

# Example Job Brief form

Take a look at the job brief form that you currently use and see what improvements can be made. Does it really cover everything, and ask all the questions that you need it to?

Position: ..... Date: .....  
Contact: ..... Taken by: .....  
Title: ..... Job ID number: .....  
Phone: ..... Full company name: .....  
Fax: ..... Location/address: .....  
Email: .....  
Secretary/p.a.: .....  
Source: .....

## Company information:

Number of employees: ..... Type of company: public / private  
Annual sales over last five years: ..... Listed on exchange? Y / N  
Number of years in business: .....

## Job description:

What is the title of this position? .....  
What are the most important duties associated with this position? .....  
.....  
Other responsibilities? .....  
To whom will the person be accountable/report to? .....  
What problem are you trying to solve by hiring this person (what is the need)? .....  
.....  
What problems would occur if this vacancy remained unfilled? .....  
.....  
What are the specific objectives this person is to achieve? .....  
What results will the person be expected to produce? .....  
.....  
How will this person be measured? .....  
Is it a team or individual role? .....  
Describe an average working week (if possible from current employee): .....  
.....  
Number of people to be supervised: .....  
Is there any travel involved? If so, what percentage? .....

Does anyone else need to approve this vacancy before you can make an offer? Y / N  
 If yes, who are they? ..... May I speak with them? Y / N  
 Name: .....  
 Title: .....  
 Phone: .....

**Remuneration information:**

What is the salary for this position? Low ..... Mid ..... High .....  
 If I find you someone doing this job for one of your competitors, but earning (high end), can you go higher? Y / N  
 By how much? .....  
 So the maximum salary for this position is £ .....  
 Are there any internal restrictions on salary? Y / N  
 What are they? .....  
 Are there any bonuses associated with this position: Y / N  
 What are they? .....  
 How are they calculated? .....  
 Company performance/Personal performance/Guaranteed? .....  
 When is the first performance review? .....  
 When is the first salary review? .....  
 How much can it be worth? .....  
 Is there profit sharing? .....  
 Share purchase plan? .....  
 Car? If so, what type? .....  
 Mileage reimbursement? .....

**Benefit information:**

Which employee benefits are available for this position?.....  

Car park?	£ .....	Social club?	£ .....
Canteen/restaurant?	£ .....	Flexitime?	£ .....
Superannuation?	£ .....	What percentage?	..... %
Home loan?	£ .....	Rail loan?	£ .....
Health Care?	£ .....	Child Care?	£ .....
Gym?	£ .....	Mobile phone?	£ .....
Laptop?	£ .....	Other?	£ .....

Total £value for benefits above = £ .....

**Relocation:**

Will you relocate the person to get the best candidate? Y / N

If so, describe your company's relocation package. E.g. physical move, temporary lodging, relocation bonus / mortgage differential and number of years/purchase home outright): .....

.....

Relocation radius? ..... From overseas? .....

**Recruiting information:**

What is the background of the ideal candidate? .....

What sort of role are they doing now? .....

What title would they currently have? .....

What are the ABSOLUTE MINIMUM requirements? .....

Degree: .....

Technical, and minimum years experience for each one: .....

What is the level of experience of people currently performing the role? .....

What experience is preferred? .....

Why is it preferred? .....

Are there any skills which could be substituted or are transferable? .....

What kind/type of person are you looking for? .....

Which competencies have been identified for this position .. behaviours, attributes, traits vs skills and knowledge? .....

.....

What is their weighting? .....

List 5 targeting questions and the answers. How many should a candidate get right before you'll see them?

**1 Q.** .....

**A.** .....

**2 Q.** .....

**A.** .....

**3 Q.** .....

**A.** .....

**4 Q.** .....

**A.** .....

**5 Q.** .....

**A.** .....

**Preferred start date:**

Which industries would you most like this person to come from? .....

Why? .....

Are there any other industries where you feel a person with these qualifications could be working? .....

Which companies would you most like this person to come from? .....

Are there any other companies you feel might have a person like this? .....

Are there any companies you have hired people like this from in the last year? .....

Are there any companies that you don't want to see a candidate come from? .....

If so, why not? .....

Is there anyone in particular that you would like to hire? If so, why? .....

**Opportunity information / Company information / department information:**

What is the next step up for this person? .....

Where could they be in three years? .....

Where could they be in five years? .....

What are the long term opportunities associated with this position? .....

Are there any new /emerging technologies this person will be exposed to? .....

Who had this position last? .....

Why did they leave? .....

Where did they go? .....

Why should someone who is currently securely and happily employed, quit to take this role? .....

**Interviewing process:**

To whom will the position report? .....

Name: ..... Title: .....

What is their background? .....

How many interviews will there be and with whom? .....

Describe each interviewer: .....

Name, title, length of time with company, where they were before .....

Over what period of time will the interviews take place? .....

How long does each interview last? .....

What is the agenda for each interview? .....

Do you use a structured and patterned interview? Y / N

If yes, may I see it? .....

If no, may I help you develop one? .....

Do you have the questions prepared for the interview? Y / N  
 Who is the ultimate decision maker? .....  
 Name, title, phone .....  
 Are there any other technical people involved in the interview / decision making process? Y / N  
 Name, title, phone .....  
 Do you require any tests? Y / N  
 If yes, list the test and its purpose .....  
 May we administer these for you? Y / N  
 When will the offer be made? .....

**Status:**

How long has the position be open? .....  
 Why is it open? .....  
 How many have been interviewed so far? .....  
 How have you sourced them? Internal / Known to company / Recruitment company / other  
 Describe the one you liked best? .....  
 Why didn't you make them an offer? .....  
 Are there any offers outstanding? Y / N Status: .....  
 Could this position be put on hold? .....  
 Is this hire contingent upon outside circumstances: .....  
**1.** contract for new business **2.** a restructuring programme **3.** someone's promotion / resignation

Are there any other recruitment companies working on this assignment? Y / N  
 Is advertising authorised? Y / N To a budget of? £ .....  
 Are you advertising? Y / N  
 Advertisement? Where? ..... Response? .....

**Urgency:**

How important is it for you to hire someone right now? .....  
 Then it is important to set aside three hours on (nominate ) to interview. ....  
 Then allow two hours the following week for second interviews if required. ....  
 Is there anyone involved in this process who will not be around to meet or talk to in the next two-four weeks?  
 .....  
 .....