



## **JOB REQUIREMENT LOCKDOWN PROCESS**

### **Job Req Insight**

Title:

Location:

Work hours (Flex-time and OT):

Possible Remote:

Job Type:

If Contract to Hire, what is your salary range upon conversion:

If DH, can I get a copy/details of your benefits:

Duration, is there a possibility of extension:

Bill Rate Or Salary Range:

- Is there any flexibility:
- Is there a bonus tied to this position?

### **Key requirements / Must Haves / Nice to Haves**

- Responsibilities of the position (include % of daily duties of the role) WHAT does their day-to-day look like?
- Top 3 skills and technologies you are looking for in a candidate-absolute "must have's"
- What are your top 3 "nice to have's"
- Are they working on a specific project for you? Please provide overview.
- What is the team Landscape (how many, what are their skills, etc.)

### **Candidate Profile**

- Ideal Candidate (including cultural fit/personality)
  - *Names of individuals or companies they want you to target in your search.*
  - *Certifications Required or Preferred*

## **Selling Points of Interest for the company**

- We work with passive candidates who are already employed, why would someone want to work here?”
- Strong team environment?
- Perks (lunches brought in, team building events’, casual dress)
- Cutting edge technology
- Opportunity for growth and development?

## **Urgency / Timing / Control**

- What have you done so far to fill this position?
- Why is this role open?
- What have you seen already that you liked or disliked from your current vendors or HR?
- By when does it need to be filled and if not filled, what happens? (How motivated are they to hire a new person?)

## **Interview Process including interview times**

- What are the steps in the interview process, i.e (PS, F2F, Technical Test)
- Who will be involved in the interview process
- How long does your interview process typically take from start to finish?
  
- Hypothetically, let’s say you like a candidate we present, what’s the process on your end to onboard? Do you anticipate any roadblocks?
  
- Discuss Optomi’s process and Opt2vue:
  - *Qualifying questions? (If a candidate has an interview stream, would you consider skipping the PS?)*
  - *How quickly can I expect feedback after an interview (explain our typical process and expectations)*
  
- If we don’t already have a signed MSA, what is the process to get it signed (Does this get us on the vendors list?)

## **Client Culture Fit**

## **Top 3-5 Core Client Criteria**

## **Client’s Formal Job Description (in-depth) “Attach”**