

## CLIENT INFORMATION

Client (executive search firm):
Contact:
Phone:
Assignment number:
Starting date of the assignment:
Deadline:
Type of assignment:
Geographical area:
Company:
Pitch:      A) Full discretion – neither the headhunter nor the company are named B) Semi-discretion – the headhunter is named, but not the company C) Semi-candour – the company is named, but not the headhunter D) Full candour – both the headhunter and the company are named

## INFORMATION ABOUT THE JOB/BUSINESS

1. Job title:
2. Job location:
3. If the job position isn't new, what happened or happens to the predecessor and why?
4. Background/qualifications of predecessor:
5. Business description (history/number of employees/turnover/products/customer group/organizational structure):

6. Corporate culture:

7. Background and age of job associates:

8. The job's sphere of responsibility:

9. Job objectives (objectives expected to be met within a certain time)

10. Reporting (to/from the job):

11. Personnel responsibility of the job:

12. Requisite travel (days per year):

13. Terms (wage level):

14. Positive aspects of the job, i.e., why should candidates be interested?:

## **PROFILE INFORMATION**

15. Occupational background of the ideal candidate (stress mandatory requirements):

16. Education:

17. Personality:

18. Language requirements:

19. Other factors:

## TARGET COMPANIES

20. Target groups that should be covered: 1) competitors 2) parallel industries 3) end users:

21. List the most important competitors of the client's business:

22. Example of operations/departments (if other than competitors) where candidates might be found (name):

23. State companies that are not of interest (explain why):

24. Job title presently used by candidates:

25. Countries (geographical area) that should be covered:

## BUSINESSES THAT ARE OFF-LIMITS

NOTE! If possible, please submit organizational chart and other requisite information you may have about the business/job.