

CLIENT'S FORM

UDALENNO



TO HELP US FIND THE PERFECT CANDIDATE FOR YOU WE
NEED YOU TO:

- **Fill the form with as many details as possible**
- **Keep in mind that the more expertise you ask for, the more expensive the talent will be.** *For example if you need a Customer support with 1 year experience and B2 English the salary will be very different from the talent with 2 foreign language - fluent Spanish and English, 5 years experience in e commerce customer support and experience in managing a team. The 1st talent's salary will start from 700 USD and the 2nd from 2200 USD. Please request the candidate according to your needs and budget :)*
- **If you don't understand any question, just leave a "?" mark and we will discuss it together**

**Profile of position – entry information form
for Retalent Remote recruitment agency**

What is your company's website(	
How would you tell the final candidate about your company in 3 sentences?	
Your company info for the invoice and the contract (VAT or EIN number, Name and address)	
Which of our plans you'd like to choose?	
Name of the position	
Who will be a manager of this employee	
Is this employee going to have people he/she will need to manage? How many people?	
Why do you want to hire this employee?	
How urgently do you need to hire the person?	
Is it a new role? OR if there's someone in this position now?	
What will be the training/trial period for this person?	
What are your criteria of evaluation of a successful training/trial period?	
General information on employee's qualification requirements	
Necessary work experience (if no experience is needed, just write "-")	
If you take 100% of the time of this future employee, how would you divide the responsibilities? For example, 30% logo designs, 30% website design, 20% collaboration with other employees Write down all the responsibilities of this position you have in mind	
Are there any problems this employee will have to solve? Could you specify what kind of issues they will face with your business?	
How independent is the employee to make work decisions?	
What company do you see the employee coming from? (Specific names or general description)	
Personal characteristics	

Education	
Apps or programs they need to know	
Level of knowledge of foreign languages	
Personal qualities Description of personal qualities, justification of requirements	
Conditions	
Work schedule Normal or irregular working hours. Do they need to work on the weekends? Is it flexible or not? If yes, what is the minimum overlap with you?	
What is your budget for this employee?	
The motivation of the employee	
The fixed part of the salary <i>For the probationary period and after</i>	
Duration of the probationary period	
Variable part of salary <i>Bonus system</i>	
Days of vacation per year	
Specifics of the corporate culture	
Specifics of communication in the company. <i>How you would like the communication with the employee to be. For example, very direct, just clear. How do you communicate with your team?</i>	
Career development opportunities	
Recruitment process	
Do you want to have additional testing?	
Who is taking hiring decisions in your company?	
Please describe how you want to build the process with the candidate on your side (for example: 1 testing, 1 interview with the manager-name and role)	