



CLIENT QUESTIONNAIRE

Why is the position open? How long?

Is this a new position or a backfill?

What is the company culture?

What were the things that the person previously in this position did well? What areas were they lacking in?

What is the growth potential/career path for this position?

What are the top three skill sets that this person would need to have?

What are the target companies or kind of companies you would like these candidates out of?

Are there any candidates that you do NOT want us to approach?

What departments could these candidates be found in?

What would their title(s) be?

What degrees or certifications are required/desired?

If this is a management position, what level manager would they be?

When we identify someone from one of the target companies in the correct department with the correct title, has the right degree/certification and the number of years of experience you are looking for, are there any other MINIMUM skill set requirements that need to be met?

What is the absolute minimum number of years experience that this candidate must have with each skill set?

What is the maximum amount of salary you want the candidate to be currently making?