right now?    Yes    No

11. If so, where are you currently in their process?

12. Toward which opportunity are you leaning? Why?

13. Discuss the other opportunity in detail (job, salary, years in business, role, opportunity for advancement, travel requirements, relocation requirements, etc.):

14. Are you up for any promotions or raises in the near future? If so, when?

15. Have you discussed the opportunity with your spouse? How does he/she feel? Does he/she have concerns?

16. Who else will be involved in your decision-making process?

17. Do you see yourself working for (my company) in the next 2-4 weeks?    Yes    No

18. Is there anything in your life that would prohibit you from making a change?

19. Do you see any issues that could affect your family situation?

20. If relocating....
- Own/Rent? \_\_\_\_\_ Size of house: \_\_\_\_\_  
Number of bedrooms: \_\_\_\_\_ Approx. appraised value \$ \_\_\_\_\_
  - Do you need the same size house when you move? Yes No
  - Have you researched the area? Yes No
  - What are your expectations for relocation reimbursement? \_\_\_\_\_
  - Are you clear on cost of living differential?
  - If salary increase doesn't cover cost of living increase, are you still interested? Yes No
  - What is the spouse's career/job? What do they make? Is the job portable? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Children? Yes/No How many? \_\_\_\_\_ Ages? \_\_\_\_\_  
Grades? \_\_\_\_\_ School situation? \_\_\_\_\_  
Private or public? \_\_\_\_\_  
Special needs/considerations? \_\_\_\_\_  
Local relatives? \_\_\_\_\_

21. Re-confirm their current or most recent salary/bonus. Re-confirm the salary range of this job. They may check references and W-2s, so where are you exactly?

- What is the minimum compensation you need to make a change? \_\_\_\_\_
- Vacation/benefit considerations? \_\_\_\_\_
- Have you considered the possibility that your current employer may make a counter-offer? Let's discuss.
- If I can get you \_\_\_\_\_, can I accept the offer on your behalf? Yes No
- My role from here on will be...