

## Requisition consultation

<b>Requisition Number :</b>		<b>Job Title :</b>	
<b>Hiring Manager :</b>		<b>Department :</b>	
<b>Location :</b>		<b>Travel Required :</b>	% of time
<b>Number of positions :</b>		<b>Level :</b>	
<b>New or replacement role:</b> (speak with outgoing employee?)		<b>Working hours / Unsocial hours :</b>	
<b>Salary range/ comp plan/ commission plan :</b>		<b>Relocation acceptable :</b>	
<b>Target start date :</b>		<b>Approval Status :</b>	Full/ Pipeline
<b>Supplementary comments to job description :</b> <ul style="list-style-type: none"> <li>• <b>Mandatory Skills/Experience</b></li> <li>• <b>Physical attributes</b></li> <li>• <b>Measures, targets</b></li> </ul>	<p>Skills – What would the person in this job actually be doing every day? What do the best people in this job do differently than the average person?</p> <p>“Ideal” Candidate Profile – Tell me about the ideal candidate for this position and what do they need to do over the next three to six months in order to be considered successful?</p> <p>Is there anything else that needs to be changed, fixed or improved over the next few months? What are the biggest challenges in the job? Are there any problems that need to be addressed right away?</p>		
<b>Where to post (circle all that are agreed) :</b>	<input type="checkbox"/> Internal Only	<input type="checkbox"/> Networking	<input type="checkbox"/>
	<input type="checkbox"/> Company career site	<input type="checkbox"/> Agency	<input type="checkbox"/>
	<input type="checkbox"/> Job Boards	<input type="checkbox"/> Business Schools	<input type="checkbox"/>
	<input type="checkbox"/> Print Advertising	<input type="checkbox"/> Other:	<input type="checkbox"/>
<b>Employees to approach for referrals :</b>	(ask team members to provide 3 names)		
<b>Firms/Individuals to approach :</b>			
<b>Firms/Individuals NOT to approach :</b>			
<b>Logical career path for this role :</b>			
<b>For further questions, we should ask :</b>			