

# RECRUITMENT KICK-OFF TEMPLATE

## ORGANIZATION OVERVIEW

### 1 Description of the business unit/segment

in a context of the overall business and company strategy, business size, revenue, products & services, main clients and main competitors

### 2 Company objectives, vision & mission

### 3 Organization challenges

current & predicted

### 4 Organization culture and values

## POSITION OVERVIEW

### 5 Position summary in a few sentences

What is the purpose of the job?

### 6 Is it replacement or a new position?

What is the background, what other methods/sources are being used to recruit for this role?

### 7 List of main responsibilities in the position

**8 Reporting lines, working relationships, key stakeholders and /or clients to work with.**

Size of the team to manage directly and/or dotted line

**9 Organization charts and where the role sits within team, department and wider business**

**10 P&L responsibility, size of the budget/ size of the business, headcount**

**11 Key performance indicators , key deliverables**

**12 Key requirements :**

What kind of work experience and industry background, and how many years are required to be successful in the role? Think of obvious ideal background, but also alternatives.

Any specific knowledge is needed? Like some industry norms, or legislation or technology , technical know- how and similar?

Desired educational qualifications

Could the candidate be coming from another industry and which ones would be close to yours? Product business or service business? B2B or B2C or public sector?

Can he be coming from your client company ? Which clients are off- limits? Would you prefer them to be coming from competitor or not?

Language requirements

**13 Soft skills and personality traits required**

**14 Possible locations**

Does it have to be the same location as previous one, or could it be elsewhere? Where is the talent and people with relevant skills?

**15 Travel requirements**

**16 If the previous position holder did not perform well, what has (s)he been missing?**

**17 Why should candidate be interested in the role?**

How would you attract them to your company and this position?

Key sales arguments why shall they join you?

**18 Main industries and sectors to target**

in case of a Direct Search

**19 Salary range**

**20 Level of confidentiality**

**21 Interview process and timeline**