

HOW ARDCO

BUSINESS & HR SOLUTIONS

30 Point Recruitment Checklist



IDEAL CANDIDATE BRIEF

Client: _____

Purpose: The purpose of the 'Ideal Candidate Brief' is to help us fully understand your requirements in finding you the best person to fit your recruitment goals and expectations.

Your answers will help guide us in all aspects of the recruitment engagement from job description, to job ad, to interview questions, through to final selection to enable us to find the ideal candidate for you.

Please answer the following questions as completely as possible.

EMPLOYMENT DETAILS

- ☐ 1. **Position Title:** What title would you like to give to this role e.g. Administration Manager, Financial Planner, National Marketing Manager
- ☐ 2. **Start Date:** Ideally when would you like the person to commence in the new role?
- ☐ 3. **Employment Type:** Will the position be F/T, P/T or Casual? If P/T or Casual how many hours do you estimate per week?
- ☐ 4. **Salary:** What salary range are you expecting to pay?
- ☐ 5. **Other benefits:** Will you be providing any other benefits? E.g. mobile phone, motor vehicle, parking etc.
- ☐ 6. **Location:** Where will the position be located?

OPPORTUNITY DETAILS

- ☐ 7. **Background:** Describe your main reason for wanting to fill this role.
- ☐ 8. **Candidate profile:** In your own words describe the ideal person you are looking for.
- ☐ 9. **Benefits:** Explain the benefits to you and your business of finding the right person to fulfil the role?
- ☐ 10. **Employer Value Proposition:** Explain the main reasons why the right candidate would find this role to be a good opportunity for them?

JOB DETAILS

- ☐ 11. **Job purpose:** What is the main purpose of the role?
- ☐ 12. **Key responsibilities and functions:** What are the main (headline) functions the job will responsible for?
- ☐ 13. **Task List:** Provide a list of the key tasks the job will do.
- ☐ 14. **Key outcomes:** What business outcomes or results will the job be accountable for achieving?
- ☐ 15. **Reporting relationships:** Who will the position report to?
- ☐ 16. **Direct reports:** Will the position be responsible for staff?
- ☐ 17. **External relationships:** What other contacts will role be required to undertake e.g. customers, suppliers etc.

EXPERIENCE DETAILS

- ☐ 18. **Previous work:** What types of work would the candidate have done in the past?
- ☐ 19. **Length of experience:** How many years experience in a similar role are required?
- ☐ 20. **Qualifications:** What qualifications or certifications are required?
- ☐ 21. **Skills and aptitudes:** What does the candidate need to be good at and like doing to be successful in this role?

PERSON DETAILS

- ☐ 22. **Person profile:** In your own words describe the type of person who works best in this type of role?
- ☐ 23. **Working relationship:** Describe how an employee can best work with you.
- ☐ 24. **Organisation Culture:** Describe in a few words the culture of your organisation.
- ☐ 25. **Attitudes and behaviours:** What are the ideal characteristics in terms of attitudes and behaviours, of the person you are looking for e.g. interpersonal skills, attitude to work, organisation, self starter etc.
- ☐ 26. **Priorities:** Considering all of the criteria you have mentioned so far please list in order, your top 5 priorities for the ideal candidate.
- ☐ 27. **Current Location:** Where is this person likely to be working right now?
- ☐ 28. **Goals:** What would their ambitions/motives be right now that might attract them to this role?
Anything else: Anything else you can think of that can help us identify the ideal candidate for you?

SEARCH CAMPAIGN

- ☐ 29. **Where will you advertise this position?** Online Job Boards e.g. SEEK, Print e.g. Age, Local paper, Other Job Boards e.g. internal job board, university etc.
- ☐ 30. **What other sources will you explore for candidates?** E.g. personal networks, referrals, staff contacts, online search through SEEK and Linked In, business networks

NOTES

Find, develop and lead successful teams, contact Warren Howard
0417 594 760 or email: warren@howardco.com.au
www.howardco.com.au