

# Candidate & Role Diagnostic

The purpose of this document is to capture all of the relevant details relating to the role being offered by the client and the right attributes of potential applicants.

The details in this document will be used to inform the specification checklist and to draft the job description, person specification and job advert. Additionally, information should be captured that will help ease the organisation of the evaluation interviews.

## Basic Details

<b>Company:</b>			<b>Job Title:</b>		
<b>Division / Department:</b>			<b>Reporting to:</b>		
<b>Reason for vacancy:</b>					
<b>Are there any internal candidates?</b>					
<b>Position Type:</b>	[i.e.: full-time, part-time, job share, contract, intern]				
<b>Location:</b>		<i>Imp</i>	<b>Travel required:</b>		
<b>Miles Travel/Year</b>			<b>Car Provided</b>	Yes	No
<b>Level/Salary Range:</b>		<i>Imp</i>	<b>Is there a salary ceiling above which you won't consider candidates?</b>	Yes	No
<b>Package / benefits:</b>	Company Car <input type="checkbox"/>		Phone <input type="checkbox"/>	Laptop <input type="checkbox"/>	
	Car Allowance <input type="checkbox"/>				
	Pension <input type="checkbox"/>		Training Allowance <input type="checkbox"/>	Healthcare <input type="checkbox"/>	
	Gym Membership		Other		

# Who are you looking for?

## Qualifications

*Note - This could include academic or vocational qualifications*

	Please score the importance of this section based on a scale of 1-10 (1 –very low, 10 – very high)	
<b>Must have</b> <i>(Describe the “must have” qualifications for the person undertaking the role)</i>		
<b>Nice to have</b> <i>(Describe the “nice to have” qualifications for the person undertaking the role)</i>		
<b>Must not have</b> <i>(Describe the “must not have” qualifications for the person undertaking the role)</i>		

## Experience

*Note - This should specify the amount of experience for various elements of the role as well as the type of experience required.*

	Please score the importance of this section based on a scale of 1-10 (1 –very low, 10 – very high)	
<b>Must have</b> <i>(Describe the “must have” experience for the person undertaking the role)</i>		
<b>Nice to have</b> <i>(Describe the “nice to have” experience for the person undertaking the role)</i>		
<b>Must not have</b> <i>(Describe the “must not have” experience for the person undertaking the role)</i>		

## Knowledge

*Note - This could include knowledge of various industry standards, management principles, IT systems, etc.*

	Please score the importance of this section based on a scale of 1-10 (1 –very low, 10 – very high)	
<b>Must have</b> <i>(Describe the “must have” knowledge for the person undertaking the role)</i>		
<b>Nice to have</b> <i>(Describe the “nice to have” knowledge for the person undertaking the role)</i>		
<b>Must not have</b> <i>(Describe the “must not have” knowledge for the person undertaking the role)</i>		

## Skills & Abilities

*Note - This could include specific skills such as selling, contract negotiation, communication (written or verbal), etc.*

	Please score the importance of this section based on a scale of 1-10 (1 –very low, 10 – very high)	
<b>Must have</b> <i>(Describe the “must have” skills and abilities for the person undertaking the role)</i>		
<b>Nice to have</b> <i>(Describe the “nice to have” skills and abilities for the person undertaking the role)</i>		
<b>Must not have</b> <i>(Describe the “must not have” skills and abilities for the person undertaking the role)</i>		

## Competencies

Behaviour	Defn	Must have	Nice to have	Must not have	Importance (1-10)
Relationship Builder	Spends time building personal relationships and learning about the market				
Empathetic	Understands where people are coming from, and adapts accordingly				
Relator	Gets on with people, asks about them personally, affable and friendly				
Self-Starter	Motivated by personal success				
Competitive	Motivated by goals and targets				
Values	Driven by a set of internal values that won't be compromised				
Investigator (Curious)	Finds out about new opportunities, understands customer needs				
Communicator	Good at getting complex ideas across and explaining things well				
Stress-Tolerance	Works well under pressure, can handle multiple task, able to prioritise well				
Intensity	High energy, goes the extra mile				
Persuader	Good at changing other people's minds				
Organisation	Organises things, has a plan, uses reports and information, analytical				
Proactive	Takes the initiative, gets stuff done				
Responsibility	Takes responsibility for actions or mistakes				
Team Player	Does things with and through working with other people				
Researcher	Gathers data, finds out facts				
Strategic Thinking	Understands the challenges, uses a variety of sources to deduce solutions.				
Completer-Finisher	Gets tasks done, ties up loose ends				
Motivator	Good at getting other people to do things				
Collaboration	Works well with others to complete a task				
Technical Expert	Motivated by technical challenge				
Developer	Spends time developing people				

## Who are they going to be working with?

Personality/culture fit (Describe the work culture or “the way things are around here”)	
Is there a preferred personality profile?	
Team structure:	Who reports into the role?
	Who are the key people the role works with?
	Organisation Structure

## What are they going to be doing?

Job Description – considering weightings for important / not important aspects
<b>Job Purpose</b>
<b>Key Responsibilities And Accountability</b>
<b>Additional Expectations</b>
<b>Targets/KPIs</b>
<b>ADDITIONAL NOTES</b>



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## Additional Questions Regarding the Role

Question	Answer
What challenges does the role currently face?	

<p><b>Are there any projects upcoming that the successful candidate would need to get involved with?</b></p>	
<p><b>What types of people have excelled or failed in this role?</b></p>	
<p><b>What development or career opportunities does this role afford?</b></p>	

## Finding the Right Candidate

Question	Answer
Are there any keywords we should include in the advert? (include well known industry acronyms e.g. Tier 1, BOM, GRC, etc.)	
What information does the client want in the advert?	
What information does the client not want in the advert?	

## Senior Team Profiling

We offer to undertake a behavioural assessment of the senior team as part of the initial recruitment process to give us a better understanding of the team dynamic. If this is applicable, fill in the appropriate details below.

Does the senior team require personality profiles? If so, list email address, names and position	
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## Evaluation Interview Details

<b>Potential evaluation interview dates:</b>	Click here to enter a date.	<b>Venue</b>	
<b>Who will be involved?</b>	<i>Get names &amp; email addresses</i>		
<b>Will someone internally be co-ordinating the evaluation interviews?</b>	<i>Get names &amp; email addresses</i>		
<b>Are enough rooms available at the venue?</b>			
<b>Will the evaluation interviews be held over lunch?</b>	Yes    No	<b>Who is organising lunch?</b>	

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### Checklist for next steps

- |   |                          |
|---|--------------------------|
| Person specification drafted and approved by client       | <input type="checkbox"/> |
| Job description drafted and approved by client            | <input type="checkbox"/> |
| Advert drafted and approved by client                     | <input type="checkbox"/> |
| Company information drafted and approved by client        | <input type="checkbox"/> |
| Letter from the MD drafted and approved by client         | <input type="checkbox"/> |
| Online questionnaire form finalised and set up on website | <input type="checkbox"/> |
| Client email regarding online form set up                 | <input type="checkbox"/> |
| Advert posted online                                      | <input type="checkbox"/> |
| Candidates ranked and long-list reviewed                  | <input type="checkbox"/> |
| Emails sent to rejected candidates                        | <input type="checkbox"/> |

Emails sent to long-list candidates to invite them to online interview

