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The Leap⁷Advisor

with Gary Kagan

JOB ORDER FORM **TEMPLATE**

Position Details

North star goal for the next 6 months

Restate the goal of the team at the top of your job order. From a long term view to quantitative short term goals make it tangible

Answer:

Role

The role title is crucial as it sets the foundation for the job description and helps the team understand the position they are hiring for. It provides clarity and ensures that everyone is on the same page regarding the purpose and scope of the role

Answer:

Number of roles to fill

Answer:

Start date timeline

Answer:

Is this role remote, in-office or both? If both, what percentage of each is required?

Answer:

What is the base salary and OTE range for this role?

Answer:

What benefits are provided for this role?

Answer:

What is the average deal size for this role?

Answer:

From outreach to close what is the average deal speed for this role?

Answer:

Top Three Must Haves:

Answer:

Top Three Nice to Haves:

Answer:

How many interview rounds exist before an offer is made? (Please list who on your team is designated for each round)

Answer:

What is the focus area of each interview round? What questions are asked in each interview round?

Answer:

Best way for the hiring team to communicate feedback about each candidate to each other?

Answer:

Are there any articles/links/other resources the hiring team can provide to candidates in order for them to get a deeper understanding of your business and/or role?

Answer: