



## **IDEAL CANDIDATE FORM**

The following questions are designed to help effectively market to, recruit for and screen applicants for your organization.

The purpose of this information is to allow us to deliver pre-assessed, pre-qualified individuals you can hire.

## SCREENING DETAILS

1. Which solution option have you chosen? (circle one)

Simple

Selective

Superior

2. Which assessment would you like applicants to use? (circle one)

TTI TriMetrix®

TTI DNA™

TTI Insights™

TTI Fit™

## COMPANY INFORMATION

Company Name: \_\_\_\_\_

Company Description:  Already on file with Talent Management Plus

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## POSITION DETAILS

Position Title: \_\_\_\_\_

Position Location: \_\_\_\_\_

Primary Contact for this Position: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

How long has the position been open? \_\_\_\_\_

What recruiting methods have been used for this position in the past? \_\_\_\_\_

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Position Description:

Already on file with Talent Management Plus

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Working Environment:

Already on file with Talent Management Plus

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Travel Required:  Yes

No

Explain if yes:

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## PRE-EMPLOYMENT ASSESSMENT REQUIREMENTS

### Personal Skills:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

### Motivators:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Behaviors:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## EDUCATIONAL REQUIREMENTS

Education Level Required: \_\_\_\_\_

Degree Type: \_\_\_\_\_

Requirement Type:     Hard         Soft

Certifications Required: \_\_\_\_\_

Requirement Type:     Hard         Soft

## EXPERIENCE REQUIREMENTS

Specific Job Experience: \_\_\_\_\_

\_\_\_\_\_

Number of Years Preferred: \_\_\_\_\_

Requirement Type:     Hard         Soft

Specific Industry Experience: \_\_\_\_\_

\_\_\_\_\_

Number of Years Preferred: \_\_\_\_\_

Requirement Type:     Hard         Soft

Additional Experience Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CUSTOM PHONE SCREEN OR INTERVIEW QUESTIONS

Do you have any specific questions you would like to be asked during the phone screening or interviewing processes?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

## CUSTOM APPLICANT PRE-QUALIFIER QUESTIONS\*

To be completed by the applicant during the application/assessment process:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**\*Note:** All questions will be reviewed to ensure EEO compliance and will be subject to approval. We reserve the right to disallow any or all questions on this basis.

## RESUME SCREEN PREFERENCES

Historically people have different views as they relate to job hopping, employment gaps and over qualifications. Please describe how you view each of the following:

Job Hopping: \_\_\_\_\_

Employment Gaps: \_\_\_\_\_

Over Qualifications: \_\_\_\_\_

## RECOMMENDED BACKGROUND CHECK PACKAGE

- Executive Level/Financial Check
- Sales Professionals
- Mid-Management/General

## COMPENSATION PACKAGE

First Year's Base Salary Range: \_\_\_\_\_

Bonus Potential:  Yes       No

If Yes: Amount: \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

Commission Potential:  Yes       No

If Yes: Amount: \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

Benefits for this Position:  Yes       No

If Yes, which ones?

- |   |               |               |                    |
|---|---------------|---------------|--------------------|
| <input type="checkbox"/> Health Insurance (circle): | Employer Paid | Employee Paid | Joint Contribution |
| <input type="checkbox"/> Dental Insurance (circle): | Employer Paid | Employee Paid | Joint Contribution |
| <input type="checkbox"/> Life Insurance (circle):   | Employer Paid | Employee Paid | Joint Contribution |
| <input type="checkbox"/> Profit Sharing             |               |               |                    |
| <input type="checkbox"/> Stock Options              |               |               |                    |
| <input type="checkbox"/> 401K                       |               |               |                    |
| <input type="checkbox"/> Paid Vacation              |               |               |                    |
| <input type="checkbox"/> Paid Time Off              |               |               |                    |
| <input type="checkbox"/> Other:                     | _____         |               |                    |

Relocation Options:

- Not Accepting Relocation Candidates
- Accepting Relocation Candidates but without Corporate Assistance
- Relocation Package Available

Please Describe: \_\_\_\_\_

- Promote this information
- Only give out when prompted

## MARKETING OF THE POSITION

Talent Management Plus determines the best methods for marketing your current opening. We use a variety of sources from email recruiting, networking, advertising and more.

Preferred geographical locations to market for candidates: \_\_\_\_\_

\_\_\_\_\_

Industry Keywords you Prefer: \_\_\_\_\_

\_\_\_\_\_

Competitors to Look at: \_\_\_\_\_

\_\_\_\_\_

Competitors to Stay Away From: \_\_\_\_\_

\_\_\_\_\_

Talent Management Plus markets the salary of the positions and does not market the name of the client company.

## SCREENING RANK

Below is a list of the measurements we will be using to determine the best candidates for your organization. Please rank them in order of importance to you.

- \_\_\_\_\_ Pre-employment Assessment Match to Benchmark
- \_\_\_\_\_ Educational Requirements
- \_\_\_\_\_ Industry Experience
- \_\_\_\_\_ Job Experience

I, \_\_\_\_\_ understand that all candidates will be screened based on the above information.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recruiting Specialist

\_\_\_\_\_  
Date