



### Condensed Candidate Data Sheet: Example #3

Name: \_\_\_\_\_

Current Company: \_\_\_\_\_

Current Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Responsibilities: Break down your role into three or four areas – what are the primary responsibilities on your plate? How are you measured in each of those areas? What are your greatest accomplishments in each? What are you not doing that you'd like to be?

Relocation: (If Applicable) Are you willing to relocate out of the area in which you currently live? How far are you willing to commute, if not willing to relocate?

Remuneration: What is your total compensation package? Break that down between base, bonus, incentives, profit-sharing and any other components. When is the date of your next anticipated raise? Do you currently have a non-compete or a reimbursement clause?



**Realistic Expectations:** Describe in detail what you would be doing in your next opportunity that you aren't doing now. Provide the primary reason(s) for leaving your two most recent positions (if applicable).

**Receptivity to Change:** Describe your search activity over the last six months. How many opportunities have you considered? If none, what have you not seen/heard when approached from recruiters/organizations that you would need to see/hear?

Other notes: