Hunter Bond Job Specification Form

60 Gresham St, London, EC37BB- New York Address

Personal Details

| Client: | Direct Line: |
|----------------------|--------------|
| Contact: | Mobile: |
| Position in Company: | Email: |



ABOUT THE ROLE

What are you looking for?

TECHNICAL & BUSINESS SCHOOLS

| Job Title: | | | |
|-------------------------------|-----------|--|--|
| | | | |
| Perm/Contract: | | | |
| What skillset do you require? | Essential | | |
| -Years of experience | | | |
| -Versions/platforms/database | | | |
| -Business products | | | |
| -Industry experiece | | | |
| -System specific experience | Desirable | | |
| | | | |
| | | | |
| | | | |
| | | | |

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?

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? | |