

Specification Checklist Example

	Name, Address & Contact details				
	Where did you hear about the vacancy?				
	Current package value				
	Basic Salary expectations				
	Other benefits expectations				
Deale Information	What is your reason for leaving your last/current job?				
Basic Information	What is your notice period?				
	Are you eligible to work in the UK?				
	Are you a disqualified director?				
	Do you have a valid UK driving licence?				
	Do you have use of a car?				
	Are you prepared to travel for work?				
	What would your commute time be?				
	Completion of a higher education (minimum degree standard) or equivalent				
Qualifications	Completion of sales training/qualification is desirable				
	5 years + in a sales management role				
	Experience in all aspects of managing a sales pipeline				
Experience	Proven experience in developing prospects through to				
p = 1 - 1 - 1 - 1	customer				
	Proven ability to deliver results				
	Dealt with directors and C-Suite executives				
	 Excellent understanding of the principles of sales pipeline design and management. 				
	 Knowledge of traceability/product 				
Knowledge	personalisation is desirable though not essential				
Knowledge	§ Awareness of sales database packages (e.g.				
	Hubspot) Word, Excel, Powerpoint, Access, Outlook				
	required. Some experience of AutoCad is				
	desirable though not essential				
	Advanced level of selling skills (i.e. understanding requirements, upsell/cross sell, identifying opportunities,				
	complex negotiations)				
	Analytical skills and ability to draw conclusions from data.				
	 Ability to produce numerical and graphical 				
	analysis of sales data				
Skills & Abilities	■ Excellent written communication skills				
	Excellent verbal communication skills				
	Excellent telephone mannerExcellent rapport building skills				
	Coachable				
	Organisation and planning				
	Problem analysis and problem-solving				
	Curiousity				
Competencies	Relationship Builder				
	Empathetic				
	Relator Self-Starter				
	Competitive				
	Competitive Values				
	Values				
	Values Investigator (Curious) Communicator Stress-Tolerance				
	Values Investigator (Curious) Communicator Stress-Tolerance Intensity				
	Values Investigator (Curious) Communicator Stress-Tolerance Intensity Persuader				
	Values Investigator (Curious) Communicator Stress-Tolerance Intensity Persuader Organisation				
	Values Investigator (Curious) Communicator Stress-Tolerance Intensity Persuader				

Advert Filter	Online '1st round' Questionnaire	Zoom Interview	Psychometric Test	Test	Case Study / Preparation	Evaluation Interview - Behavioural	Evaluation Interview - Technical
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Circumstances	 Must be able to attend the main office for
	meetings
	 Will be available to offer some flexibility with
	rogards to working hours



Specification Checklist Template

Basic Information	Name, Address & Contact details Where did you hear about the vacancy? Current package value Basic Salary expectations Other benefits expectations What is your reason for leaving your last/current job? What is your notice period? Are you eligible to work in the UK? Are you a disqualified director? Do you have a valid UK driving licence? Do you have use of a car? Are you prepared to travel for work? What would your commute time be?
Qualifications	
Experience	
Knowledge	
Skills & Abilities	
Competencies	
Circumstances	

