

DEVELOPING EXCEPTIONAL RECRUITERS

Job Brief Template

Take the brief (Give yourself the best possible chance of filling the vacancy!)

The Company

- Company Culture
- Manager - background and personality
- Team Demographic
- Location
- Reason for the vacancy and where it fits into the bigger picture

The Role

- Key Duties of the role
- Experience required
- Soft Skills needed
- Systems/Technical experience needed
- Personality/fit of person
- Hourly rate/salary package
- Benefits
- Growth opportunities
- Flexible working options
- What is the top 3 essential criteria that cannot be negotiated on
- What are the top 3 desirable criteria but can be negotiated on
- Would they consider a wildcard option

The Process

- Ideal start date (and end date if temp/contract)
- Interview process
- Why are they using an agency
- Other agencies/The recruit so far

Think about what else you need to know about the role- industry or role specific questions to ensure you can confidently meet the brief.

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Manage Expectations

If a Client does have unrealistic expectations you must do the following:

- Highlight where their job brief may be unrealistic
- Provide examples/market feedback
- Coach them on what would be realistic
- Agree what is essential to the brief and what can be negotiated on

Close (Build confidence in your client that you can fill this role for them and they don't need to work with anyone else!)

- Provide an overview of your sourcing process and why this means you will definitely fill the role for them
- Discuss any active candidates you have that might suit the brief
- Provide details of (relevant) clients you work with currently and similar roles you have successfully filled to build confidence

Exclusivity

- **Perm** - full Exclusivity for the first 2 weeks of the recruit
- **Temp** - full Exclusivity for the first 72 hours of the recruit

Terms of Business

Do you already have signed terms? If not, you will need to introduce your Terms now.

Next steps

- Set a project timeline with the client
- Confirm your clients availability to give you resume feedback
- Book 1-2 interview spots with your client
- Thank them for the opportunity and follow up with an email confirmation and your Terms of Business for signature.

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