CANDIDATE REQUALIFICATION / RELOCATION CHECKLIST

Candidate Name:	Recruiter:
Primary Phone:	Secondary Phone:

1. ☐Have you set expectations with the candidate?

2. ☐Has the candidate been thoroughly prepped for the final interview?

3. ☐Have you fully researched the products, the company and the Hiring Manager on Google?

4. Can you pass a background check (felony, misdemeanor, drug)?

5.Hot Buttons:

A. What's most important to you in your next position?

B. What do you want to stay away from in your next position?

C. How does this opportunity meet the requirements you are looking for in a position?

6. On a scale of 1-10, 10 meaning you are ready to accept the position, where are you in terms of interest? (click for 1-10 drop-down menu)

7. What do you need to see to make it a 10?

8. Motivation to change:

9. Why? What do you like? What are your concerns?

10. Do you have any other opportunities on the go right now?

11. If so, where are you currently in their process?

12. Which opportunity are you leaning toward?Why?

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13. Discuss the other opportunity in detail.(Job, salary, years in business, role, opportunity for advancement, travel requirements, relocation requirements, etc.)

14. Are you up for any promotions or raises in the near future?When?

15. Have you discussed the opportunity with your spouse? How do they feel?Do they have any concerns?

16. Who else will be involved in your decision-making process?

17. Do you see yourself working for (my company) in the next 2 - 4 weeks?

18. Is there anything in your life that would prohibit you from making a change?

19. Do you see any issues that could affect your family situation?

20. If relocating:

A. Own/ Rent? Size of house? Number bedrooms?Approximate appraised value?

B. Do you need the same size house when you move?

C. Have you researched the area?

D. What are your expectations for relocation reimbursement?

E. Are you clear on cost of living differential?

F. If salary increase doesn't cover cost of living increase, are you still interested?

G. What is the spouse’s career/job?What do they make?Is the job portable?

H. Children?How many?Ages?Grade?School situation?Private or public?
Special needs/considerations?Local relatives?

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21. Re-confirm their current or most recent salary/bonus.Re-confirm the salary range of this job.They may check references and W-2's, so where are you exactly?

22. What's the minimum compensation you need to make a change?

23. VacationConsiderations? Benefits?

24. Have you considered the possibility that your current employer may make a counter offer?. Let's discuss.

25. If I can get you can I accept the offer on your behalf?
☐Yes☐No

26.My role from here on will be…