

ABOUT THE PERSON

What type of personality would fit within your existing team?

DAY TO DAY ROLE

What is the purpose of the role?

What would be a typical day?

Projects/stage of project/% of time to each task/travel & frequency/fit into team structure/mentoring

What is the team structure?

How did the role come about?

What is the job location?

How many positions do you wish to fill?

Who will the candidate report to?

Will anyone be reporting to the candidate?

Length of contract?

-What are the chance of extension?

-hours of work?

-How long will the project last?

HISTORY OF THE JOB & PROCESS

Have you interviewed anyone? Please detail the reason.

What is the interview process and who is involved? Please detail format, how long, testing.

Who makes the final decision?

URGENCY OF POSITION

When are you looking for somebody to start?	
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THE PROCESS

How would you sell the role & Company? USP's?	
What is the rate/salary? -What is your budget range? -If we had an ideal candidate on a higher rate would you see them?	